

Section Name: Employee Relations Effective Date: January 1, 1999
Section Number: 400 Date of Revision: October 25, 2011
Policy Number: 411
Page: 1 of 4

Subject: Health Care Benefits

1. Purpose: The purpose of this policy is to designate the health care benefits that are available for regular full-time, non-union employees of Monroe County.

2. Statement of Policy:

2.1 Effective January 1, 2012, each regular, full-time employee may elect coverage for himself/herself and his/her eligible dependents¹ under one of the following health insurance plans:

- a) Blue Cross/Blue Shield of Michigan Flexible Blue 3 with Flexible Blue Rx Prescription Drug Coverage and a Health Savings Account (H.S.A). The Employer shall make an annual contribution of \$500/single and \$1,000/ two or more members or the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the lesser Employer contribution to the cost of such plan. Employees may, at their option, make additional contributions through bi-weekly pre-tax payroll deduction as permitted by applicable law.
- b) Blue Cross/Blue Shield of Michigan Community Blue PPO Option 3 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the Employer's total contribution towards the cost of coverage under the Blue Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution.
- c) Blue Cross/Blue Shield of Michigan Community Blue PPO Option 6 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the

¹ Eligible dependents as referenced herein shall include the employee's spouse and children as defined and provided for in each of the respective plan documents

- d) Employer's total contribution towards the cost of coverage under the Blue Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution

All coverage under any of the foregoing plans shall be subject to such terms, conditions, exclusions, limitations, deductibles, premium co-payments and other provisions of the plans. Coverage shall commence on the employee's ninetieth (90th) day of continuous employment. The employee's contribution to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.

To qualify for health care benefits as above described each employee must individually enroll and make proper application for such benefits at the Human Resources Office upon the commencement of his/her regular employment with the County. Forms shall be provided by the Human Resources Department.

Except as otherwise provided under COBRA, an employee's health care benefits shall terminate on the date the employee goes on a leave of absence for more than two weeks, terminates, or is laid off. Upon return from a leave of absence or layoff, an employee's health care benefits coverage shall be reinstated commencing with the employee's return.

An employee who is on layoff or leave of absence for more than two weeks or who terminates may elect under COBRA to continue the coverage herein provided at his/her own expense.

Except as otherwise provided in Leaves of Absence, Family and Medical Leave, when on an authorized unpaid leave of absence of more than two weeks, the employee will be responsible for the full cost of his/her benefits for the period he/she is not on the active payroll. Proper application and arrangements for the payment of such continued benefits must be made at the Human Resources Office prior to the commencement of the leave. If such application and arrangements are not made as herein described, the employee's health care benefits shall automatically terminate two weeks after the unpaid leave of absence commences.

The County reserves the right to change a carrier(s), a plan(s), and/or the manner in which it provides the above benefits.

To be eligible for health care benefits as provided above, an employee must document all coverage available under his/her spouse's medical plan and cooperate in the coordination of coverage to limit the Employer's expense. If an

employee's spouse or eligible dependent child(ren) work for an employer who provides medical coverage, they are required to elect medical coverage with their employer. The Monroe County Plan shall provide secondary coverage.

2.2 Voluntary Withdrawal from Health Care Plan.

Any employee who can secure health care benefits from another source other than the County of Monroe and desires to waive all coverage for himself/herself, his/her spouse, and dependents under the County's Health Care Benefits Plan shall submit a written request for such waiver to the County Administrator or designee.

The County will notify the employee of the effective date that the County will no longer provide such benefits to the employee's spouse and dependents. This date will be binding on all parties.

An employee who has waived all coverage under the County's Health Care Benefits Plan as provided in this Agreement and who expressly waives, in writing, all rights to any other health care benefits coverage paid for by the County of Monroe, will receive a cash payment of \$1,000.00 per year, paid in a separate check, the first non-pay Friday in December of each calendar year. By way of illustration, but not by way of limitation, an employee who waives health care benefits coverage as herein provided and receives the \$1,000 voluntary payment shall not be eligible to receive health care benefits from a spouse employed by the County of Monroe. Any employee who has participated in the plan less than a full calendar year shall receive a prorated amount of such \$1,000 payment.

An employee who has waived coverage as hereinabove provided may apply to have such coverage reinstated, provided he/she demonstrates that he/she can no longer receive such benefits from another source. All such applications for reinstatement shall be made, in writing, to the County Administrator or designee. The County Administrator or designee will respond to such requests within fifteen (15) calendar days of receipt of the request. Such response will indicate the effective date that the employee, his/her spouse and dependents are once again covered under the County's Health Care Benefits Plan. The County shall have no obligation whatsoever prior to such effective date.

3. Definitions: None.

4. Application: This policy shall apply to all regular full-time, non-union employees in all departments and administrative units of Monroe County government.

5. Responsibility: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy.

6. Administrative Procedure: None

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 23, 2007.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 27, 2009.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 9, 2010.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 25, 2011