



Policy 6.1	Medical and Dental Insurance		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12, 11/27/12, 2/28/13, 10/1/15, 2/4/19			

MEDICAL AND DENTAL INSURANCE

6.1

POLICY

It is the policy of DuPage County to provide employees protection from the costs of health care and promote a healthy well being by offering Medical and Dental Insurance coverage to eligible employees and their dependents.

ELIGIBILITY

- All full-time employees are eligible for medical and dental insurance.
- All Care Center employees hired prior to January 1, 2007 working sixty-four (64) biweekly hours or greater. All Care employees hired after January 1, 2007 working sixty-four (64) biweekly hours or greater in a Licensed Nurse or Certified Nursing Assistant position.

GUIDELINES

- A. Coverage becomes effective the first day of the month following completion of thirty (30) days of employment.
- B. The County Board determines the employee contribution rate toward medical and dental coverage.
- C. Guidelines regarding eligibility and contributions may change at any time as conditions dictate.
- D. An open enrollment period is held each year during which an employee may elect to change medical and dental benefits.
- E. An employee may make certain changes during the year for certain life-changing events.

PROCEDURES

1. Eligible employees are responsible for enrolling in health coverage as soon as possible after employment. Information is distributed through New Employee Orientation or is available through the Benefits Division.
2. It is the employee's responsibility to notify Human Resources of any change in spouse and/or dependent status no later than thirty (30) days of the life event or you will not be able to change your benefit selection.
3. Changes, except the birth or adoption of a child, will be effective the first of the month following the date you notify us of the change, provided the change was requested within 30 days of the event change in status.
4. If you do not notify Human Resources within 30 days of a qualifying event, you must wait until the next annual enrollment period to make a change to your benefits.
5. Upon termination of employment with DuPage County, all medical/dental benefits will cease at the end of the month. The employee may, under certain circumstances, elect to continue coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
6. Employees who separate employment and are immediately eligible to receive an IMRF pension may continue their medical insurance under Public Act 86-1444. Contact the Benefits Division for more information about this program.

Information and forms on DuPage County's medical and dental insurance can be found on the internet under the Human Resources tab at

https://www.dupagecounty.gov/government/departments/human_resources/employee_benefits.php