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492 – ADDING / CHANGING VOLUNTARY BENEFIT OPTIONS FOR DISTRICT EMPLOYEES

Definitions:

Voluntary benefits are benefit or insurance products—such as life, disability, dental critical-illness and accident insurance, as well as pet coverage, ID theft protection, legal services and financial counseling—offered through an employer but paid for partially or solely by employees through payroll deduction.

GENERAL PROCEDURES: Below are the general procedures to be followed for adding or changing voluntary benefit offerings for employees.

1. If the district offers a similar insurance or benefit product it may not add more of the same type of coverage or product.
2. School e-mail may not be used for the purpose of employee solicitation of insurance or benefit products.
3. Personal solicitation and informational meetings by insurers/agents/benefit providers may not occur during working hours (Including parent/teacher conferences).
4. Building rental fees apply for employee meetings.
5. The insurer/agent/benefit provider is responsible for the scheduling and coordination of informational meetings as well as the dissemination, completion and collection of enrollment or other forms.
6. Informational materials may be dropped off in bulk to be placed in employee mailboxes.
7. The district reserves the right to place a minimum number of participants of 30 per product.
8. Due to the varying nature of benefits, the expectation would be that participating employees contact the insurer/agent/benefit provider directly with questions about benefits instead of the Payroll/Benefits Coordinator (with the exception of specific payroll deduction concerns).
9. Any renewal information or processes must be handled by the insurer/agent/benefit provider.
10. Food, prizes and other gifts for employees is prohibited
11. The district reserves the right to determine which insurance or benefits products may be offered to employees and retains the right to reject the same.

12. The insurer/agent/benefit provider must contact the HR Director prior to any employee solicitation, scheduling of informational meetings, disseminating information, etc.
13. This policy also applies to 403(b) vendors/financial planners (also subject to the employee contract negotiations process).
14. Other exceptions may apply.