



ADMINISTRATIVE MANUAL

Dental Plan

Policy 119

- 1.0 PURPOSE:
This policy is enacted to provide competitive benefits to Associated Students, Inc. (A.S.I.) employees.

- 2.0 REFERENCES:
None

- 3.0 POLICY:
All full-time and part-time regular benefited employees are entitled to dental coverage. Student assistants and casual employees are not eligible for dental benefits.

- 4.0 DEFINITIONS:
None

- 5.0 PROCEDURES:
 - 5.1 All eligible employees may elect dental plan coverage provided by the Associated Students, Inc. and administered by University-Student Union Administrative Office as our employee of record.

 - 5.2 A.S.I. provides a maximum contribution toward the monthly dental premium as established by the A.S.I. management. The A.S.I.'s maximum contribution will follow the University's contribution. If the A.S.I. contribution is insufficient to cover the full monthly premium employees must pay the difference of the monthly premium.

 - 5.3 Employees must select a dental plan within ten (10) days of their hire date. Employees who elect coverage by the 15th of the month shall be covered by the first of the following month. Employees who start employment after the 15th of the month shall be covered the first of the month following the next calendar month.

 - 5.4 Employees who do not elect coverage at the outset of employment will not be able to participate in a dental plan until the open enrollment period.

 - 5.5 Employees who are off payroll for 30 days or more do not receive A.S.I. contribution for their dental plan and must pay the entire monthly premium for the period they are off payroll or be dropped from the plan. Once dropped from the plan, employee will not be able to re-enroll until open enrollment.

 - 5.6 Terminating employees and certain dependents of employees are eligible to continue the dental insurance plan at their own cost under the regulations defined by COBRA. New employees shall receive notification of



eligibility when enrolling. Terminating employees will be notified of their eligibility by mail, and of their requirements to notify the A.S.I. of their intent to continue their dental plan coverage.

- 5.7 When dental insurance is provided by the A.S.I., all matters regarding coverage and claims should be between the employee and the insurance carrier. A.S.I. Directors and the U-SU Administrative Office should not be contacted.
- 5.8 Eligible dependents of an eligible employee include:
- Spouse (unless legally separated or divorced)
 - Domestic partner (registered through the Secretary of State process under the standard eligibility rules of the Public Employees' Medical and Hospital care Act), and
 - Unmarried dependent children from birth to the end of the month in which the child reaches 23. A dependent child includes a stepchild, a natural child recognized by the father, or a child living with the employee in a parent-child relationship who is economically dependent upon the employee. A child ceases to be an eligible dependent upon marriage.
 - Dependents become eligible coincident with the Eligible Employee or upon attainment of dependent status. Newborn infants are eligible for medical coverage from and after the moment of birth. Adopted children are eligible for medical coverage from and after the moment the child is placed in the physical custody of the Eligible Employee for adoption.
- 5.9 Eligible Employees with ten (10) years of service to the A.S.I. and at age 55 years or later are eligible for retirement dental benefits. Employees must retire within 120 days of their separation from employment and have been eligible for enrollment in a dental plan on their date of separation.
- Dental coverage can continue into retirement for eligible employees and their eligible dependents.
 - The cost to the retiree for dental coverage will depend on which plan and the level of coverage the retiree chooses. If the A.S.I. contribution is insufficient to cover the full monthly premium, retiree must pay the difference to the monthly premium directly to the Dental carrier.