

# Augusta University

## Policy Library

### Group Insurance Policy

**Policy Owner: University HR Services**

#### **POLICY STATEMENT**

All regular benefits eligible employees with a work commitment of three-quarters (30 hours a week) or more are eligible for Group Insurance. All eligible employees must enroll within 30 days of initial employment or eligibility date. An Augusta University retiree or career employee, who upon his/her separation of employment from the Augusta University and the University System of Georgia as defined in the Board of Regents Policy Manual, Section 8.2.8.2 and 8.2.8.4, shall remain eligible to continue as a member of the group health insurance, dental, and basic life insurance plans with Augusta University participation in the cost of the health and basic life insurance coverage. The retiree is responsible for all premiums for any health, dental, supplemental life and/or dependent life insurance coverage.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

#### **DEFINITIONS**

- Retiree - Any person who has retired from Augusta or another institution within the University System of Georgia under the criteria established in Board of Regents Policy, Section 8.2.8.2.
- Eligible Dependents for Group Healthcare and Dependent Life Plan Participation - defined as legal spouse, natural and adopted child(ren) up to age 26.
- Eligible Dependent for Group Dental Insurance Participation – defined as legal spouse, natural and adopted unmarried children under age 19 or up to age 26.

#### **PROCESS & PROCEDURES**

- Initial Enrollment  
All eligible employees must enroll within 30 days of initial employment or eligibility date.
- Open Enrollment  
Subsequent enrollments for any group insurance must wait until the next annual open enrollment period.
- Changes in Coverage  
A change in insurance coverage may be made only during the annual open enrollment period unless the employee has had a qualifying event. Examples of a qualifying event are marriage, divorce, loss of a dependent, birth, or adoption of a child, loss of spouse's

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**Office of Compliance and Enterprise Risk Management Use Only**

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**Policy Sponsor:** Type the title of the Executive Leader of the department.

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employment, etc. The change in coverage must be made within 30 days of the qualifying event. Appropriate documentation must accompany any change request.

- **Retirement**  
In accordance with section 8.2.9.4 of the Board of Regents policy, upon retirement from Augusta and the University System of Georgia, an employee is eligible to continue group health, dental and life insurance with Augusta University participation in the cost of the health and basic life coverage. A retiree may continue his/her supplemental life, dependent life and/or dental and health insurance coverage; however, the premium is the sole responsibility of the retiree.
- **Health and Dental Insurance Upon Retirement**  
Eligible employees may continue the same health and dental insurance coverage held immediately prior to retirement. The institution will continue participation in the premiums for an employee's health insurance upon retirement.
- **Life Insurance**  
Eligible employees may retain their basic life insurance coverage at the time of retirement with Augusta University retaining the responsibility of the entire premium. The amount of contributory (supplemental) life insurance to be retained upon retirement will be determined by the age and the date the employee became insured. There is no employer participation in premiums.

Note: Eligibility to continue benefits into retirement is different from being eligible for retirement from the Teacher's Retirement System of Georgia.

### **Benefits for Dependents of Deceased Employees, Disabled Employees or Retirees**

A dependent of a deceased employee, a disabled employee, or a retiree may remain in the group health and life insurance programs of the University System of Georgia consistent with the following provisions:

- A Dependent(s) of a Deceased Employee With Less Than 10 Years of Continuous Benefited Service  
If an employee with less than 10 years of continuous benefited service dies while in active service with the University System, his/her dependent(s) shall remain eligible to participate in the group health insurance plan for a period of 12 consecutive months following the death of the employee. The University System shall continue to pay the employer portion for the cost of the group health insurance for the surviving dependent(s) for the period of 12 consecutive months immediately following the death of the employee. Participation in the group healthcare plan may continue after the 12-month period under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 ("COBRA"). University System participation in the cost shall cease. The terms and conditions of COBRA participation that are described in the University System of Georgia's healthcare plan summary documents shall apply.

If a deceased employee with less than 10 years of continuous benefited service had elected to participate in the dependent life insurance plan prior to his/her death, his/her dependent(s) shall remain eligible to continue to participate in this plan for a period of

12 consecutive months following the death of the employee. The surviving dependent(s) will be responsible for the entire cost of the dependent life insurance. At the conclusion of this 12-month period, a dependent will have individual policy conversion privileges.

- Dependents of Deceased Disabled Employees With Less Than 9.5 Years of Continuous Benefited Service

An employee who becomes permanently and totally disabled and has less than 9.5 years of continuous benefited service with the University System shall remain in the group health insurance plan for a maximum of 12 consecutive months following the receipt of the required documentation of an approved disability (Section 8.2.9.5). If a disabled employee dies during this 12-month period, his/her dependent(s) shall remain eligible to participate in the group health insurance plan for the remainder of the 12-month period. The University System shall continue to pay the employer portion for the cost of group health insurance for the surviving dependent(s) for the remainder of the 12-month period. Participation in the group healthcare plan may continue after the 12-month period under the provisions of COBRA. University System participation in the cost shall cease. The terms and conditions of COBRA participation that are described in the University System of Georgia's healthcare plan summary documents shall apply.

- Dependents of Deceased Employees With At Least 10 Years of Continuous Benefited Service

If an employee with at least 10 years of continuous benefited service dies while in active service with the University System of Georgia, his/her dependent(s) shall remain eligible to continue participating in the group health insurance plan. The University System shall continue to pay the employer portion of the cost of group health insurance for the surviving dependent(s).

If a deceased employee with at least 10 years of continuous benefited service had elected to participate in the dependent life insurance program prior to his/her death, his/her dependent(s) shall remain eligible to continue participating in this plan. The surviving dependent(s) will be responsible for the entire cost of the dependent life insurance.

- Dependents of Deceased Retirees

Upon the death of a retiree (Section 8.2.9.6), his/her dependent(s) shall remain eligible to continue participating in the group health insurance program. The University System shall continue to pay the employer portion of the cost of group health insurance for the surviving dependent(s).

If a deceased retiree had elected to participate in the dependent life insurance program while in active service, his/her dependent(s) shall remain eligible to continue participating in this program. The surviving dependent(s) will be responsible for the entire premium for the dependent life insurance.

In no event shall the spouse of the deceased continue in the group after remarriage. A dependent child(ren) may participate in the group until he/she reaches the legal age of majority

or until he/she becomes eligible for another group benefit plan. The definition of a dependent child(ren) as defined in the University System of Georgia's healthcare summary plan documents shall apply.

Eligibility in the group plans will cease for reasons including, but not limited to, the following:

- Failure to remit premiums in a timely manner;
- Remarriage of the spouse;
- A dependent child no longer meets the definition of a "qualified dependent" under the plan's provision;
- The dependent becomes covered by another group health plan; and/or
- The plans are no longer offered to any employees.

### **Continuation Rights**

In addition to the specific situations covered above, an individual member is also entitled to continuation of group health coverage under the following conditions as defined in the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA):

- Employee, spouse, and dependent eligibility for up to eighteen (18) months for loss of coverage due to an employee's reduction in work hours, voluntary resignation, lay off for economic reasons, or discharge, except for gross misconduct.
- A member loses continuation coverage if the group cancels all health plans for all employees, the member does not pay the required monthly premium, or the member gets other coverage by re employment, remarriage, or Medicare eligibility.
- In the event of COBRA continuation of coverage, the participant must pay the full amount of the premium cost plus a small administrative charge.
- An employee who becomes permanently and totally disabled and who has less than 9.5 years of continuous benefited service with the University System shall remain eligible for group health and basic life insurance benefits for a maximum of 12 consecutive months following the receipt of the required documentation of a disability. The University System shall continue to pay the employer portion of the cost of group insurance for disabled employees for this 12-month period.

Participation in the group healthcare plan may continue after the 12-month period under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 ("COBRA"). University System participation in the cost shall cease. The terms and conditions of COBRA participation that are described in the University System of Georgia's healthcare summary plan documents shall apply.

Continued participation in the group life insurance plan is not covered by the provisions of COBRA. Participation in the group life insurance program may continue after the 12-month period; however, University System participation in the cost shall cease. The employee would need to obtain the conversion information for continuation of the life insurance plan from the Human Resources Division, Benefits/Data Management Section.

An employee who is deemed to be permanently and totally disabled following 9.5 years of continuous benefited service with the University System shall remain eligible for group health and basic life insurance benefits. The University System shall continue to pay the employer portion of the cost of group insurance for these employees (Section 8.2.9.5).

Eligibility in the group plans will cease for reasons including, but not limited to, the following:

- Failure to remit premiums in a timely manner;
- Remarriage of the spouse;
- A dependent child no longer meets the definition of a “qualified dependent” under the plan’s provision;
- The dependent becomes covered by another group health plan; and/or
- The plans are no longer offered to any employees (BOR Minutes, August 2005).

### **REFERENCES & SUPPORTING DOCUMENTS**

Identify the documents which must be used to comply with the policy; explain the purpose of each document; attach or provide a hypertext link to each document. Attach or provide hypertext link to any relevant references.

### **RELATED POLICIES**

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### **APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 06/13/2017