

SECTION: Human Resources

NUMBER: A-001-04-0017

AREA: Benefits

DATE: 06/01/2018

SUBJECT: Voluntary Dental Insurance and Voluntary Vision Insurance

REVISED: 12/14/2022

I. PURPOSE

To provide voluntary dental insurance and vision insurance in the most cost effective manner.

II. POLICY

- A. Regular employees (see definition under "Employee Definitions") are eligible to enroll in the voluntary dental and/or vision insurance on the first day of the month if employed on the first day of the month or the 1st day of the following month if employed on the 2nd of the month or after.
- B. All voluntary dental and/or vision insurance premiums are the responsibility of the employee and will be taken out on a monthly basis on payday for any election they have chosen.
- C. Regular employees are given a voluntary dental insurance packet and a voluntary vision insurance packet in orientation which provides the complete details on deductibles, co-pays, and coverage.
- D. Online enrollment must be completed for voluntary dental and/or vision insurance coverage within the first 30 days of which they are employed to allow for processing by the Human Resources Department.
- E. The summary plan document will prevail should any questions arise.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Office

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees