



INSURANCE COVERAGE

**POLICY**

All regular full-time college employees working a minimum of thirty (30) hours per week, or the faculty equivalent, will be eligible to participate in the college's Group Health, Dental, Vision and Life Insurance Programs after completing 30 days of employment.

Employee coverage will be provided at minimal cost. Dependent coverage will be available in accordance with the plan document. Costs for dependent coverage will be the responsibility of the employee and will be determined annually by the Business Office.

An employee on leave without pay status will be required to pay both the employer's and employee's share of the group insurance coverage if he/she works less than one half of the working days of the month(s) in which the leave occurs. Payment for this coverage will be due at the end of each month during such leave.

Each employee will be provided, at the time of his/her enrollment, handbooks outlining the benefits of the programs. Copies of these handbooks will be kept on file in the Human Resource Office, available for review. Questions pertaining to matters not covered in the handbooks should be referred to the employee's supervisor and/or to the Human Resource Department.

**THIS IS NOT A CONTRACT OF EMPLOYMENT, EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.**