

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
October 2018
Involved Committees:
Human Resources

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # 18-12-06


A RESOLUTION TO AMEND POLICY NO. 301 THE BUFFALO COUNTY EMPLOYEE HANDBOOK

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to the Health Reimbursement section of the Buffalo County Employee Handbook that addresses the reimbursement to individual employees for health insurance deductibles effective January 1, 2019, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 301 HEALTH INSURANCE AND COBRA of the Buffalo County Handbook effective January 1, 2019. A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 17th day of December, 2018.


County Clerk

ATTEST:


County Board Chairperson

Respectfully Submitted:

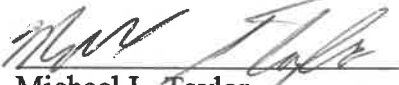
Human Resources Committee


Larry Grisen

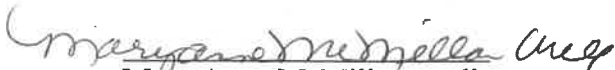
Bernard Brunkow


Donald A. Hillert


Nathan Nelson



Michael L. Taylor

FINANCE COMMITTEE


Mary Anne McMillan Urell


Donald A. Hillert


David Danzinger


Larry Grisen


Nettie Rosenow

ANTICIPATED FINANCIAL IMPACT STATEMENT

2019 Budgeted HRA - \$147,3500.00

POLICY 301. HEALTH INSURANCE AND COBRA

- 1. Purpose:** To provide health to those employees who qualify for coverage.
- 2. Coverage:**
 - 2.1 The design and selection of health care plans is determined by the Buffalo County Board of Supervisors as recommended by the Buffalo County Human Resource Committee consistent with applicable state, federal and insurance regulations. Employees will receive notification of the health plans as adopted.
 - 2.1.1 The plan document is available for review in the Administration Department.
 - 2.2 Any employee required to pay all or any portion of the health insurance premium will make such payment by payroll deduction, except when an employee is receiving worker's compensation payments.
 - 2.3 Insurance will be canceled if the employee fails to remit payment upon notice of delinquency.
 - 2.4 Employees on FMLA will continue to pay their contribution.
- 3. Eligibility:**
 - 3.1 All full-time employees and elected officials who qualify for coverage may participate in the Health Insurance Plan. Eligible employees will contribute, and the County will contribute, to the costs for the Health Insurance Plan.
 - 3.2 The group health insurance policy is available to all full-time and part-time non-temporary employees.
 - 3.2.1 Part-time, non-temporary employees must be a minimum of half-time status, forty (40) hours per two-week payroll period. Premium will be a pro-rated county share with standard employee contribution rates.
 - 3.3 Employee/employer contribution rate levels for full-time, non-temporary employees and elected officials will be established periodically by the Buffalo County Human Resources Committee and may be adjusted at any time.

Policy 301. HEALTH INSURANCE AND COBRA

Effective Date: May 31, 2015

Revised Date: January 1, 2019

**Buffalo County
Employee Handbook**

4. Effective Date:

- 4.1 Health insurance coverage will be effective the first of the month following thirty (30) days from date of hire, provided the employee has completed an application. Employees not applying upon hire may subsequently attain coverage with a qualifying event and a certificate of credible coverage. Late enrollees will have a ninety (90) day waiting period for coverage.
- 4.2 Health insurance coverage will cease the last day of the calendar month in which the employee separates from employment. Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation provisions are identified details outlined in Section 7 below. Employee shall contact the County Administration Office in advance to review options for coverage.

5. Payment for Health Insurance Premiums:

- 5.1 Payment for health insurance premiums will be made in twenty-four (24) equal payments through payroll deductions throughout the year.

6. Health Insurance Incentive:

- 6.1 Insurance Waiver Incentive:
 - 6.1.1 A Buffalo County employee who is eligible to participate in the county health insurance plan who elects not to participate in the county health insurance plan and upon providing proof of health insurance coverage from another source is eligible for a cash payout subject to all appropriate taxes and withholdings, herein referred to as Insurance Incentive.
 - 6.1.2 The Buffalo County Finance Committee shall determine, in its sole discretion, the amount, timing and administration of Insurance Incentive contributions by the County prior to each Plan Year.
- 6.2 Restrictions:
 - 6.2.1 The alternative health plan cannot be a Buffalo County sponsored plan or Medical Assistance.

Policy 301. HEALTH INSURANCE AND COBRA

Effective Date: May 31, 2015

Revised Date: January 1, 2019

**Buffalo County
Employee Handbook**

- 6.2.2 Proof of alternate health insurance coverage is required annually. A letter from an insurance company or spouse/partner's employer with listing of dependents covered and effective date must be provided by December 15th for the following year.
- 6.2.3 Incentive will be pro-rated for eligible part-time employees, who meet the minimum of half-time status.
- 6.2.4 Incentive will be pro-rated for plan participants enrolled during the plan year; provided proof of alternative health insurance coverage is presented within 30 days of health plan eligibility.

6.3 Payment:

- 6.3.1 Insurance Incentive will be added to the employee's regular employment compensation each pay period which will be subject to all appropriate taxes and withholdings.
- 6.3.2 Payment will commence after the first month of non-coverage under a Buffalo County sponsored plan.

7. Coverage Upon Separation:

- 7.1 Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours.
- 7.2 COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.
- 7.3 All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins.

Policy 301. HEALTH INSURANCE AND COBRA

Effective Date: May 31, 2015
Revised Date: January 1, 2019

Buffalo County
Employee Handbook

- 7.4 If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant's expense.
- 7.5 In addition to your right to insurance continuation, there may be other coverage options for you and your family under the Affordable Care Act (ACA). Being eligible for COBRA does not limit your eligibility for coverage for a tax credit through the Health Insurance "Exchange" or "Marketplace."
- 7.6. Additionally, you may be eligible for a special enrollment opportunity for another group health plan for which you are eligible (such as a spouse's plan), even if the plan generally does not accept late enrollees.
- 7.7 Employees discharged will have insurance coverage only through the month in which the discharge is effective.
- 7.8 Employees receiving worker's compensation payments will have the County's share of their premiums paid by the County for a period of one (1) year.

8. Health Reimbursement Arrangement:

- 8.1 Buffalo County has established a Health Reimbursement Arrangement (HRA) to reimburse individual employees for health insurance deductibles after the member has met a minimum threshold on their respective plan deductibles.
- 8.2 HRA dollars funded by the County during the calendar/plan year are available for health insurance deductible reimbursement in that same calendar/plan year.
 - 8.2.1. Balances as of December 31, 2018 are frozen to be used by retired employees for reimbursement of qualified health insurance premiums.
 - 8.2.2 HRA contributions are not rolled over from year to year.
- 8.3 Termination of employment prior to retirement results in the employee forfeiting any accumulated HRA balances.
- 8.4 The County will have funds available for reimbursement at the beginning of the calendar / plan year subject to the following:

Policy 301. HEALTH INSURANCE AND COBRA

Effective Date: May 31, 2015

Revised Date: January 1, 2019

**Buffalo County
Employee Handbook**

8.4.1. Should an employee leave employment with the County during any year after having received an HRA up front contribution from the County, any such payment to the extent it has not been earned and utilized for eligible health related expenses shall be deducted from the employee's last pay check.

8.5 Employees needing assistance in obtaining reimbursement for qualified health expenses should contact the County Administration Office.

9. Spouse also Employee:

9.1 The County will provide coverage under only one (1) family plan or two (2) single plans when spouses are employees.

Policy 301. HEALTH INSURANCE AND COBRA

Effective Date: May 31, 2015

Revised Date: January 1, 2019

**Buffalo County
Employee Handbook**