

SUBJECT: BENEFITS/PAYROLL
TITLE: HUNT COUNTY BENEFIT PLAN

FILED FOR RECORD
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County Clerk, Hunt County, Tex.

I. POLICY

Hunt County offers medical and dental insurance to its employees as part of a comprehensive compensation and benefits package. The benefits package is evaluated annually and revisions are made as deemed appropriate. This policy applies to eligible employees enrolled in the medical and/or dental insurance plan, as well as those employees who have opted out and certified alternate medical insurance coverage.

II. ELIGIBILITY

Employees

Hunt County employees are eligible for medical and/or dental insurance if they meet the following requirements:

- The employee must be a full-time employee (40 hours per week).
- The employee must be actively employed (working 40 or more hours).
- The employee must complete the enrollment process within 30 days of their hire date.

Part time employees are not eligible for medical and/or dental benefits. Elected Officials are eligible and are always considered actively at work. However, Elected Officials must complete the enrollment process within 31 days office is officially taken.

Retirees

Hunt County employees are eligible for retiree medical and/or dental insurance if they meet the following requirements:

- A. Under 65 Retiree Health Benefits** – you are eligible for retiree health benefits if:
1. You retire under the Texas County & District Retirement (TCDRS) system service retirement guidelines;
 2. You must meet one of the following requirements to qualify:
 - (a) be 60 years of age and provide 8 or more years of service;
 - (b) the sum of your age added to your years of service must be equal to or greater than 75; or
 - (c) you must have 30 years of service;
 3. You retire from Hunt County after serving 8 years of continuous TCERS (vested) creditable service with Hunt County for the 8 years immediately preceding the date of retirement. Any time you may have served another governmental body during the 8 years immediately preceding retirement

does not apply to meet the terms of this requirement. Also, 8 years of prior continuous service to Hunt County that was not immediately preceding the date of retirement does not apply to meet the terms of this requirement (i.e., if you serve eight years for Hunt County, then serve any amount of time for a different county or district, then serve an additional seven years and 11 months or less for Hunt County, you have not met the terms of this requirement because you did not serve Hunt County for the 8 years immediately preceding your retirement);

4. You are less than 65 years old at the time of retirement; and
5. You were enrolled in Hunt County Health Insurance plan at the time of retirement.

B. Premiums

1. Health premiums include medical health plan and prescription drugs – if available in the health plan.
2. Paid retirement insurance will be on year to year bases with confirmation at each budget year, by Commissioner's Court.

C. General Guidelines

1. Retiree can keep life insurance at their cost.
2. Retiree can keep dental insurance at their cost.
3. Health insurance is subject to change each year based on the Hunt County Commissioner's Court recommendations.
4. Hunt County reserves the right, at its discretion, to amend, change, or terminate any of its benefit plans, programs, practices or policies as it deems necessary.
5. Retirees health insurance is canceled at age of 65 (Medicare Eligible).

III. ELIGIBLE DEPENDENTS

A. Employees

Hunt County employees can elect to enroll eligible dependents on their medical and/or dental plan. Eligible dependents include:

1. A lawful spouse (lawful means the person is your spouse as evidenced by a valid Certificate of Marriage considered lawful in the State of Texas or a signed and filed legal Declaration of Informal Marriage considered lawful in the State of Texas).
2. An unmarried child up to age twenty five (25).
3. An unmarried grandchild up to age twenty five (25) (provided your grandchild is your dependent for federal tax purposes at the time of enrollment).
4. An unmarried child for whom you are required to provide coverage under a Qualified Medical Child Support Order.
5. An unmarried mentally or physically disabled child, if the child reached the limiting age of twenty five (25) and is a dependent on you for more

than one-half (1/2) of their support as defined by the Internal Revenue Code.

If an employee and spouse both work for Hunt County, their dependents can only be covered under one parent's medical and dental plan.

B. Retirees

Retirees may enroll eligible dependents on their County Medical or Group Dental Plan, if the dependents meet all of the following criteria:

1. The dependent meets the eligibility requirements that are listed above under "eligible dependents of employees".
2. For medical coverage: The dependent is enrolled in the County Group Medical Plan and does not have a break in coverage, meaning that:
 - a. The dependent is enrolled in the County Group Medical Plan on the employee's last day as an active, regular employee or is enrolled in COBRA coverage through the County Group Medical Plan on the day prior to the employee's retirement date; and
 - b. The dependent is enrolled at the same time that the employee enrolls in the County Group Medical Plan retiree coverage within thirty one (31) days of the employee's retirement date; and
 - c. The dependent is continuously covered by the County Group Medical Plan and does not have a break in coverage for any reason, including nonpayment of premiums. See the "Premium Payments" section below for more information.
3. For dental coverage: The dependent is enrolled in the County Group Dental Plan and does not have a break in coverage, meaning that:
 - a. The dependent is enrolled in the County Group Dental Plan on the employee's last day as an active regular employee or is enrolled in COBRA coverage through the County Group Dental Plan on the day prior to the employee's retirement date; and
 - b. The dependent is enrolled at the same time that the employee enrolls in the County Group Dental Plan retiree coverage within thirty one (31) days of the employee's retirement date; and
 - c. The dependent is continuously covered by the County Group Dental Plan and does not have a break in coverage for any reason, including for nonpayment of premiums. See the "Premium Payments" section below for more information.

In addition to the eligible dependents described above, you may be able to add new dependents to the medical or dental plans if they meet the requirements in the “Change in Status Events” section below.

IV. CHANGE IN STATUS EVENTS

A. Employees & Retirees

Once enrolled in the County medical and/or dental plan, employees and retirees can not make any changes to their benefit choices during the plan year unless they (or their enrolled dependents) experience a qualified Change in Status Event. Plan participants should refer to the Summary Plan Description for the underlying medical or dental plan (which can be found at www.bluecrossblueshield.com) for a list of the qualified Change in Status Events and description of the requirements.

If an employee or retiree experiences a qualified Change in Status event, the employee or retiree may make a new election for coverage as long as the election is consistent with the qualified Change in Status event. To be considered consistent, the qualified Change in Status event must result in either becoming eligible for or losing eligibility for coverage under the plan. The change must correspond with the specific eligibility gain or loss.

In order for a new dependent to be covered, the employee or retiree must enroll the new dependent within thirty one (31) days after the date of the qualified Change in Status event and satisfy all other eligibility and enrollment requirements of the County Group Medical Plan or County Group Dental Plan in which the employee or retiree is enrolled. Refer to the Summary Plan Description for specific enrollment deadlines and instructions. If the employee or retiree misses the plan’s enrollment deadlines, the employee or retiree cannot make any changes, regardless of the type of Change in Status event that occurred.

V. DEPENDENTS OF DECEASED RETIREES

The surviving spouse and eligible child (ren) of a deceased retiree are eligible to continue coverage, if they meet all of the following requirements:

- A. The surviving spouse and or eligible child(ren) are enrolled in the County Group Medical Plan or Group Dental Plan at the time of the retiree’s death;
- B. The surviving spouse and/or eligible child(ren) meet all other eligibility requirements of the Plan; and
- C. The surviving spouse and/or eligible child (ren) do not have a break in coverage, including for nonpayment of premium.

If a surviving spouse or dependent drops the County Group Medical Plan or County Group Dental Plan coverage for any reason, that dependent will not be allowed to re-enter the applicable Plan in the future, including at Annual Enrollment.

After the retiree's death, no new dependents are eligible for coverage at any time. For example, if a surviving spouse remarries, the new spouse is not eligible for retiree medical or dental coverage. Surviving spouses and eligible child (ren) may make other coverage changes such as changing plan choices at Annual Enrollment or dropping dependent coverage due to a qualified Change in Status event.

VI. ENROLLMENT

A. Initial Enrollment

All new hires will be informed of their insurance options and requirements at New Employee Orientation. In order to enroll for medical and/or dental coverage or to opt out of Hunt County's plans, all new hires must complete the enrollment within thirty (30) days from their hire date. New Hires who do not complete this enrollment process will be enrolled by default in employee only medical coverage, dental coverage, and basic life insurance. Coverage for new hires will be effective on the ninety-first (91st) day of service.

B. Annual enrollment

Hunt County will hold an Annual Enrollment period each calendar year. During the Annual Enrollment period, employees and retirees may change their medical and dental plan choices, cancel coverage for dependents, or make no changes. Employees may also add new dependents during the Annual Enrollment but retirees may NOT add new dependents during this time. Retiree dependents are eligible only if they were covered by the plan at the time of the employee's retirement, or if they experienced a qualified Change of Status event as described in the "Change of Status Events" section above. Enrollment changes made during the Annual Enrollment period will be effective October 1 following the Annual Enrollment period.

VII. PREMIUM PAYMENTS

A. Employees

Employees' insurance premiums will be deducted on a pre-tax basis through payroll deduction. Employees who are on an approved leave and who are not receiving a pay check must pay their insurance premiums directly to the Treasurer's Office – refer to Family and Medical Leave Policy, and/or Workers Compensation Policy for specific details. Failure to pay required premiums will result in termination of insurance benefits.

B. Retirees

Retirees must pay their monthly insurance premiums in a timely manner and in accordance with the retiree billing rules communicated by the County Medical/Dental Plan or its Billing Administrator. Retirees, who discontinue premium payments for any reason, will lose insurance coverage and will not be able to elect coverage again at a later date.

VIII. COBRA

Eligible employees who leave Hunt County service will be notified of their right to continue insurance coverage and all related requirements and procedures, in compliance with COBRA provisions.