

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY <b>BENEFITS PROCEDURES</b>	Procedure 4.02.01.01
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The Vice President for Financial and Administrative Services, Director of Human Resources, Coordinator of Human Resources, Human Resources Specialist and a non-administrative employee, appointed by the President, shall comprise the Benefit Review Committee ("Committee"). The Committee's purpose is to assess the need for a particular fringe benefit, develop specifications, request appropriate information, and make recommendations to the President concerning employee fringe benefits and providers.

1. **Effective Date of Benefits Coverage**

**Full-time** Employees hired on or before the 15th of the month will have elected benefits (e.g., health, dental, life, etc) begin the first of the month following employment. For example, if an employee is hired on June 1<sup>st</sup>, he/she shall be entitled to elected benefits on July 1<sup>st</sup>. Employees hired on or after the 16th of the month will have elected benefits (e.g., health, dental, life, etc.) begin the first of the second month following employment. For example, if an employee is hired on June 20<sup>th</sup>, he/she shall be entitled to elected benefits on August 1<sup>st</sup>.

The employer-paid term life/accidental death & dismemberment coverage will begin the first day the employee is actively at work.

**Temporary Full-Time employees offered appointments exceeding three (3) months will be offered benefits following the full-time employee effective dates.**

2. **Termination Date**

Employees leaving employment will have elected benefits (e.g., health, dental, life, etc) terminated at the end of the month in which employment ceased. For example, if an employee leaves employment on June 20<sup>th</sup>, his/her elected benefits will end on June 30<sup>th</sup>. Exception: some life policies end the last day the employee was actively at work (please see the applicable company's certificate of coverage for the exact termination date).

The employer-paid term life/accidental death & dismemberment coverage will end the last day the employee was actively at work.

3. **Retirees**

Retiree health insurance is effective the first of the month following the month of retirement, the health insurance termination date will be coordinated with the retirement date to prevent a break of coverage.

Retired employees are eligible for the employer-paid term life/accidental death & dismemberment coverage.

Adopted: October 2007

Revised: July 23, 2013; July 22, 2014; October 28, 2014; April 29, 2015;  
**December 15, 2015**