



EMPLOYEE BENEFITS PROCEDURE

2.02

Effective Date: 07/18

Purpose: The purpose of the procedure is to provide a brief overview of various benefits that Barren River District Health Department provides to its employees.

Failure to Comply: Employees who fail to comply with this procedure may result in lesser or no benefits. Agency failure to comply could result in violation of federal or state regulations.

Procedure: BRDHD offers certain benefits to eligible employees, including health, life, and retirement plans. BRDHD may also offer benefits such as dental, vision, short and long-term disability, etc. Eligibility will be determined based on 902 KAR 8:170, Section (4). BRDHD also provides a number of other benefits such as leaves of absence and paid vacation, holidays, and sick leave in accordance with 902 KAR 8:120.

The Commonwealth of Kentucky Personnel Cabinet Department for Employee Insurance administers the health and life insurance. The Commonwealth of Kentucky's Kentucky Retirement Systems is the Administrator of the retirement plan.

Under the life insurance and retirement plans, each employee must designate a beneficiary for the employee's death benefits. The designation must be made in writing and in a form acceptable to the administrator. It is the employee's responsibility to maintain the proper beneficiary designations and to provide the human resources department any documentation of changes in status affecting eligibility or designations.

Participant contributions to benefit plans normally will be deducted from the employee's paycheck if the employee has authorized the deduction in writing.

Employees, spouses, and dependents covered by BRDHD's health benefit plan will be notified, when appropriate, of the opportunity to continue their health care coverage, at their own expense, in certain specified situations including layoff, termination, reduction in hours of employment, and separation or

divorce. In addition, they will be provided, when required, with a certificate of prior health coverage when they lose coverage under the health benefit plan.

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the agency, the employee and/or covered dependents are entitled to continue participating in the agency's group health plan for a prescribed period of time. COBRA coverage is not extended to employees terminated for gross misconduct.

If a former employee and/or dependents choose to continue group benefits under COBRA the benefits relationship will be between them and the COBRA insurance carrier, not BRDHD.

Forms: None

References: [902 KAR 8:170 Section \(4\)](#); [902 KAR 8:120](#); [Consolidated Omnibus Budget Reconciliation Act of 1985](#)

Contact Persons: Human Resources Manager

Procedure Origination, Revision, and Review Tracking

Procedure Version Number	Origination Date	Description of Revision or Reviewer Name
2.02	12.14.2017	HR Manager – Procedure Creation
2.02	10.06.2020	HR Manager-Reviewed