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| <b>CODE:</b>    | <b>PSL – 708</b>         |
| <b>SUBJECT:</b> | <b>Medical Insurance</b> |
| <b>ADOPTED:</b> | <b>February 16, 1999</b> |
| <b>REVISED:</b> | <b>August 11, 2016</b>   |

All full time employees are provided some support for individual health insurance as part of their employment. Final approval of insurance benefits lies with the Board of Trustees.

**Procedure**

1. Full-time employees must fill out appropriate applications for medical insurance at the time of employment to receive individual coverage.
2. Family medical insurance is available within the College group insurance policy.
3. Employees will be provided an annual benefit package and must return signed acknowledgment of review and/or activation of new policy for following year.
4. Employees who decline participation in the College's group health insurance plan will receive no support toward health benefits.