

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 3

**Date:** 7/29/91

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**Reference:**

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.2 CERTIFICATED PERSONNEL**

**4.247 HEALTH COVERAGE FOR RETIRED  
CERTIFICATED EMPLOYEES**

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**SECTION 4.247.1 Procedure for Health Coverage for Retired Certificated Employees**

1. The insurance clerk will notify certificated employees who are eligible for insurance benefits under Board Policy Section 4.247.
2. Each September the insurance clerk will notify the participants of any changes in District insurance coverage.
3. Insurance premiums are to be paid in full (100%) by the participant according to semi-annually or quarterly payment schedule.
4. Changes in coverage for self carriers or dependent coverage may be made only during open enrollment. Exceptions should be in the case of death, divorce, or when a dependent becomes ineligible for coverage.
5. Ninety (90) days in advance of the effective date, participants covered by this plan shall provide the insurance clerk with the following:
  - a. The date on which they will attain the age of sixty-five (65).
  - b. The date on which they will become eligible for other National or Governmental Agency coverage, including Medicare or National Health Insurance.
6. **For Certificated Bargaining Unit Employees:**  
Participants may continue coverage for themselves and their dependents. They may select medical only or medical with dental and/or vision coverage.
7. If health insurance coverage is allowed to lapse, the coverage may not be reinstated the following year or any year thereafter.