

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES
4.3 CLASSIFIED PERSONNEL
4.323 HEALTH COVERAGE FOR RETIRED
CLASSIFIED EMPLOYEES**

SECTION 4.323.1 Procedure for Health Coverage for Retired Classified Employees

1. The insurance clerk will notify classified employees who are eligible for insurance benefits under Board Policy Section 4.323.
2. Each September or during open enrollment the insurance clerk will notify participants of any changes in District insurance coverage.
3. Insurance premiums are to be paid in full (100%) by the participant according to a semi-annual or quarterly payment schedule.
4. Changes in coverage for self carriers or dependent coverage may be made only during open enrollment. Exceptions would 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 Classified Bargaining Unit Employees:**

Employees may continue coverage for themselves and their dependents for the medical plan only. Employees must have attained age fifty (50), had ten (10) consecutive years service with the District, and retired under one of the District's formal retirement plans.
7. If health insurance coverage is allowed to lapse, the coverage may not be reinstated the following year or any year thereafter.