

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.4 MANAGEMENT PERSONNEL

**4.410 HEALTH COVERAGE FOR RETIRED
MANAGEMENT EMPLOYEES**

SECTION 4.410.1 Procedure for Health Coverage for Retired Management Employees

1. The insurance clerk will notify management employees who are eligible for insurance benefits under Board Policy Section 4.410.
2. Each September 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 semi-annual or quarterly payment schedules.
4. Changes in carriers, coverage for self, 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. If health insurance coverage is allowed to lapse, the coverage may not be reinstated the following year or any year thereafter.