



Ohio Administrative Code

Rule 3337-41-09 Group insurance for permanent part-time classified employees.

Effective: July 18, 2016

The version of this rule that includes live links to associated resources is online at

<https://www.ohio.edu/policy/41-009.html>

(A) Overview

This policy outlines the eligibility requirements, coverage, and procedures for permanent, part-time, classified employees to have group health and life insurance.

Eligible part-time employee's employee contributions for group insurance will be pro-rated based on the number of hours worked per pay period. University human resources will determine the pro-ration and distribute rate tables during enrollment periods and orientation sessions.

(B) Process

Employees will express their requests for coverage in writing and submit them to university human resources. Such requests are to be made within thirty days of the date of hire (with coverage retroactive to date of hire) or during the enrollment period each spring for changes or enrollment to begin July first. Coverage ends at the end of employment. Changes in coverage occur only as of July first, based on the employee's choices during the annual enrollment period, except for changes due to a family status change, which are immediate when documented.

Family status change events that permit changes in benefits coverage during the year are subject to change according to state and federal laws and regulations. University human relations will maintain the current list online, linked through <https://www.ohio.edu/hr/benefits/>.

Employees are required to pay a portion of the current monthly premium, with the amount and method based on hours worked in the pay period, pro-rated as prescribed by university human



resources.

Coverages will be the same as afforded to regular full-time employees with respect to health and life insurance.

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