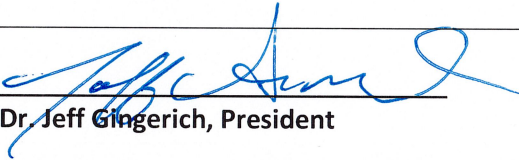




ST BONAVENTURE
UNIVERSITY

Health Insurance Eligibility Policy	
Administered By: Human Resources	
Approved By:  Dr. Jeff Gingerich, President	
Policy Effective Date: April 29, 2024	
Policy Number: HR-2024-017	New Policy <input checked="" type="checkbox"/> or Revision of Existing Policy <input type="checkbox"/> Name of Previous Policy:

All full-time employees are eligible to participate in a health insurance plan sponsored by the University on the first of the month following their date of hire of continuous full-time employment. Part-time employees who work an average of 30 hours per week over a twelve-month period also become eligible for health benefits (human resources will notify you of your eligibility). Details about the University's health insurance plan options may be obtained from the office of human resources. The University reserves the right to change the plan, carrier, benefits offered, and/or level of contribution.

Annually during Open Enrollment and following a qualifying event (marriage, birth of a child, divorce, etc.), employees may join or leave the group plan and/or change their plan election.

During unpaid leaves of absence, employees must make arrangements to continue to pay their share of the insurance premiums; however, employees on short-term disability leave may have their portion of the health insurance premium waived after 30 calendar days of consecutive absence. Waiver continues for a maximum of 60 calendar days, unless employment with the University ends before that time.

Pre-Tax Premium Plan: as per Internal Revenue Service Code – Section 125, the employee contribution for health insurance is paid for with their pre-tax dollars. This means tax savings for the employee. Health Insurance Premium contributions are not subject to Federal Income Tax, New York State Income Tax, and Social Security Taxes. Should you wish to pay for your premiums on an after-tax basis, please submit your request in writing to the Office of Human Resources.