

# BUTTE SCHOOLS SELF-FUNDED PROGRAMS

## POLICIES & PROCEDURES MANUAL

Subject: **OPEN ENROLLMENT**

Section: **1.9**

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- I. Eligible employees who have previously declined coverage may enroll in a district-sponsored plan during any open enrollment period.
- II. The JPA will allow the following open enrollment periods:
  - A. Each May 1 to May 31, with changes effective the following July 1
  - B. Districts that negotiate a change in the district-paid contribution toward a benefit may arrange for a special open enrollment period:
    1. The special open enrollment may be up to 31 days in length, subject to approval by the JPA Executive Director;
    2. The effective date of changes elected during the special open enrollment period is subject to approval by the JPA Executive Director.
- III. Enrollment is restricted as follows:
  - A. **MEDICAL:** Individuals may select among the medical plans offered by the Butte Schools Self-Funded Programs during any open enrollment period.
  - B. **DENTAL:** Due to adverse selection possibilities, the entire employee group must be in the same dental program. Individual selection is not allowed.
  - C. **VISION:** Due to adverse selection possibilities, the entire employee group must be in the same vision program. Individual selection is not allowed.