

RESOLUTION 2005-14

AMENDING PERSONNEL POLICIES AND PROCEDURES SECTION 13,
EMPLOYEE BENEFITS, TO RELECT ACTUAL PROCEDURES AND
PRACTICES AS THEY RELATE TO INSURANCE AND RETIREMENT,
AND MAKING TECHNICAL CORRECTIONS

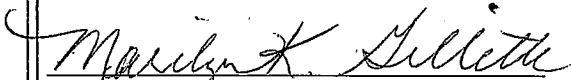
WHEREAS, it is necessary to clarify policies and procedures relating to insurance and retirement to reflect actual practices and to make other technical corrections to Section 13 of the Personnel Policies and Procedures;


NOW, THEREFORE, BE IT RESOLVED BY THE TOOELE COUNTY COMMISSION that Personnel Policies and Procedures Section 13, Employee Benefits, is hereby amended to read as attached hereto. This resolution shall take effect immediately.

DATED this 1st day of November 2005.

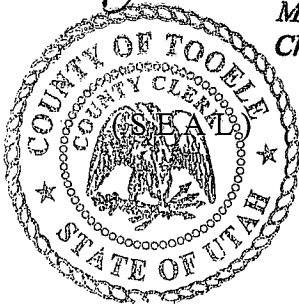
ATTEST:

TOOELE COUNTY LEGISLATIVE BODY


DENNIS D. EWING, Clerk


DENNIS L. ROCKWELL, Chairman

Marilyn K. Gillette
Chief Deputy Clerk



Commissioner Rockwell voted aye
Commissioner Lawrence voted aye
Commissioner Johnson voted aye

APPROVED AS TO FORM:


DOUGLAS J. AHLSTROM
Tooele County Attorney

**SECTION 13
EMPLOYEE BENEFITS**

A. INSURANCE:

1. The county pays a portion of the premium for medical, dental, and life insurance provided to employees and their dependents. The portion paid by the county may vary according to the group plan offered and the costs incurred to provide the specified benefits. The County Commission shall establish the county's contribution for employee insurance.
2. Employees who work 30 hours or more per week are entitled to enroll in the county's insurance program. Eligible employees may participate in the medical, dental, and life portions of the plan and may choose single, two-party, or family coverage.
3. Payroll deductions for insurance premiums shall be prorated equally and withheld from each paycheck.
4. If a married couple works for the county and each spouse is eligible to receive full insurance benefits, they may acquire family coverage by paying ten percent of the full family insurance premium. The couple shall designate the employee from whose pay this insurance expense will be deducted.
5. Employees taking an approved leave of absence without pay shall have continuous insurance coverage if the leave does not extend beyond one full pay period. When an employee takes such leave that extends beyond one full pay period, all insurance coverage terminates at the end of the two-week period following the last insurance payroll deduction. Coverage may continue under the Consolidated Omnibus Budget Reconciliation Act (COBRA) guidelines during such approved leave if an employee pays the entire insurance premium including the county's regular contribution during the leave, plus a two percent administration fee.
6. Eligible new hires may immediately enroll in the insurance program. Employees who are eligible for the benefits and have properly enrolled in the insurance program shall be covered during the first payroll period following 14 days after enrollment. Insurance premiums shall be prepaid and withheld during a full payroll period prior to coverage. All insurance coverage terminates at the end of the pay period following the last insurance payroll deduction.
7. Eligible employees who do not enroll in the insurance program at the time of hire must wait for an open enrollment period or may enroll under a special enrollment requirement and shall provide to the county a certificate of cancellation from their prior insurance carrier for them or their dependents who wish to enroll. Applications for special enrollment must be reviewed and approved by the insurance carrier. Employees should contact the Department of Human Resource Management for details when a special enrollment may be required. Changes to the employee's coverage election can be made during open enrollment or when a life status change occurs.

8. It is the employee's responsibility to notify the Department of Human Resource Management when a dependent is no longer eligible for coverage. The county will not refund premium payments made for ineligible dependents.
9. Any retiree from county employment who has at least ten years of service with the county and who qualifies for service retirement under the Utah State Retirement System or other county-sponsored plan, including public safety retirees, may until age 65 continue their enrollment in the county insurance program subject to the following:
 - a. The county will allow a retiree credit to continue enrollment in the insurance program, at one year for every five years of full-time employment with the county under the same provisions as a regular employee or until the retiree reaches age 65. During the period that a retiree has this service credit, any dependent of the retiree will have the same credit and will be covered on the same basis as the retiree.
 - b. Retirees and their dependents who are not eligible to continue coverage under Subsection 9.a. may continue enrollment until age 65 by paying 60% of the full cost of all coverages that are continued.
 - c. Retirees and their dependents, upon reaching age 65, who have previously been covered under the group policy are eligible to participate in the county's Medicare Supplement Coverage. For every five years of full-time county service, the county will provide one year credit of fully paid Medicare Supplement Coverage, provided that the credit has not been previously used by the retiree for group health coverage prior to reaching age 65. Each year of credit used prior to age 65 will be deducted from available Medicare Supplement Coverage fully paid by the county. Retirees who have used all of their credits on the Medicare Supplement Coverage may continue enrollment by paying 50% of the total premium for the Medicare Supplement Coverage.
 - d. Dependents of retirees shall be entitled to the same insurance coverage, shall pay the same premiums, and shall be covered on the same basis as a retiree of their age. Dependents of eligible retirees may continue enrollment in the county's medical and dental insurance programs on the same basis as the retiree even though the retiree reaches age 65.
 - e. Only insurance coverages that were in effect for at least one full year prior to the time of retirement may be continued. Any coverages that are dropped after retirement may not thereafter be reinstated.
 - f. Any payments required by retirees to continue enrollment in the county's medical, dental, life, or Medicare Supplement Coverage shall be paid in advance to Tooele County.
10. In keeping with the provisions of COBRA and any amendments to that Act, Tooele County provides for the continuation of health and dental insurance benefits to employees and dependents who become qualifying beneficiaries under the terms of COBRA. Qualifying beneficiaries desiring to continue insurance coverage as members of the county group must pay the entire cost of the insurance plus the administration fee as designated by the Act or its amendments. The duration of coverage shall be determined by the continuation provisions

under the Act or its amendments, and the qualifying beneficiary's timely payment of the premium.

11. The spouse and children of a deceased county employee or retiree who are enrolled in the county medical or dental insurance programs may continue their insurance enrollment in these programs provided that the entire cost, plus a two percent administration fee, is paid by the spouse and children. The duration of coverage shall be determined by the continuation provisions under the COBRA Act and its amendments. Once their COBRA coverage expires, the spouse and children will not be eligible for coverage under the County sponsored plan but will be offered a conversion policy. Dependents of a deceased county employee or retiree are not entitled to participate in the county's life insurance program.

B. SECTION 125 CAFETERIA PLAN: Employees who wish to participate in the insurance or other benefit programs shall be required as a condition of eligibility, to also participate in the county's Section 125 Cafeteria Plan, insofar as it relates to the employees' payroll deductions necessary to obtain the insurance or other benefits.

C. SOCIAL SECURITY: In order to extend to employees of Tooele County and to the dependents and survivors of such employees the basic protection accorded to others by the old-age and survivors insurance system embodied in the Social Security Act, Tooele County participates in that Act pursuant to Utah Code Title 67, Chapter 11, and as directed by the Utah State Social Security Agency. Employees are required to contribute with respect to their wages an amount not exceeding the amount of tax which would be imposed by the Federal Insurance Contributions Act (FICA). Tooele County shall deduct such contribution from each employee's wages when paid. Tooele County shall contribute a matching amount into the contribution fund and pay such contributions to the Internal Revenue Service in accordance with FICA provisions in the Internal Revenue Code.

D. RETIREMENT:

1. Employees who work 20 or more hours per week and receive benefits shall participate in the Utah State Public Employees' Retirement Systems. There is no mandatory retirement age. Employees who qualify for and desire retirement according to State retirement options shall submit appropriate forms to the Department of Human Resource Management no later than 30 days prior to the desired retirement date. Eligible uniformed personnel in the sheriff's department shall participate in an individual pension program administered by Utah Retirement Systems.
2. Returning to work after retirement is possible under the provisions governed by Utah Retirement Systems. Because the rules governing post-retirement benefits are complex, retirees should contact Utah Retirement Systems to determine how returning to work may affect their benefits. Hiring retired county employees should be reviewed on a case-by-case basis and should only take place when it will promote the interest of the county.
3. Tooele County has elected to participate in the Utah Public Employees' Noncontributory Retirement System's Early Retirement Program. All eligible employees may participate in that program with no purchase participation from Tooele County.

4. Due to the complexities of the plan, employees should refer to the literature provided by Utah Retirement Systems. Benefits for part-time employees such as retirement benefits, workers' compensation, and unemployment insurance will be paid in accordance with State and Federal law.

E. GIFTS AND AWARDS: County funds shall not be appropriated for the purpose of providing gifts or awards to any employee except as otherwise provided herein. Any employee who has accrued five years of full-time service may receive a departmental award or pin and may receive a similar award for every consecutive five years of service thereafter. Employees who retire with at least ten years of full-time service may be awarded a plaque or a similar item by the county in recognition of the service provided to the county. Certificates or plaques may be awarded by the County Commission to anyone for exceptional services provided to the county. This section does not prohibit the granting of bonuses or other awards to county employees by the Commission when deemed appropriate.

F. 401(K) AND 457 PLANS:

1. Pursuant to Sections 401(k) and 457 of the Internal Revenue Code, the county has adopted a 401(k) plan and a 457 plan for the benefit of eligible employees. The purpose of the plan is to provide a supplemental retirement income for eligible employees through a plan administered by Utah Retirement Systems.
2. All employees are eligible to participate in the 401(k) or 457 plans.
3. Tooele County shall contribute to the 401(k) plan an amount determined by the County Commission. If the county elects to contribute to the 457 plan on the employee's behalf, a FICA match is required. The amount shall be allocated to eligible participants' accounts according to the employee's elections. Eligible employees may contribute amounts according to the plan.
4. Questions concerning the 401(k) or 457 plans should be referred to Utah Retirement Systems.

G. CHANGES IN SUPPLEMENTAL PROGRAMS: Employees who participate in any supplemental program are enrolled for the entire calendar year and cannot cancel or change their election until the next open enrollment period unless a life status change occurs. Upon termination, it is the responsibility of the employee to cancel all supplemental programs.