

CBJ INSURANCE COVERAGE OPTIONS FOR EMPLOYEES ON LEAVE WITHOUT PAY

1. POLICY ISSUANCE

This policy replaces Administrative Policy No. 04-04. The purpose of the revision is to add an additional provision for employees on approved Emergency Service Leave as stated in Personnel Rule 11 PR 100.

2. PURPOSE

There are times when an employee is on Leave Without Pay (LWOP) for protracted periods either by choice or due to disciplinary suspension. If an employee is on Leave Without Pay but is not simultaneously covered by the Family Medical Leave Policy, the employee must reimburse the City for the costs of their health insurance coverage. This can be unduly burdensome to the employees. The purpose of this policy is to enable an employee who is on protracted or indefinite Leave Without Pay to elect to forego insurance coverage.

3. POLICY

A permanent employee who is on Leave Without Pay, (either by choice or due to being placed on disciplinary suspension pursuant to 13 PR 020), for a protracted or indefinite period of time, may decline to receive CBJ health insurance coverage under the following conditions:

1. The Leave Without Pay must be for a period longer than 30 days;
2. The employee is responsible to cover the cost of their insurance for the first 30 days of LWOP;
3. The employee must sign a waiver form attesting that they are knowingly foregoing insurance coverage after the first 30-day period;
4. The supervisor must present the waiver form at the time of discipline (if applicable), then forward to the appropriate personnel;
5. Upon returning to work, the employee will be required to sign up for insurance within 3 business days;
6. If the employee's employment is terminated for any reason during this time, the supervisor is obligated to notify Risk Management, who will in turn provide statutorily required COBRA options to the employee;
7. If the employee is on approved Emergency Service Leave per Personnel Rule 11 PR 100 the employee may opt out of the health insurance coverage program at any time after LWOP status begins;
8. If the employee is called to active military duty and is entering LWOP status under the provisions of the United States Employment and

Reemployment Rights Act (USERRA) the employee may opt out of the health insurance coverage program at any time after LWOP status begins.

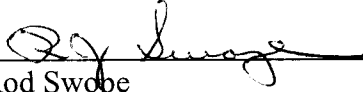
4. PERSONNEL RULE REFERENCES

- A. 11 PR 065
- B. 11 PR 100
- C. 13 PR 020
- D. 17 PR 015 (c)

5. GENERAL PROVISIONS

- A. Scope: This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska under the general direction of the City Manager.
- B. Authority to promulgate policy: The City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- C. Effective Date: This policy will take effect on: December 30, 2005.

Dated at Juneau, Alaska, this 23rd day of December, 2005


Rod Swope
City and Borough Manager