

**ADMINISTRATIVE
PROCEDURE**

**SUBJECT: STATUS CHANGE NOTIFICATION
REQUIREMENTS FOR INSURANCE BENEFITS**

1.0 POLICY

Employees are required to notify the City Benefits Coordinator regarding any status changes that affect City sponsored insurance benefits.

2.0 ORGANIZATIONS AFFECTED

All current employees and retired employees who are enrolled in any of the City's insurance plans.

3.0 PROCEDURE

3.1 Notification Requirements

Employees, retirees and qualified beneficiaries, who are covered on any of the City's insurance plans, are responsible for notifying the Benefits Coordinator within **60 days** after any of the following events:

- ❖ Birth or adoption of a child;
- ❖ Marriage, divorce or legal separation;
- ❖ Marriage of a dependent child covered on the plan;
- ❖ Intention to drop dependent after age 19;

3.2 Failure to Notify

In accordance with federal COBRA regulations, employees, retirees, and qualified beneficiaries who fail to notify the Benefits Coordinator within 60 days of the qualifying event will lose their right to elect COBRA coverage.

DEPARTMENT:
ADMINISTRATION

SUPERSEDES:
7/9/2002

PREPARED BY:
DB

APPROVED BY:
EBS

DATE:
4/1/2010