

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 104-10	<b>REVISED:</b> NONE	<b>PAGE</b> <u>1</u> <b>OF</b> <u>1</u>
	<b>SUBJECT: BILLING OF EMPLOYEE BENEFITS</b>		

**1.0 PURPOSE**

The purpose of this procedure is to allow employees and retired employees to be directly billed for their employee benefits. Direct billing will only be used when it is not possible to deduct premiums from a City payroll check.

**2.0 ORGANIZATIONS AFFECTED**

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

**3.0 PROCEDURE**

**3.1 Billing**

3.1.1 Current Employees – Employees who are on a leave of absence without pay have the option to continue their benefits. Employees who choose to continue their benefits will be billed directly for the amount of premium(s) due.

3.1.2 Retired Employees – Retiree's, who choose to continue insurance with the City, will be billed directly for the amount of premium(s) due.

3.1.3 The City shall only bill the employee, the retired employee, or the employee's beneficiary. No other party will be directly billed.

**3.2 Payment**

3.2.1 The due date of premiums directly billed to employees and retirees is the first day of the month in which the benefit is for. For example, July health insurance premiums are due July 1<sup>st</sup>.

3.2.2 Payment shall be made to the City Finance Department.

3.2.3 If full payment is not received within 30 days after the due date, the benefit will be cancelled.

3.3 Employees and retirees are responsible for notifying the City Finance Department of any change in their billing address.

<b>DEPARTMENT:</b> ADMINISTRATION	<b>SUPERSEDES:</b> NONE	<b>PREPARED BY:</b> DB	<b>APPROVED BY:</b> EBS	<b>DATE:</b> 7/9/2002  <b>REVIEWED:</b> 11/2013
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