
Employee Benefits (RSK-P001)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the benefit department processes employee paperwork for health benefits.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Employee Benefits Technician

Marcia Clemmens

4/6/09

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Risk Management

Signature

Date

3.2 DEFINITIONS:

- 3.2.1 COBRA – Continuation of group health benefit after termination
- 3.2.2 HIPAA – Protected health information
- 3.2.3 ESCAPE - District fiscal and personnel computer system
- 3.2.4 BMI - Scanning system
- 3.2.5 VBAS - Benefit Management System

5.0 PROCEDURE: NEW HIRE

- 5.1 Benefit Authorization Slip (RSK – F001A) for new hire is received in the Benefit Office.
- 5.2 Benefit Technician determines eligibility based on bargaining unit agreement and gives employee correct information packet and forms for medical, dental, vision, life, COBRA, HIPAA privacy notice and flexible reimbursement plan.
- 5.3 Benefit Technician assists employee with completion of forms and answers employee questions.
- 5.4 Benefit Technician receives completed forms from the employee and adds the effective dates and appropriate group numbers as required.
- 5.5 Benefit technician enters completed form into VBAS system
- 5.6 Benefit technician enters appropriate data in the district computer system ESCAPE.
- 5.7 Benefit technician scans documents into the district document system (BMI). Hardcopies are filed.

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6.0 PROCEDURE: CURRENT EMPLOYEES

- 6.1 Current Employees may only make changes in their health benefits during a qualifying event as defined by the health carriers or during Open enrollment.
- 6.2 Benefit Technician assists employee with completion of forms and answers employee questions.
- 6.3 Benefit Technician receives completed forms from the employee and adds the effective dates and appropriate group numbers as required.
- 6.4 Benefit technician enters completed form into VBAS system
- 6.5 Benefit technician enters appropriate data in the district computer system ESCAPE.
- 6.6 Benefit technician scans documents into the district document system (BMI). Hardcopies are filed.

7.0 ASSOCIATED DOCUMENTS:

- 7.1 RSK – F001A Benefit Authorization Form
- 7.2 RSK – F001B SCUSD Benefit Enrollment Form
- 7.3 CalPERS Health Benefit Plan Enrollment Form PERS – HBD – 12 C – External
- 7.4 CalPERS AESD-1 Appointment Status - External
- 7.5 RSK – F001C Classified Active Employee Enrollment Form
- 7.6 RSK – F001D Management Active Employee Enrollment Form
- 7.7 RSK – F001E Health Benefit Waiver Form
- 7.8 RSK – F001F VSP Change Form
- 7.9 RSK - F001G Certificated Sub Agreement Form
- 7.10 Health Net Life Form – External Document
- 7.11 RSK – F009A COBRA Initial Event Notice
- 7.12 RSK – F009B COBRA Continuation Notice
- 7.13 Flex plan Enrollment – External
- 7.14 HIPAA – Group Health Privacy Notice
- 7.15 Union Contracts - External Documents
 - 7.15.1 SCTA – Sacramento City Teachers Association (certificated)
 - 7.15.2 SEIU – Service Employees International Union (classified)
 - 7.15.3 UPE – United Professional Educators (principals)

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- 7.15.4 Teamsters – Plant Managers and other classified supervisors
- 7.15.5 CSA - California Supervisor Association
- 7.15.6 Unrepresented Management and Confidential follow UPE

8.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Employee benefit records including: Enrollment form, life insurance form, authorization for benefits form, back up documentations, stipend form	Scanned	Paper: 1 yr on site, then 2 yrs. in warehouse Scanned: not less than 3 years	Paper: Shred	Secured area BMI Scanner Company – Pass Code protected

9.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/1/03	A	Initial Release
10/7/04	B	Revised to reflect audit input of less work instruction detail
7/12/06	C	Revised to include new VBAS starting July 2006
8/22/06	D	Revised to include Sub Form
4/6/09	E	Revised to reflect current process

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