
SEIU 3<4 HR EMPLOYEES (RSK-P016)
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 Procedure for enrolling SEIU employees not eligible for fully paid benefits working in a permanent position more than three hours and less than 4 hours per day. These employees are not eligible for retiree 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

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Risk Management

4.0 DEFINITIONS:

- 4.1 SEIU – Service Employees International Union (classified)
- 4.2 COBRA – continuation of Group Health benefit after termination
- 4.3 HIPAA – Protected Health Information
- 4.4 ESCAPE – District fiscal and personnel computer system
- 4.5 BMI – Scanning System
- 4.6 CalPERS – California Public Employees Retirement System

5.0 PROCEDURE:

- 5.1 To be eligible, employee must work more than 3 hours and less than 4 hours per day.
- 5.2 District contributes \$80.00 per month per SEIU contract and employee responsible for the balance. This benefit is offered only as long as it is available through District Health Plans and employees are not eligible for CalPERS Health Benefits.
- 5.3 Benefit Technician follows Procedure RSK – P001 beginning at section 5.2

6.0 ASSOCIATED DOCUMENTS:

- 6.1 RSK – F001A Benefit Authorization Form
- 6.2 RSK – F001B SCUSD Benefit Enrollment Form
- 6.3 RSK – F001C Classified Active Employee Enrollment Form
- 6.4 Health Net Life Form – External Document
- 6.5 COBRA Initial Notice – External
- 6.6 Flex plan Enrollment – External
- 6.7 HIPAA – Group Health Privacy Notice
- 6.8 Union Contracts - External Documents

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6.8.1 SEIU – Service Employees International Union (classified)

7.0 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

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/04	A	Initial Release

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