



## **POLICY MANUAL**

### **BENEFITS**

---

**Number 348**

**Subject: Dental Insurance**

**Covered Employees: Benefit Eligible Employees**

**Date of Origin: January 24, 1997**

---

#### **348.1 POLICY**

Benefit-eligible employees may enroll in the University's self-funded dental insurance program. Specific information regarding the dental insurance program can be obtained from the Office of Human Resources.

#### **348.2 PROCEDURES**

##### **2.1 Enrollment**

Benefit-eligible employees may enroll in the University's self-funded dental insurance program within 31 days of hire. Employees who enroll for dental coverage must remain in the plan for a minimum of one full year unless they leave employment with the University. Employees who waive or cancel their participation in the dental insurance program may not enroll for dental coverage for three full years from the waiver/cancellation date.

Current employees may enroll or re-enroll for dental coverage during announced enrollment periods held twice each year.

##### **2.2 Premiums**

For fiscal year base employees, the University pays 80% of the dental insurance premium for appointments of 75% time or greater (based on a fiscal year base of 2,080 hours) during the plan year. The employee is responsible for the remaining 20%.

For academic year base employees, the University pays the 80% of the dental insurance premium on appointments of 75% time or greater of the academic year base. The employee is responsible for the remaining 20%.

Personnel working less than these percentages pay a greater portion of the premium according to a pro-rated schedule available from the Office of Human Resources.