



Shared-Contract Waiver of Insurance Benefits Procedure (BEN-P026)

SCOPE:

- 1.1 This procedure describes the process in which the Benefits Office enrolls/manages enrollment of half-time certified employees on shared contracts where one employee is relinquishing benefits at the Washoe County School District.

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

2.0 RESPONSIBILITY:

- 2.1 Risk Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Risk Management Technician

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 HR – Human Resources
- 4.2 RM – Risk Management
- 4.3 WCSD - Washoe County School District

5.0 PROCEDURE:

- 5.1 RM receives from HR Executive Cabinet Assistant a copy of shared-contract approval letter and Certificated Reassignment form (HR-F047) on the two participating employees.
- 5.2 RM Benefits Technician reviews financial software system Benefits Assignment screen on both participants to verify which employee has opted for coverage and which one has not.
 - 5.2.1 If new employee, the insurance information is entered on the employee opting for coverage.
 - 5.2.2 Notes are entered into each employee’s screen to cross reference their shared contract status with each other.
 - 5.2.3 RM Benefits Technician updates financial software system to reflect changes so that one employee shows .5 (half-time) status and the other employee shows 1.0 status (full-time) with benefits.
 - 5.2.4 RM Benefits Technician contacts the employee refusing benefits and asks him/her to come to the Risk Management Office and complete the Shared-Contract Waiver of Insurance Benefits Form (BEN-F022) for supporting documentation.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Certificated Reassignment Form (HR-F047)
- 6.2 Shared-Contract Waiver of Insurance Benefits Form (BEN-F022)

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Insight Insurance Database	Electronic (Risk Management)	Permanent	Electronic	Electronic
Certificated Reassignment Form (copy from HR)	Risk Management warehouse files	Permanent	Dispose of accordance to HIPPA regulations	Files are stored in locked cabinets in locked warehouse cages with key access only privy to Risk staff
Shared-Contract Waiver of Insurance Benefits	Risk Management warehouse files	Permanent	Dispose of accordance to HIPPA regulations	Files are stored in locked cabinets in locked warehouse cages with key access only privy to Risk staff

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/30/08	A	Initial Release
04/27/09	B	Deleted Section 4.2; 5.1 inserted "Certificated" between "and" and "reassignment," capitalized "reassignment; 5.2 changed "insight benefit screens" to "financial software system Benefits Assignment screen"; 5.2.2 changed "share" to "shared" and "ach" to "each"; 5.2.3 changed "Insight data system" to "financial software system"; 5.2.4 changed "BEN-F019" to "BEN-F022"; 6.2 changed "BEN-F019" to "BEN-F022".

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