

Adopted: ___9/24/2019___

PiM Arts High School Policy 411

Revised: _____

411 PURCHASE OF HEALTH INSURANCE

I. PURPOSE

This policy is to provide PiM Arts High School employees health benefits as long as an employee resumes employment with The PiM Arts High School as a regular full time employee or FTE .75. Exceptions of this policy for staff below .75 will be at the discretion of the Executive Director.

II. GENERAL STATEMENT OF POLICY

- A. An open enrollment period for current staff will be held each year and documentations required per the Affordable Care Act distributed to employees. All plan information will be outlined and employees will be given 30 days to elect coverage. New employees will have 30 days to elect benefits.
- B. Renewal policies will be renewed as of October each year.

III. PROCEDURES

- A. PiM Arts High School will work with a broker who will seek proposals for group health insurance from at least 3 sources at least every two years.
- B. The broker will present the multiple options to The PiM Arts High School Executive Director and/or Board of Directors. The Board will make a decision on the plans that best fits The PiM Arts High School and then the health plan will be introduced to PiM Arts High School employees.