



PERSONNEL: Compensation, Benefits and Retirement

Employee Insurance Benefits

I. Purpose

To establish eligibility terms and provide for the regular review of the school system's employee insurance benefits program so that benefits offered ensure the fiscal interests of the Board of Education of Baltimore County (Board) are protected.

II. Definition

Non-Unit Employee – An eligible employee who is not a member of a unit covered by a negotiated agreement with the Board.

III. Procedures

A. Eligibility

1. All regular 1.0 full-time equivalent (FTE) employees and part-time employees working .5 FTE or more are eligible to participate in the Baltimore County Public Schools (BCPS) insurance benefits program as established by the Board and in accordance with criteria established by the insurance carrier contracts, as well as BCPS standards and practices.
2. Temporary employees not eligible to participate in any of the Board's insurance benefits programs unless they meet the standards required by federal, state, or local laws and regulations.
3. Rehired retirees will be eligible to participate in those insurance benefits programs to which they are entitled under the terms of their retirement.

B. Effective Date

1. Insurance benefits become effective on the first day of the month following either the hire date or the date that the employee submits his/her completed forms to the Office of Benefits, Leaves, and Retirement, whichever is later.

C. Employee Contribution

1. Employees who are covered by a collective bargaining agreement will be required to contribute to the cost of the employee insurance

plans as outlined in the employee’s respective bargaining unit master agreement.

2. Non-unit employees will be required to contribute to the cost of the employee insurance plans as outlined in the Master Agreement between the Board and the Council of Administrative and Supervisory Employees (CASE) or as otherwise provided in the employee’s individual employment contract.

D. Review

The Department of Human Resources, in conjunction with the Department of Fiscal Services, will provide for the annual review of the insurance benefits plans offered by the Board to ensure the school system offers an attractive package of benefits while meeting the fiscal needs of the school system.

Rule
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Superintendent of Schools