Note: All new procedural language

POLICY: 6Hx28: 3C-08

Responsible Executive:
Executive Vice President, Administrative Services~~Organizational Development and Human Resources~~

Policy Contacts: Chief Human Resources Officer

Specific Authority: -1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: ~~11-02-2016~~10-29-2026

Date of Last Policy Review:
~~06-27-2019~~10-29-2026

Total Rewards: Employee Benefits

Policy Statement:

I. In order to attract, motivate, develop, and retain employees who contribute to student success, ~~the~~ Valencia College ("College") shall offer ~~health insurance~~employee benefit programs and may provide opportunities for wellness as permitted by applicable law, rule, College policy or procedure. These programs are designed to promote an atmosphere of well-being for employees by supporting and encouraging their health and wellness.

II. The College President~~,~~ or designee(s)~~,~~ may adopt programs and establish procedures to implement this policy.

Policy History:

Adopted 12-11-74; Amended 9-14-76; Amended 12-15-82~~;~~; Amended: 9-19-90; Amended 11-18-92; Amended 4-20-94; Amended 2-15-95; Amended 7-17-96; Amended 1-20-99; Amended 11-2-16; Amended 10-29-2026; Formerly 6Hx28:6-12; Formerly 6Hx28:06-24

Related Documents/Policies:

DRAFT

Note: All new procedural language

Policy 6Hx28: 3D-02 Leaves of Absence
Policy 6Hx28: 3D-06.1 Family and ~~/~~Medical Leave

Procedures:

The employee benefits and insurance programs are subject to change at the discretion of the College and respective program provider, as applicable. In the event of a conflict between this policy or procedure and any applicable benefit or insurance contract, plan document, summary plan description, or program, the governing plan document shall control.

I. Eligibility

A. Eligible employees may participate in and are provided with options for benefits and insurance in accordance with applicable plan documents, rules, policies, terms, conditions, and/or regulations.

II. Initial Enrollment Election of Benefits

A. If enrollment is required to participate, an eligible employee must submit an enrollment election as prescribed within sixty (60) calendar days of their initial date of employment or the date they become eligible for insurance and benefits. The enrollment election documents the employee's selection of benefits.

B. After the initial sixty (60) calendar days, the employee's initial enrollment election may only be changed during the next available open enrollment period or in the occurrence of a qualifying status change, as defined by the respective plan provisions and Internal Revenue Service ("IRS") rules and regulations.

III. Open Enrollment

A. An authorized open enrollment period is established during which eligible employees have the opportunity to enroll in, change, or cancel insurance and/or benefits coverage selections in accordance with applicable plan requirements. Unless otherwise specified by the benefit program, selections will take effect at the beginning of the following plan year.

B. Unless otherwise specified by the benefit program, the election commitment made during open enrollment may only be changed during the next open enrollment period or in the occurrence of a qualifying status change, as defined by the respective plan provisions and/or IRS rules and regulations.

IV. Coverage and Costs

DRAFT

Note: All new procedural language

A. Eligible employees may elect applicable benefit and/or insurance coverage and based on election:

1. the College will provide employer contributions toward eligible benefits as required by applicable law and plan provisions; and

2. unless otherwise specified by the benefit program, the employee is responsible for any required enrollee contributions associated with elected coverage, including dependent and voluntary benefits.

B. Coverage effective dates and associated costs for insurance and benefits coverage are determined in accordance with applicable plan documents, rules, policies, terms, conditions, regulations, and requirements.

V. Benefit Payroll Deductions

A. For employees who meet the eligibility criteria, benefit payroll deductions will be administered in accordance with employee elections made during an authorized enrollment period, applicable plan provisions, and College payroll practices.

B. Benefit payroll deductions will occur as follows:

1. Voluntary and dependent insurance or benefits coverage will be paid one month in advance, except for savings and spending accounts, long-term disability ("LTD"), YMCA, and any other offering as identified by the College and/or State Group Insurance Program ("SGIP"), as applicable.

2. Payroll deductions for savings and spending accounts, LTD, YMCA, and any other offering as identified by the College and/or SGIP (as applicable), will be collected during the current month of the plan year.

C. Benefit payroll deductions for employee types are as follows:

1. Twelve- (12) month employee payroll deductions will be made on twenty-four (24) pay periods per calendar year.

2. Temporary faculty of less than twelve (12) months will have payroll deductions made when benefit payroll deductions are scheduled during the term of the faculty's temporary contract.

VI. Employees on Leaves of Absence

A. The College will continue to provide employer contributions towards eligible benefits for employees who are on an approved leave of absence with or without pay.

DRAFT

Note: All new procedural language

B. Employees who are on an approved leave of absence and receiving vacation, sick/personal, or administrative leave with pay will continue to pay the employee portion of applicable benefit payroll deductions while receiving compensation.

C. Employees who are on an approved leave of absence without pay may opt to pay the College and/or SGIP (as applicable) for continuation of elected insurance and/or benefits coverage. Failure to make timely payments to the College and/or SGIP (as applicable), may result in temporary suspension or cancelation of coverage, subject to applicable College or SGIP plan rules and provisions.

D. Employees on an approved leave of absence, including but not limited to Family and Medical Leave, Military Leave, or any other legally protected leave will have their benefits administered in accordance with applicable laws, rules, and regulations.

E. Eligible employees on an approved leave of absence should contact the Organizational Development and Human Resources ("ODHR") Benefits Team at benefits@valenciacollege.edu regarding benefits eligibility and/or premium costs during the leave period.

VII. Separation of Employment or Loss of Eligibility Status

A. Unless otherwise indicated in the specific benefits plan rules, policies, terms, conditions, and regulations, an eligible employee's coverage for all other insurance and benefits (outside of LTD, YMCA, and employee assistance program) ends on the last day of the month following the month of employment separation or loss of eligibility status. For example, if an employee's last day of work is June 23, coverage will end on July 31.

1. Lon-Term Disability ("LTD"): An eligible employee's elected coverage for LTD insurance ends on the employee's separation date or loss of eligibility status. For example, if an employee's last day of work is June 23, coverage will end on June 23.

2. YMCA and employee and family assistance program: An eligible employee's YMCA and employee and family assistance program benefits end on the last day of the month following the employment separation or loss of eligibility status. For example, if an employee's last day of work is June 23, coverage will end on June 30.

B. Under certain conditions, eligible employees and/or their eligible dependents may be entitled to continue certain insurance coverages following separation of employment or loss of eligibility status in accordance with the federal Consolidated Omnibus Budget Reconciliation Act ("COBRA"). Information regarding COBRA continuation rights and enrollment procedures will be

DRAFT

provided by the SGIP to the covered member following separation of employment or loss of eligibility status.

1. Former eligible employees and eligible dependents, as defined in accordance with benefit plan documents, may continue eligible insurance coverage(s) under COBRA by electing continuation coverage and paying the full cost of the premiums plus a two (2) percent administrative fee.

2. Participants electing COBRA continuation must submit payment directly to the SGIP in accordance with their payment requirements and due dates. Failure to make timely payments will result in the retroactive cancellation of insurance benefits of eligible participants, applicable to the respective program provider provisions and rules.

C. Employees who retire may be eligible to continue certain benefits with the SGIP in accordance with applicable eligibility, enrollment, and payment requirements.

VIII. For more information or questions on initial enrollment of benefits, open enrollment, or any other benefit/insurance topics, refer to the "Your Benefits, Your Rewards" group in MyVC or contact the ODHR Benefits Team at benefits@valenciacollege.edu.

Procedure

History:

Adopted 12-11-74; Amended 9-14-76; Amended 12-15-82; Amended: 9-19-90; Amended 11-18-92; Amended 4-20-94; Amended 2-15-95; Amended 7-17-96; Amended 11-2-16; Amended 6-27-2019; Amended 10-29-2026; Formerly 6Hx28:6-12; Formerly 6Hx28:06-24

Date of Last Procedure Review: ~~06-27-2019~~10-29-2026

DRAFT