

Policy Manual
Medical Benefits
City of Weiser, Idaho



Medical Benefits

The City of Weiser offers Medical Benefits to all full-time employees. The Medical Benefits are designed to provide comprehensive coverage and peace of mind to all employees and their covered dependents.

Firmly believing that investing in the health and well-being of our workforce, the City of Weiser pays 100% of the employee's medical premiums and offers employee-paid medical benefits for dependents.

At the heart of our City is the workforce, the dedicated individuals who drive progress and serve the community. The City has a commitment to ensure that employees are equipped with the necessary resources to lead healthy lives. By extending medical insurance coverage, the City is not only fulfilling this responsibility to provide medical healthcare but also reaffirming a commitment to fostering a supportive work environment.

This policy applies to all employees, elected officials, and appointed individuals of the City. Note: The use of "employee" in this policy refers to all listed individuals who are governed, affected, and utilize the material as a part of their employment and/or involvement with the City of Weiser.

If there is an issue it should be reported to the Human Resources Representative/City Clerk or the Mayor.

Guidelines & Procedures

I. Overview

The City, when it is deemed possible by the City Council, makes major medical insurance available. The City pays for the employee's monthly premium, with the employee having the option to add dependents at the employee's expense.

- A. Eligibility:** Effective the first of the month following 30 days of employment, full-time employees (working 30 or more hours per week) are eligible to enroll in benefits. Employees may elect coverage for themselves and eligible dependents, spouse, and dependent children under age 26 for the benefit plans offered.
- B. Enrollment:** Newly eligible employees must enroll for the medical benefits within 30 days of their eligibility date.
- C. Open Annual Enrollment:** Medical benefits may be enrolled in during Open Enrollment in the month of May each year. Once enrolled in May, the benefits the employee selects are effective June 1. During Open Enrollment, employees wishing to enroll/change their benefit elections must complete the required enrollment forms to elect participation in these plans. The enrollment forms must be completed and returned to the Human Resources Representative/City Clerk no later than the last day of May during Open enrollment.
- D. How to Make Changes if a New Employee:** If the employee does not enroll during the first 30 days of employment, the employee will not have another opportunity to enroll until the Open Annual Enrollment.

E. Qualified Change in Status: Unless an employee has a qualified change in status, the employee cannot amend the benefits elected until the next open enrollment period. Qualified changes in status include marriage, divorce, legal separation, birth, or adoption of a child, change in child's dependent status, death of spouse, child, or other qualified dependent, change in residence due to an employment transfer for you or your spouse, commencement/termination of adoption proceedings, or change in spouse's benefits or employment status.

II. Plan Documents / Benefits Summary & Enrollment Guide

Each year in May, the City has a 30 day Open Enrollment period. All employees who are interested in the open enrollment documents and the details of the plan should contact the Human Resources Representative/City Clerk for the documents and application for enrollment.

II. Conclusion

The implementation of City-sponsored medical insurance marks a significant milestone in our journey towards enhancing employee welfare. The City hopes to help provide benefits that help comfort and are a source of less worry or financial burden for employees. Through the extension of medical insurance coverage, the City not only fulfills its duty for providing insurance but also reaffirms its dedication to nurturing a workplace culture rooted in support and care.