



Northern Marianas College Procedure

Procedure No.: 5010.10 Procedure Title: Insurance Benefits
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
Office of Origin: Human Resources Office
Procedure Approval Authority: President *[Signature]*
Board Policy No. Associated with this Procedure: 5010
This Procedure Supersedes/Replaces: 2011 BOR Policy Part VI.A

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description The College will provide or make available life, health/medical, and dental insurance, as described below.

Areas of Responsibility The Human Resources Office will provide enrollment forms; Transmit enrollment forms to carriers; the Commonwealth Group Health and Life Insurance Trust (if applicable); and the Payroll Department. The Payroll Department will ensure appropriate deductions are withheld, and will notify the Department of Finance to remit the appropriate premium contributions to the applicable carrier.

Procedure details **Health and Life Insurance.** Group Health and Group Life Insurance coverage are available if the employee wishes to apply. The College will pay part of the cost of this insurance and the employee may pay his/her share through payroll deductions in accordance with the agreement between the Northern Marianas College and the individual insurance carriers.

Dental Plan. Group Dental insurance is available for each and every Employee who wishes to apply. The College does not pay any share of this plan.

Option to Waive. Employees have the option to waive dental, health/medical, and life insurance.