

DECATUR COUNTY BOARD OF EDUCATION
 BAINBRIDGE, GEORGIA
 ADMINISTRATIVE POLICY & PROCEDURE MANUAL
 FACILITY-WIDE POLICY

POLICY NO:
 ORIGINAL DATE: 09/2006
 REVISED: 07/2010
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 Reviewed: 07/01/2010
 Director of Human Resources

PERSON RESPONSIBLE FOR REVIEW/REVISIONS

APPROVED BY: *Linda B. Lumpkin*
 Linda B. Lumpkin

SUBJECT: FULL-TIME/PART-TIME EMPLOYEE WORK HOUR BENEFITS

DIMENSIONS OF PERFORMANCE:

EFFICACY	APPROPRIATENESS	AVAILABILITY	TIMELINESS	EFFECTIVENESS	CONTINUITY	SAFETY	EFFICIENCY	RESPECT & CARING
X	X	X	X	X	X	X	X	X

POLICY:

It is the policy of The Decatur County Board of Education to provide a range of benefits for all regular full-time employees that work at least 20 hours per week. Any employee that works less than 20 hours is considered part-time. It is the responsibility of each eligible employee to complete the applications during the designated time period. Each employee will be responsible for his/her part of the premiums, and these premiums will be payroll deducted. This facility will contribute applicable amounts due for their premiums as part of this facility's benefit program (Dental). The insurance coverage will become effective the first of the month following the completion of their first 30 days granted that the employee enrolled themselves or their family. If the insurance application has not been completed by the end of the employee's designated time period, the employee will have to wait until the next open enrollment to enroll for the applicable benefits. Employees may only add, stop, or make changes to their coverage one time a year, which will be during the Annual Open Enrollment Period. Changes made during the open enrollment period will be effective for July 1st of that same year. Employees may make changes to eligible benefits anytime they have a major life change, such as marriage, divorce, birth, adoption, etc. The coverage will be effective for the 1st of the month following the date of change. Employees may ask questions or get necessary information regarding these benefits from the Benefits Coordinator.