

**ALTERNATIVE TO EMPLOYEE HEALTH INSURANCE**

1.0 Purpose:

- 1.1 To recognize that some employees don't need the health insurance benefits offered by the City because they are already covered under a spouse's insurance.

2.0 Scope:

- 2.1 Any fulltime or regular part-time employee who is eligible to receive the City's health insurance benefits.

3.0 Policy:

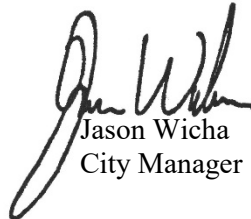
- 3.1 Any employee who does not want to be covered by the City's health insurance plan may sign a waiver opting out of the City's health insurance. However, because we feel that having health insurance is vitally important, no employee will be allowed to decline the coverage unless proof of coverage under another health insurance policy can be offered.

Employees wishing to terminate their health insurance coverage must complete a waiver form and return it to the Human Resources Department prior to December 15 each year. A copy of a current medical insurance card showing evidence of coverage through another health insurance provider must be attached. Following verification of coverage, the insurance will be terminated effective January 1.

- 3.2 Any employee may re-enroll in the City's health insurance program during the open enrollment period each year or if there is a loss of other coverage. Proof of loss of coverage may be required.

4.0 Distribution:

- 4.1 Employee Information website [www.citylf.org](http://www.citylf.org).

  
Jason Wicha  
City Manager