400 Benefits Policies

400 BENEFITS POLICIES

400.1 ELIGIBILITY TO PARTICIPATE IN BENEFITS PLANS

Policy:

Employees (lay, religious and priests) of participating employers within the Archdiocese of Baltimore are eligible to participate in Archdiocesan employee benefit plans if the employees:

a) work 12 months during the year and are regularly scheduled to work 20 hours a week or more; or

b) work 10 months during the year and are regularly scheduled to work 25 hours a week or more.

400.2 EFFECTIVE DATE OF COVERAGE

Policy:

The effective date of coverage is determined by each benefit plan.

400.3 CONTINUATION OF HEALTH INSURANCE COVERAGE AFTER SEPARATION FROM EMPLOYMENT

403.1 Terminated Employees:

Employees who have been enrolled in one or more of the Archdiocese's sponsored health plans for at least 6 months are eligible to continue their coverage after the termination of their employment up to a maximum of 18 months at their own expense (i.e., the employee is responsible for payment of the total monthly

premium).

403.2 Employees Eliminated Due to Reduction in Staff:

If an employee's position has been eliminated due to a reduction in staff, the direct employer will be responsible to continue any health coverage for an additional 2 months after the normal termination of coverage (i.e., two additional months following the month of termination). The employee may then elect to continue coverage at the employee's own expense in accordance with Policy 403.1, if eligible. Extension of other benefits is determined by the terms of the respective benefit plan.

403.3 10-Month Employees Changing Schools:

If a benefits-eligible, 10-month school employee who participates in the Archdiocesan health plan leaves his/her position at the end of the school year and accepts a position at another Archdiocesan school for the following school year, the school losing the employee shall maintain the employee's health benefits for the month of July, while the school gaining the employee shall enroll the employee in health benefits beginning August 1, such that the employee experiences no gap in health coverage.

400.4 EMPLOYEE ASSISTANCE PROGRAM ELIGIBILITY

Policy:

The Employee Assistance Program is available to all employees (lay, religious and priests) of participating employers within the Archdiocese, regardless of how many hours an employee is scheduled to work.

400.5 UNEMPLOYMENT INSURANCE COVERAGE

Policy:

The Maryland Unemployment Insurance Program applies to lay employees of a participating employer within the Archdiocese, regardless of how many hours an employee is scheduled to work.

400.6 WORKERS' COMPENSATION COVERAGE

Policy:

Workers' Compensation coverage applies to all employees (lay, religious and priests) of a participating employer within the Archdiocese, regardless of how many hours an employee is scheduled to work.

400.7 REPORTING WORKERS' COMPENSATION INJURIES

Policy:

Employers participating in the Archdiocese's Workers' Compensation coverage program are required to report all injuries which occur during an employee's course of employment, whether or not the injury results in the need for medical treatment or time lost from work.

Procedures:

A) Injuries must be reported as soon as possible, however no later than 48 hours after the direct employer is aware that an injury may have occurred.

B) The injured employee's supervisor must complete the first report of injury by going to www.archbalt.org/risk and completing the Workers Compensation Notice of Claim. If the immediate supervisor is not available to complete the notice of injury, the next higher level of management must then complete the notice of injury.

C) Any questions concerning completion of the form should be directed to the Office of Risk Management by writing to riskmanagement@archbalt.org.