

	<p><b>Benefits Offered by Sedgwick County</b></p> <p><i>Adopted on: 02/88</i></p>
<p><b>Last Revision Date: 06/25/2025</b></p>	<p><b>Policy No. 4.800</b></p>
<p><b>Last Enabling Resolution:</b></p> <p><b>176-2025/908-2025</b></p>	<p><b>Developer/Reviewer:</b></p> <p><b>Chief Human Resources Officer</b></p>

**1. Purpose**

The purpose of this policy is to define benefits eligible employees and dependents and to explain benefit enrollment processes.

**2. Scope**

This policy applies to all Sedgwick County benefits eligible employees.

**3. Policy Statement**

Sedgwick County retains the discretion to modify, revoke, suspend, terminate, or change any employee benefits at any time, in accordance with applicable laws, including the provisions of the Affordable Care Act (ACA). This includes the right to require or increase employee contributions toward the cost of such benefits, to the extent permitted by law. These changes may be implemented without prior notice to, or consent from, any active or retired employee or their eligible dependents.

A comprehensive list of benefits offered can be found in the Sedgwick County Benefits Book *Employee Benefits / Sedgwick County, Kansas*.

Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 protects applicants and employees from discrimination related to benefits based on genetic information. GINA restricts employers' acquisition of genetic information and limits disclosure of genetic information. This includes information about genetic tests of applicants, employees or their family members; the manifestation of diseases or disorders in family members and requests for or receipt of genetic services by applicants, employees or their family members.

The exception to the above GINA prohibition is when the information is sought as part of a wellness program with the plan participant's prior voluntary written authorization. This exception includes a requirement that the genetic information be provided only to the plan participant and the licensed health care professional or board-certified genetic counselor involved in providing the services.

#### 4. Definitions

- A. **Benefits Eligible Employee** – Full-time and benefited part-time employees as defined in this policy.
- B. **Full-Time Employees** – Employees will be considered full-time if they are authorized to work a full work schedule approved for the department.

Employee Work Week	Maximum Hours Annually
40 hours	2,080 hours
32 hours	1,664 hours
42 hours	2,184 hours
56 hours	2,912 hours

- C. **Benefited Part-Time Employees** – Employees will be considered benefited part-time if they are authorized to work 80% of the full work schedule listed above.
- D. **Termination of Benefits** – When an employee separates from Sedgwick County, voluntarily or involuntarily, employee and employee dependent benefits cease on the last day of the month the employee separated. Benefits may also be terminated for dependents when required documentation is not received by required deadlines.

#### 5. Procedures

- A. **Dependent Eligibility and Required Documentation**

Benefits eligible employees may enroll dependents as outlined below. Only the dependents listed below are eligible. In order to enroll dependents in Sedgwick County benefits, the required documentation must be provided within the timeline specified. Failure to provide the required documentation will result in the dependent being ineligible for benefits. If fraudulent enrollment occurs, or required documentation is not received, the employee will be financially responsible for all claims made on behalf of the dependent(s) by the benefit provider.

  - 1. **Legal Spouse** – marriage certificate and one joint document addressed to both parties dated within ninety (90) calendar days prior to the qualifying life event.

*Examples of joint documents include, but are not limited to, utility bills, mortgage statements, auto insurance statements, or the front page of the most recent federal income tax return form 1040 showing married filing status with social security numbers and financial information redacted.*

If married outside of the United States – marriage certificate and front page of the most recent federal income tax return form 1040 showing married filing status. *Social security numbers and financial information must be redacted.* If the marriage commenced during the timeframe such that the employee and the spouse did not file a joint federal income tax return the previous year, Sedgwick County will allow the employee to add the spouse based solely upon provision of the marriage certificate. However, the employee must provide the front page of the federal income tax return form 1040 showing joint filing status to the Division of Human

Resources no later than April 15 of the following year. Failure to provide documentation by this deadline will result in the removal of the spouse and their dependents from County benefits effective April 30 of the same year.

2. Common Law Spouse – notarized Sedgwick County Affidavit of Common Law Marriage and the front page of the employee's most recent federal income tax return form 1040 showing married filing status. *Social security numbers and financial information must be redacted.*

If a common law marriage commenced during the timeframe such that the employee and the common law spouse did not file a joint federal income tax return the previous year, Sedgwick County will allow the employee to add the common law spouse based solely upon provision of the Affidavit of Common Law Marriage. However, the employee must provide the front page of the federal income tax return form 1040 showing joint filing status to the Division of Human Resources no later than April 15 of the following year. Failure to provide documentation by this deadline will result in the removal of the common law spouse and their dependents from County benefits effective April 30 of the same year.

3. Biological or Adopted Child – Birth certificate, birth confirmation letter, proof of paternity, divorce decree or court document substantiating a legal adoption.
4. Step Child – Employee spouse eligibility must first be confirmed. Birth certificate, birth confirmation letter, court document, proof of paternity or divorce decree.
5. Child Placed for the purpose of Adoption – Dated legal documentation substantiating the placement.
6. Legal Guardianship – Court document assigning minor child under permanent legal guardianship.
7. Disabled Dependent (older than 26) – Birth certificate and completed Disabled Dependent Childcare Certification (provided by Sedgwick County). The child must be unmarried to qualify. Eligibility is determined by the benefits provider.

## B. Benefits Enrollment

### 1. Initial Enrollment

Initial enrollment is the period of time when new, benefits eligible employees, will have thirty (30) days from date of hire to enroll via Eline Employee Self Service. Current employees that transfer to a benefits eligible position will have thirty (30) days from the transfer date to enroll. Benefits begin the first day of the month following enrollment completion. If enrollment is not completed within thirty (30) days of the first day of employment or transfer, the employee will not be eligible to enroll until the next annual open enrollment period or the occurrence of a qualifying life event.

All required documentation for dependents must be received within (30) days from the date of hire or transfer. If documentation is not received by the required deadline, dependents will be dropped from coverage and the employee will be held financially responsible for payment of all claims incurred by the benefits providers on behalf of the dependent(s) during the period of enrollment pending receipt of documentation.

2. Open Enrollment

Open enrollment is held annually in the fourth quarter of the calendar year. Open enrollment is the only time of the year an employee can add coverage or make changes to their current benefits unless a qualifying life event occurs. Employees who add dependents during open enrollment have thirty (30) days from the last day of open enrollment to provide required documentation. Selections made during open enrollment go into effect January 1 of the following year.

3. Enrollment as a Result of a Qualifying Life Event

Qualifying life events, as defined by the U.S. Internal Revenue Service, allow employees to make changes to insurance coverage at times other than initial enrollment or open enrollment. In these instances, unless otherwise noted below, employees must contact the Division of Human Resources, and provide a Benefits Change Form and all required documentation within thirty-one (31) days of the qualifying life event. If notification and documentation is not received within the specified time period, the enrollment may not be completed until the next open enrollment period.

The change in coverage requested must be consistent with the life event (e.g., employee seeks to cover spouse following marriage, coverage for a child following a birth, adoption, etc.). The following are considered qualifying life events for purposes of benefits:

- a. marriage, divorce, legal separation or annulment;
- b. the birth, adoption, placement for adoption or legal guardianship of a child; Any child under age twenty-six (26) who is placed with an employee for adoption will be eligible for coverage on the date the child is placed, even if the legal adoption is not yet final. If the employee does not legally adopt the child, all medical plan coverage for the child will end when the placement ends. No provision will be made for continuing coverage for the child.
- c. loss of health coverage under another employer's plan (other than coverage by Medicare or Medicaid programs);
- d. loss of coverage due to the exhaustion of another employer's COBRA benefits;
- e. the death of a dependent;
- f. a dependent child no longer qualifying as an eligible dependent;
- g. a change in employee or spouse's position or work schedule that impacts eligibility for health coverage;
- h. contributions were no longer paid by the employer (this is true even if employee or an eligible dependent continues to receive coverage under the prior plan and to pay the amounts previously paid by the employer);
- i. benefits are no longer offered by the Plan to a class of individuals that include the employee or eligible dependent;
- j. a strike or lockout involving employee or spouse;
- k. a court or administrative order;
- l. when there is termination of employee or dependent's Medicaid or Children's Health Insurance Program (CHIP) coverage as a result of loss of eligibility the employee must contact the Division of Human Resources within sixty (60) days of termination;

- m. if the employee or dependent(s) become eligible for a premium assistance subsidy under Medicaid or CHIP the employee must contact the Division of Human Resources within sixty (60) days of determination of subsidy eligibility; or
  - n. employee or dependent enroll in coverage through a federal or state exchange as established by the Affordable Care Act (ACA).
- 4. Employee Responsibility for Premiums

When an employee goes into Hours Without Pay/Non-Pay Status, the employee is responsible for paying the employee portion of the benefit insurance premiums. Sedgwick County will continue to pay the employer portion. The employee is responsible for contacting the Division of Human Resources at [benefits@sedgwick.gov](mailto:benefits@sedgwick.gov) to make payment arrangements. If payment is not received, or contact is not made with the Division of Human Resources, benefits will be terminated at the end of the month the last payment was received and the employee will be responsible for all costs and claims incurred during the non-payment period.
- 5. Continuation of Coverage

Upon separation of employment, retirement, or other circumstances resulting in the loss of benefits coverage, employees and/or their dependents, may be extended the right for continuation of benefits coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). When an employee separates, the COBRA administrator for Sedgwick County will contact the employee to provide continuation options. Failure to report a COBRA-qualifying event may result in financial responsibility for payment of claims.