

ILLINOIS STATE POLICE DIRECTIVE PER-028, GROUP INSURANCE

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| RESCINDS: PER-028, 2012-077, revised 06-10-2013. | REVISED: 03-23-2017 2017-019 |
| RELATED DOCUMENTS: None | RELATED CALEA STANDARDS: 22.2.2, 22.2.3, 22.2.4 |

I. POLICY

The state of Illinois will provide group insurance for all eligible employees. The Public Safety Shared Services Center (PSSSC) will provide procedures for submitting forms and changes for group insurance.

II. PROCEDURES

II.A. New employees (except temporary, emergency, contractual, and some part-time) will:

- II.A.1. Complete the initial enrollment and beneficiary form(s) on the date of employment (available through the PSSSC).
- II.A.2. Elect the coverage types and options desired within ten calendar days of employment. PSSSC will not process any optional coverage election made after ten days.
- II.A.3. If assigned to the Division of Internal Investigation, the Division of Forensic Services, the Division of Operations, or the Division of Administration, make requests for information, forms, and changes by following the respective division procedures.
- II.A.4. If assigned to the Director's Office, make requests for information, forms, and changes directly to the PSSSC.

II.B. Within 10 calendar days from the date of employment, completed insurance forms must be received by:

Public Safety Shared Services Center
1301 Concordia Court, Admin Building
PO Box 19293
Springfield, Illinois 62794-9293
217-557-6010, ext. 2107

II.C. Eligible employees are afforded the opportunity to choose their insurance coverages for the following fiscal year during the Benefit Choice Period.

- II.C.1. The Benefit Choice Period is usually from May 1 to May 31 of each year.
- II.C.2. Information regarding available carriers and coverages will be provided to employees once disseminated by the Illinois Department of Central Management Services (CMS).
- II.C.3. Elections made during the Benefit Choice Period are irrevocable for the respective fiscal year. However, an eligible qualifying change in status may waive irrevocability.
 - II.C.3.a. The Internal Revenue Service mandates the circumstances, and reference to this procedure can be found in the "State of Illinois Employees Benefit Handbook."
 - II.C.3.b. The employee may also make a written petition outlining specific reasons for the desire to change plans.
 - II.C.3.b.1) Such petition is subject to review and approval by CMS.
 - II.C.3.b.2) If approved, the change will be effective on the first day of the pay period following the approval.

II.D. The State of Illinois Employees Benefit Handbook outlines the requirement for health certificates for new employees or their dependents. Employees may add newly acquired dependents during their initial eligibility period, following an eligible qualifying change in status, or during the Benefit Choice Period.

- II.E. The PSSSC will:
 - II.E.1. Enter all insurance enrollment changes into the CMS Group Insurance System in a timely manner.
 - II.E.2. Provide information to the PSSSC Payroll Section on needed payroll changes for insurance.
 - II.E.3. Handle complaints and answer inquiries.
 - II.E.4. Notify employees of benefit options.
- II.F. Persons leaving state employment may continue insurance coverage for themselves and dependents through the Consolidated Omnibus Budget Reconciliation Act (COBRA).
 - II.F.1. Participation is entirely at the enrollee's expense.
 - II.F.2. CMS will notify the individual of the right to enroll and inform him/her of the monthly cost to continue coverage.
- II.G. Solicitation
 - II.G.1. Commercial insurance companies will not have access to the work site or employees during working hours, including breaks for purposes of selling their product.
 - II.G.2. The Department may schedule informational meetings during the Benefit Choice Period to assist employees in selecting coverage with insurance carriers contracted through CMS.

| Indicates new or revised items.

-End of Directive-