

Order - 18-1992-717
ADMINISTRATIVE ORDER 91-4 (Revised August 7, 1992)
OF THE
JEFFERSON COUNTY COMMISSION

PURSUANT to the authority vested in the Jefferson County Commission by the code of Alabama, the following Administrative Order is hereby issued:

PURPOSE

To establish a policy regarding the County's contribution to employee health insurance benefits while an employee is on leave of absence without pay or wartime non-paid military leave.

1. Policy

It shall be the policy of the Jefferson County Commission that employees on approved medical leave of absence shall be eligible for County contributions to health insurance benefits (single coverage dependent/family coverage) for a maximum period of one year, subject to the guidelines set forth below.

2. Definitions

- A. County Health Insurance Contribution - That portion of employee health insurance premiums that are paid by the County to the health insurance carrier and as adopted by the Commission from time to time.
- B. Employee Health Insurance Contribution - That portion of employee health insurance premiums that are paid by the employee and as adopted by the Commission from time to time.
- C. Single Coverage - Health insurance coverage that provides health care benefits to the employee, only, and does not provide coverage for dependents of the employee.
- D. Dependent/Family Coverage - Health insurance coverage that provides health care benefits to the employee and his/her eligible and enrolled dependents.
- E. Wartime Military Service - Generally, wartime military service is defined as that service for which an employee is activated to duty as a result of orders issued by the President of the United States. Wartime military service for the purposes of this Administrative Order will be further defined and acknowledged by the passage of a resolution of the Commission during, or after, the wartime emergency.

3. Reimbursement of Dependent Medical Expenses

The dependents of employees, who have lost health care coverage as the result of the employee's activation to wartime military service, shall be eligible for limited reimbursement of CHAMPUS deductibles, co-payments, and reasonable transportation costs, providing the following conditions are met. The County will not be responsible for non-covered CHAMPUS charges.

- A. The dependents eligible for reimbursement must have been enrolled in a County-sponsored health plan until the date of disenrollment due to activation to wartime military service.
- B. Dependents not previously enrolled as required in Section A above shall not be eligible for reimbursement except for newborn children.
- C. As limited in E below, 100 percent reimbursement shall be made for CHAMPUS deductibles and co-payments. Payments in excess of deductibles or co-payments will not be reimbursed.
- D. As limited in E below, if obtaining medical treatment involves traveling to a military health facility outside of Jefferson County, reasonable travel expenses will be reimbursed upon proof of a medical necessity of the travel incurred. Travel expenses shall be limited to:
 - (1) Mileage - At the County's current reimbursement rate.
 - (2) Lodging - Reasonable overnight lodging expenses incurred by a covered dependent as the result of an out-of-area in-patient hospitalization of another covered dependent shall be reimbursable, subject to the approval of the Jefferson County Commission.
- E. The maximum reimbursement authorized hereby shall not exceed the total amount of the County health insurance contribution that would have been incurred by the County for the entire authorized leave period had the employee not been activated to military service.

4. Approved Medical Leave of Absence (Without Pay)

During the first three months of a medical leave of absence, an employee is eligible to receive the County health insurance contributions. If after three months on an approved medical leave of absence without pay, an employee can demonstrate a continued medical disability (delivered to the Risk Management Department), he/she will be eligible for continuation of the County health insurance contribution for up to an additional nine months, providing the employee health insurance contribution is paid by the employee on or before the last day of the month previous to the month of desired coverage. Failure to make such payments will result in disenrollment from the selected health plan with no

opportunity for re-enrollment until an open enrollment period or until the employee returns to work. Persons on approved maternity leave shall be eligible for health insurance contributions under the same guidelines as those persons on medical leave of absence.

5. Disability Leave/Disability Retirement

An employee who has been placed on disability leave, or who has been approved for a disability retirement, shall be eligible for continuing health insurance contributions based upon that employee's years of service and age at the effective date of disability leave or disability retirement. Health insurance contribution rates for disability leave/retirement shall be the same as those rates in force for regular retirees. The contribution rates are subject to revision as approved by the County Commission from time to time.

6. Other Non-Paid Leave

An employee, who has applied for, and has been approved by his/her department head, for a leave of absence without pay, will not be eligible for the County health insurance contribution while on unpaid leave. The employee will be required to pay the full health insurance premium on or before the last day of the month previous to month of coverage desired. Failure to make such payments will result in disenrollment from the selected health plan with no opportunity for re-enrollment until an open enrollment period or until the employee returns to work.

ORDERED at the County Courthouse, Jefferson County, Alabama this _____ day of _____, 1992.



Mary Buckelew, President
Jefferson County Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
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