

## **Vision Enrollment Rules**

Enrollment in the Vision Plan will be permitted only in the following circumstances:

1. Open enrollment will be permitted during open enrollment upon the changing to Superior in 2008 and during open enrollment effective January 1, 2009. Future open enrollment is not guaranteed.
2. Qualifying events and allowed changes
  - No cancellations during the calendar year regardless of QE. Cancellations are only allowed at the end of the calendar year, regardless if premium is paid pre-tax or post-tax.
  - Ineligible dependents (due to divorce, child turning age 26) must be dropped. It is the employee's responsibility to timely notify HR when a family member becomes ineligible. Coverage through Superior will be dropped effective the date they become ineligible, even if that's retroactive to the date HR is notified of the change. Dependent will be offered COBRA starting the date they became ineligible only if timely notification of ineligibility is provided.
  - New employees and those who become eligible for benefits for the first time may elect coverage if done within the 31 days window to enroll. Coverage takes effect on the first day of the next month.
  - Birth or adoption of a child will allow the addition of that child only to existing coverage (other family members not covered under the plan can not be added at this time). This means if employee has 'employee & spouse' coverage and has other children, then adopts a child with vision impairment, they can change to 'employee and family'. But they can only add the adopted child. They cannot add the other children until next open enrollment, if any. Employees may not elect new coverage at this time. Coverage takes effect on the first day of the next month.
  - Marriage allows the addition of the spouse only when employee has existing coverage. If the new spouse has children that will live in the

employee's home, then employee can add their new step children because they are newly eligible dependents.

#### Effective date of change

- Coverage for ineligible dependent is cancelled through Superior retroactive to the date they become ineligible.
- But effective date in your HR payroll system to change the premium (to drop ineligible dependents) is effective upon employee's written election or next paycheck.
- Addition of spouses and children are effective first of the next month following the receipt of a completed form in HR.
- New employees take effect first of next month following the receipt of a completed form in HR

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*Enrollment form needs indicator for "adding" a newly eligible dependent. Just write in for now.*