


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 430.1	
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		Last Revision Date:	08-25-97
Effective Date:			
Section:	Personnel	Subject:	Insurances

PURPOSE

The College provides an insurance plan for all full-time employees.

PROCEDURE

1. The College's insurance plan is self-insured and administered by a third-party administrator.
2. The plan includes life, accidental death and dismemberment, medical, dental, vision, and short-term disability insurances and the Employee Assistance Program.
3. Optional insurance coverage for dependent(s) is available at an additional cost. Premiums are paid through payroll deductions and may be tax sheltered.
4. Copies of the plan documents are available in the Personnel Office.