

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 430.1	
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		Last Revision Date:	1-14-2014
Effective Date:		08-25-97	
Section:	Personnel Human Resources	Subject:	Insurance Benefits for Full-Time Employees

PURPOSE

To define the College's insurance program for 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 as well as 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. Open enrollment is held each calendar year in collaboration with the third-party administrator and other members of the consortium. A full-time AWC Benefits Specialist is available to assist employees.
5. Copies of the plan documents are available on the College web site and in the Human Resources office.