



## **RE: GROUP HEALTH INSURANCE PROBATION PERIOD**

### **Background:**

The City of Nixa's group health insurance probation period has been 90-days for many years. This has not been an issue but it has come to our attention that many employers have changed their probation period so that benefits are available earlier for their employees. The length of our insurance probation period is something that came up repeatedly during the employee benefits survey that we conducted in the summer of 2022. Leadership has discussed this and we feel that by changing the insurance probation period, it would be helpful to new employees that need to bridge the time from one employer to another.

### **Analysis:**

The City of Nixa would like to change the insurance probation period from 90-days to the first of the month following 30-days from hire. This will be beneficial to employees that need to cover their lapse in coverage when changing employers. It would also be beneficial to Human Resources when we reconcile our monthly insurance invoices.

### **Recommendation:**

Staff is in agreement with this change.

### **MEMO PREPARED BY:**

**Amanda Hunsucker** | Director of Human Resources

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**RESOLUTION NO. 2023-01**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AMENDING THE CITY'S PERSONNEL CODE BY MODIFYING POLICY 7.3.1, POLICY 7.3.2, AND POLICY 7.3.3 TO REDUCE THE INSURANCE PROBATIONARY PERIOD.**

**WHEREAS** City Charter Section 7.2 requires the Council to adopt a Personnel Code; and

**WHEREAS** the City maintains its Personnel Code in the Personnel Handbook, which is modified by Resolution from time to time; and

**WHEREAS** the City Council desires to modify Policy 7.3.1, Policy 7.3.2, and Policy 7.3.3 to reduce the current insurance probation period from 90-days to 30-days.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NIXA, AS FOLLOWS, THAT:**

**SECTION 1:** The City's Personnel Code is hereby amended by repealing the current Policy referenced within the Personnel Code as "7.3.1 Medical Insurance" and adopting in lieu thereof a new policy which is set forth in "Resolution Exhibit A." "Resolution Exhibit A" is attached hereto and incorporated herein by this reference as though fully set forth herein.

**SECTION 2:** The City's Personnel Code is hereby amended by repealing the current Policy referenced within the Personnel Code as "7.3.2 Dental & Vision Insurance" and adopting in lieu thereof a new policy which is set forth in "Resolution Exhibit B." "Resolution Exhibit B" is attached hereto and incorporated herein by this reference as though fully set forth herein.

**SECTION 3:** The City's Personnel Code is hereby amended by repealing the current Policy referenced within the Personnel Code as "7.3.3 Life Insurance" and adopting in lieu thereof a new policy which is set forth in "Resolution Exhibit C." "Resolution Exhibit C" is attached hereto and incorporated herein by this reference as though fully set forth herein.

**SECTION 4:** This Resolution shall be in full force and effect from and after its final passage by the City Council and after its approval by the Mayor, subject to the provisions of section 3.11(g) of the City Charter.

**ADOPTED BY THE COUNCIL THIS 9<sup>th</sup> DAY OF January, 2023.**

ATTEST:

\_\_\_\_\_  
PRESIDING OFFICER

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CITY CLERK

**RESOLUTION NO. 2023-01**

47 **APPROVED BY THE MAYOR THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

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ATTEST:

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MAYOR

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CITY CLERK

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55 APPROVED AS TO FORM:

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CITY ATTORNEY

## RESOLUTION EXHIBIT A

(Note: Language to be added is indicated by being underlined. Language to be removed is indicated by being ~~stricken~~.)

### 7.3.1 Medical Insurance

Seasonal and part-time employees are not eligible for medical insurance, unless they meet the average 30 hours per week threshold according to ACA standards. ~~Benefits begin on the first day following a 90-day waiting period.~~ Benefits begin on the first of the month following 30-days from hire.

Medical insurance premiums are paid by the City of Nixa with a contribution from the employee for buy-up plan and dependent coverage. More specific details on the program are available in the Human Resource office.

This Medical Plan was selected to ensure the employees are not burdened with extreme medical costs. This very comprehensive policy was developed for the benefit of all full-time employees.

You must take sick leave for medical appointments unless time is made up within same pay period with prior approval. Please work with supervisor in scheduling medical appointments.

When on leave (FMLA, STD or leave of absence) the employee's portion of insurance (health, dental, vision, voluntary life, American Fidelity products) is due each month. An invoice will be sent out each month with the amount due. Any balance will need to be paid before coming back to work.

## RESOLUTION EXHIBIT B

(Note: Language to be added is indicated by being underlined. Language to be removed is indicated by being ~~stricken~~.)

### 7.3.2 Dental & Vision Insurance

All full-time employees are eligible for dental and vision insurance for themselves and dependents. Employees working less than 1500 hours per year are not eligible on The City of Nixa insurance plan. ~~Benefits begin on the first day following a 90-day waiting period.~~ Benefits begin on the first of the month following 30-days from hire.

Dental and Vision insurance premiums are paid by the City of Nixa with a contribution from the employee for dependent coverage.

The Dental and Vision Plans are selected to ensure that employees are not burdened with extreme dental and vision costs.

When on leave (FMLA, STD or leave of absence) the employee's portion of insurance (health, dental, vision, voluntary life, American Fidelity products) is due each month. An invoice will be sent out each month with the amount due. Any balance will need to be paid before coming back to work.

The specific coverage of the dental and vision plans will be provided to the employee when eligible for the program. Benefit plan information for Dental and Vision insurance are available in the Human Resource office.

## RESOLUTION EXHIBIT C

(Note: Language to be added is indicated by being underlined. Language to be removed is indicated by being ~~stricken~~.)

### 7.3.3 Life Insurance

A group Life Insurance Plan has been provided to give basic protection to all full-time employees and dependents. Employees working less than 1500 hours per year are not eligible on The City of Nixa insurance plan. ~~This Group Policy is in force on the first regular workday following a 90-day waiting period.~~ This Group Policy is in force on the first of the month following 30-days from hire.

The total cost of this Group Insurance Plan is paid by The City of Nixa.

The specific coverage of the plan is available in the Human Resource office.