

PROCEDURES: Exhibit 709

CONTINUATION OF INSURANCE BENEFITS

The Personnel Office will furnish a letter to the Business Office when an employee is retiring or being terminated. The Business Office will then complete a Consolidated Omnibus Budget Reconciliation Act (COBRA) insurance continuation form and return it to the Personnel Office for forwarding to the person leaving. The person leaving is to be given instructions to complete the form and return it to the Business Office by a specified date. After receipt of the completed form, the Business Office will forward an initialed receipted copy to the Personnel Office for placement in the person's personnel file. The original copy will be retained for attachment to his/her payroll records.

Reviewed 12/15/09, 04/25/16, 11/11/19