



Department: Human Resources  
Policy Number: BEN-A002  
Effective Date: 10/29/07

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### RETIREE PAYMENT OF MONTHLY PREMIUMS

Retiree premium payment is due the 5<sup>th</sup> of each month. When the 5<sup>th</sup> falls on a weekend or holiday, the payment is due the following workday. If payment is not received within seven (7) days of the due date, a warning letter is sent stating that payment must be received within seven (7) days or the policy will be terminated effective the 1<sup>st</sup> day of the current month. A \$20.00 late fee is assessed.

When payment is received by check but account is found to have insufficient funds, a letter is mailed to the retiree stating that payment of cash/money order must be received within seven (7) days or policy will be terminated effective the last day of the previous month. A \$20.00 late fee is assessed. Retiree is allowed this occurrence two (2) times during enrollment. After the second occurrence retiree is required to pay by cash/money order on a monthly basis.

Implementing Procedures: None

#### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/29/07		Initial Release
3/16/11		Reviewed, no changes
3/17/23	A	Updated last paragraph verbiage to read that a letter is mailed to the retiree stating payment to be received, and added that the policy will be terminated on the last day of the previous month.

**\* \* \* E n d   o f   P o l i c y \* \* \***