



# City of Woburn Massachusetts

## HEALTH INSURANCE OPT-OUT PROGRAM POLICY

- The annual payment amount is either \$1,500.00 for waiving Individual coverage or \$3,000.00 for waiving Family coverage.
- To participate, employees must have been covered on the City's health insurance for the previous 24 consecutive months.
- Employees who opt out of the City's health insurance cannot re-enroll for at least 12 months unless a qualifying event occurs.
- Employees may not participate in this plan by switching coverage to their spouse or parent, if they are also an employee of the City or School Department.
- Payment will be made at the end of the fiscal year.
- If there is a qualifying event in which an employee chooses to opt out of the City's health insurance other than during Open Enrollment, the City will pay a prorated opt-out benefit based on the number of months in the fiscal year in which the employee opted out of the City's health insurance.
- If there is a qualifying event in which an employee who has opted out needs to opt back onto the City insurance, the City will pay a prorated opt-out benefit based on the number of months the employee had opted out of the City's health insurance.
- Employees must provide written documentation of alternate medical coverage outside of the City's group plans on employer letterhead. This letter must include the dates of coverage and the names of all those covered by the plan. This documentation will be required on an annual basis to qualify for the opt-out benefit.
- The Health Insurance Waiver Form must be signed on an annual basis during the Open Enrollment period for plan year beginning July 1<sup>st</sup>.
- If an employee who opts out of the City's coverage subsequently loses the alternate coverage, that employee may re-enroll in the City's coverage within 30 days of losing the alternative coverage.

Signed: \_\_\_\_\_

Scott D. Galvin, Mayor

Date: \_\_\_\_\_

6/9/2016