

SECTION: Human Resources

NUMBER: A-001-04-0002

AREA: Benefits

UPDATE: 03/28/2022

SUBJECT: COBRA

REVIEWED: 12/14/2022

I. PURPOSE

Rocky Mountain College elects to offer health insurance coverage for terminating employees and/or their families. This type of coverage is referred to as COBRA, Consolidated Omnibus Budget Reconciliation Act.

II. POLICY

- A. Employees who were eligible for health insurance while employed are eligible for COBRA coverage.
- B. Employees may select COBRA within 60 days of termination.
- C. COBRA coverage for Rocky Mountain College extends only for 18 months following the effective date of termination or until the terminated employee receives other coverage.
- D. Premiums for COBRA coverage must be paid directly to the COBRA administrator. Premiums will reflect the total cost of the coverage plus two percent to cover administrative costs.
- E. Claims continue to be filed in the same manner as when the individual was employed.
- F. The Human Resource Department is responsible for submitting the COBRA eligibility to the insurance carrier. All questions should be directed to them.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: Review annually

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees