



DODGE COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Policy	208.2	Approval Date: 8/5/2014
Policy Title	Dental Insurance	Effective Date: 8/5/2014
		Revision Date(s): 04/04/2019

208.2 – DENTAL INSURANCE

Dodge County pays a specific amount toward the premium for single or family coverage for full-time employees who participate in the dental insurance program, and prorated amounts for part-time employees who are ordinarily scheduled to work twenty (20) or more hours per week and for Clearview employees who work 15.4 hours or more hours per week.

Employees are eligible for the dental insurance effective the first of the month following sixty (60) continuous days of employment provided they enroll in the dental insurance within thirty (30) days of employment or benefit eligibility.

Employees may change their enrollment in the dental insurance (i.e. single to family; family to single) if there is a qualifying event (i.e. marriage, divorce, adding or removing dependents). Notification of the enrollment change must be completed within 30 days of the change. Employees are required to contact Human Resources to complete the necessary change forms.

If the employee fails to enroll within the 30 days of employment, benefit eligibility or qualifying event the employee may enroll in the dental insurance provided they pay the full monthly premium cost for a one year period (12 months). There are no yearly open enrollments under the Dental Plan.