

Refer to Section {B}
{Personnel}Unit
Procedure for {B 41 – COBRA}



If a regular, full-time employee leaves employment with Midway College (for reasons other than gross misconduct on the part of the employee) or has a reduction in work hours to less than full-time, the employee and covered dependents have the right under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) to continuous medical, dental, and vision coverage at the group rates for a temporary period of time.

1. Premiums under the COBRA option are the responsibility of the employee and must be received in the business office by the 15th of the month prior to the month for which coverage is to be extended.
2. Spouses of employees covered under Midway College's group medical and dental plans have the right to choose continuation of coverage if they lose group health coverage for any of the following four reasons:
 - a. The death of a spouse employee of Midway College
 - b. The termination of a spouse's employment (for reasons other than gross misconduct) or reduction in a spouse's hours of employment with Midway College
 - c. Divorce or legal separation from a spouse
 - d. The spouse employee becomes eligible for Medicare.
3. In the case of dependent children of employees covered under Midway College's group medical and dental plans, they have the right to continuation coverage if group health coverage is lost for any of the following five reasons:
 - a. The death of a parent employee of Midway College
 - b. The termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with Midway College
 - c. Parent's divorce or legal separation
 - d. A parent employee becomes eligible for Medicare
 - e. The dependent ceases to be a "dependent child" under Midway College's group health plans.
4. In the event of Chapter 11 Bankruptcy filed by an employer, certain employees and their dependents also have rights of continuation.
5. Under the law an eligible employee, spouse, or dependent child has 60 days from the date coverage would be lost because of one of the events described above to inform the director of administrative services that continuation coverage is wanted.
6. Premiums, however, are due from the employee, spouse, or dependent child and payable from the date coverage is lost due to one of the events described above.

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7. The law requires that the employee, spouse, or dependent child be offered the opportunity to maintain continuation coverage for lengths of time as follows:
 - a. 18 months in cases of termination from employment or reduction in work hours
 - b. 29 months if the employee, spouse, or dependent child is determined by the Social Security Administration to have been disabled at the time of the employee's termination of employment or reduction in hours
 - c. 36 months for spouses or dependents upon death of the employee, divorce or legal separation from the employee, when a spouse or dependent child loses coverage because the employee's Medicare entitlement begins, or when a dependent ceases to be a dependent child under the group health plan
8. Continuation coverage may be cut short for any of the following reasons:
 - a. Midway College no longer provides group medical or dental coverage to any of its employees
 - b. The premium for the continuation coverage is not paid
 - c. The employee, spouse, or dependent child is covered by another group health insurance which does not exclude or limit your benefits with respect to pre-existing conditions
 - d. The employee, spouse, or dependent child becomes eligible for Medicare
9. If the employee, spouse, or dependent child chooses continuation coverage, Midway College is required to give coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members.
10. The eligible employee, spouse, or dependent does not have to show insurability to choose continuation coverage.
11. For further information about the COBRA option, questions may be addressed to the director of administrative services.