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Employee Benefits (RSK-P001)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure describes the process in which the benefit department processes employee paperwork for health benefits.

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

**2.0 RESPONSIBILITY:**

- 2.1 Employee Benefits Technician

*Marcia Clemmens*

4/6/09

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Risk Management

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3.2 DEFINITIONS:**

- 3.2.1 COBRA – Continuation of group health benefit after termination
- 3.2.2 HIPAA – Protected health information
- 3.2.3 ESCAPE - District fiscal and personnel computer system
- 3.2.4 BMI - Scanning system
- 3.2.5 VBAS - Benefit Management System

**5.0 PROCEDURE: NEW HIRE**

- 5.1 Benefit Authorization Slip (RSK – F001A) for new hire is received in the Benefit Office.
- 5.2 Benefit Technician determines eligibility based on bargaining unit agreement and gives employee correct information packet and forms for medical, dental, vision, life, COBRA, HIPAA privacy notice and flexible reimbursement plan.
- 5.3 Benefit Technician assists employee with completion of forms and answers employee questions.
- 5.4 Benefit Technician receives completed forms from the employee and adds the effective dates and appropriate group numbers as required.
- 5.5 Benefit technician enters completed form into VBAS system
- 5.6 Benefit technician enters appropriate data in the district computer system ESCAPE.
- 5.7 Benefit technician scans documents into the district document system (BMI). Hardcopies are filed.

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**6.0 PROCEDURE: CURRENT EMPLOYEES**

- 6.1 Current Employees may only make changes in their health benefits during a qualifying event as defined by the health carriers or during Open enrollment.
- 6.2 Benefit Technician assists employee

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- 7.15.4 Teamsters – Plant Managers and other classified supervisors
- 7.15.5 CSA - California Supervisor Association
- 7.15.6 Unrepresented Management and Confidential follow UPE

**8.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Employee benefit records including: Enrollment form, life insurance form, authorization for benefits form, back up				