	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	II-109
		<i>Effective Date</i>	07/28/03
	<i>Subject:</i> BENEFIT ENROLLMENT	Revised	01/01/03

POLICY

It is the policy of the Johns Hopkins Home Care Group (JHHCG) to offer full time employees health insurance coverage. Currently coverage is offered through E.H.P. (Employee Health Plan). Cost and fees are subject to change yearly during the open enrollment period.

Responsibilities

- a. Upon hire, employees are responsible for timely submission of their benefit enrollment form, which is 7(seven) days after employment date. During general orientation a member of the H.R. office will explain coverage to the entire orientation group or on a one on one basis if necessary.


Employees are responsible to contact the H.R. office if benefits are wanted after their part time status changes to full time and are now eligible for benefits. Benefit form is due 7 (seven) days after the status change effective date.

- b. An H.R. representative will facilitate changes during the open enrollment period. Only changes such as additions by marriage, new born or adopted child or termination of coverage will be made outside the open enrollment period, with proof of change.
- c. The payroll department will automatically deduct cost on a bi-weekly basis.

Eligibility:

- a. Regular full-time employees (30-40hrs/week)
- b. The employee's benefit effective date becomes the first day of the month after general orientation or employment date. (Example: Hired 7/14/03 then benefit effective date will be 8/1/03)

If an employee transfers from one JH entity to another at the end of one month and does not begin employment at the affiliate organization until after the first of the following month, the transferring affiliate will continue the health care coverage during the first month. (Example: Employee's last day is Friday August30, 2003 and he/she begins employment on Monday September 2, 2003 the transferring affiliate would continue coverage during the month of September). For all voluntary deductions such as credit union, 403b contributions, etc... employees must contact the appropriate vendor to re-enroll under the new affiliate. These deductions will not "carry over" from one affiliate

	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	II-109
		<i>Effective Date</i>	07/28/03
	<i>Subject:</i> BENEFIT ENROLLMENT	Revised	01/01/03

to another.

PROCEDURE

- a. Eligible employees requesting benefits must complete a Benefit Enrollment Form within 7 (seven) days of hire.
- b. An H.R. Representative will process the Benefit Enrollment Form and a completed copy will be mailed to the employee's home.

SPONSOR

Director Human Resources

REVIEW CYCLE

3 years