



**Eastern  
Kentucky  
University**  
**Policy and Regulation Library**

Human Resources Regulation: 8.2.16HRR

Responsible Office(s): Office of Human Resources

Effective: January 7, 2011

Next Review Date: January 7, 2016

## **Human Resources Regulation: 8.2.16HRR**

### **Sponsored Dependent Regulation**

#### **Statement**

Eastern Kentucky University is committed to recruiting and retaining diverse faculty and staff, as well as serving their needs. Given this commitment, it is desired that all eligible members of faculty and staff are offered equal benefits under Eastern Kentucky University's regulations. Therefore, Eastern Kentucky University offers eligible employees the opportunity to cover a Sponsored Dependent and their dependent child(ren) under various benefit programs.

- Such benefits include, but are not limited to:
  - Health Insurance;
  - Dental Insurance; and
  - Vision Insurance.
- In addition, Sponsored Dependents and their dependent child(ren) are eligible for the following benefits in accordance with these policies:
  - Faculty/Staff Scholarship;
    - Bereavement Leave;
    - Sick Leave;
    - Spousal Sick Leave Sharing;
    - Family & Medical Leave;
    - Life and AD&D Insurance;
    - Employee Assistance Program; and
    - Various voluntary benefits.
- In accordance with IRS regulations, the portion of insurance premiums for the Sponsored Dependent and their dependent child(ren) will be post-tax.
- In accordance with IRS regulations, medical expenses incurred by the Sponsored Dependent and their dependent child(ren) will not be allowable under the employee's flexible medical reimbursement account. (IRS Section 125)

- The portion of insurance premiums paid by the employee for the Sponsored Dependent and their Sponsored Dependent child(ren) will not be subsidized by the University.

## Purpose

Because Eastern Kentucky University is offering benefits to Sponsored Dependents of benefit eligible faculty and staff, this regulation outlines the use of and responsibilities associated with University-established benefits.

## Entities Affected

- Benefit-eligible faculty
- Benefit-eligible staff

## Who Should Read this Regulation

Benefit-eligible faculty  
Benefit-eligible staff

## Regulation Background

To provide competitive employee benefit plans for recruitment and retention of faculty and staff.

## Definitions

- **Affidavit of Sponsored Dependent Relationship:** Document that demonstrates that a benefit eligible employee has a qualifying Sponsored Dependent for benefits purposes. This document is required by the insurance carriers as well as Eastern Kentucky University. It must be signed by both employee and sponsored dependent and notarized. This document will be provided by the Office of Human Resources.
- **Affidavit of Termination of Sponsored Dependent Relationship:** Signed document that states that the Sponsored Dependent relationship has ended. This document will be provided by the Office of Human Resources.
- **Benefit-eligible faculty/staff:** Regular full-time employees who are hired into positions that are at least 25 hours per week for non-exempt employees or .70 FTE for exempt positions and are eligible to participate in all University provided benefits.
- **Dependent child(ren):** Benefit eligible employee's child(ren), stepchild(ren), or legally adopted child(ren) who are under the age of 26.

- **Dependent child(ren) of Sponsored Dependent:** An individual who shares primary residence with the benefit eligible ECU employee, is under the age of 26, is the natural born or adopted child of the Sponsored Dependent, and is not a relative of the benefit eligible ECU employee.
- **Sponsored Dependent:** An individual who shares primary residence with benefit eligible ECU employee and has lived with ECU employee at least twelve months prior to effective date of coverage, is at least the age of majority, and is not a relative and is not employed by the ECU employee.
- **University:** Eastern Kentucky University

## Responsibilities

- Benefit-eligible Faculty and Staff
  - All benefit-eligible faculty and staff who want to add a Sponsored Dependent and/or the dependent of a Sponsored Dependent to his/her benefits should contact the Office of Human Resources to sign an Affidavit of Sponsored Dependent Relationship and complete the appropriate insurance status change applications.
  - All benefit-eligible faculty and staff who want to cancel a Sponsored Dependent from his/her benefits should contact the Office of Human Resources to sign an Affidavit of Termination of Sponsored Dependent Relationship and complete the appropriate insurance status change applications.
- Office of Human Resources

Approves and administers requests to add or cancel sponsored dependent and their child(ren) to University benefits.

## Procedures

- A. Requesting to add Sponsored Dependent and their child(ren) to benefits
  - I. Benefit-eligible faculty and staff members apply for Sponsored Dependent benefits by contacting the Office of Human Resources to sign an Affidavit of Sponsored Dependent Relationship and complete the appropriate status change insurance applications.

- II. The Office of Human Resources will review information supplied by a benefit-eligible employee and, if acceptable, will forward to insurance carriers for processing.

B. Requesting to cancel Sponsored Dependent and their child(ren) from benefits

- I. Benefit eligible faculty and staff need to contact the Office of Human Resources to sign an Affidavit of Termination of Sponsored Dependent Relationship and complete the appropriate insurance status change applications.
- II. The Office of Human Resources will submit change to insurance carriers and notify COBRA third party administrator to send COBRA continuation of coverage paperwork to Sponsored Dependent and/or their child(ren).

**Violations of the Policy**

Misrepresentation of a covered Sponsored Dependent or dependent of a Sponsored Dependent shall result in the Sponsored Dependent's termination of coverage and reimbursement of claims. Misrepresentation or falsification of documents may lead to disciplinary action, up to and including dismissal.

**Regulation Adoption Review and Approval**

Regulation Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
January 7, 2011	President	Approved
January 7, 2011	Administrative Council	Approved
September 14, 2010	President	Approved as Interim