

BETHLEHEM PUBLIC LIBRARY

INSURANCE PAYMENT POLICY

Policy adopted by Library Board of Trustees, December 11, 2000.

Policy revised January 11, 2010

Policy revised March 9, 2020

Individuals who participate in a healthcare plan sponsored by the library and fit the criteria below shall make payments as outlined in the following descriptions:

- Employees who retired after 7/1/01, any dependent continuing coverage, and anyone on COBRA must make monthly payments by check, electronic payment, or other allowed method directly to the library's insurance broker.
- An employee on unpaid leave must make any required monthly payments by check or other library-approved payment method directly to Bethlehem Public Library, Attn: Business Office, 451 Delaware Av., Delmar, NY 12054.

Insurance premiums are due on the first of each month.

There is a grace period of 30 days. It is the responsibility of the above-listed employees, dependents or retirees to make payments within the grace period.

If premium payments are not received by the end of the grace period, insurance coverage will end on the last day of the month for which payment was made.