

## **Number 13.2 - DENTAL ASSISTANCE PLAN**

**Effective Date:** March 1, 1996

**Applicable To:** All classified employees, as well as exempt and appointed, with the Executive Branch of the State of Vermont.

**Issued By:** Department of Personnel

**Approved By:** William H. Sorrell, Secretary of Administration

### **PURPOSE AND POLICY STATEMENT**

The purpose of this policy is to describe procedures for the administration of the employee dental assistance plan. The State of Vermont provides group dental benefits to its employees and their qualified dependents. The State currently pays 100% of the premium.

### **ELIGIBILITY**

Newly hired State employees who work at least fifteen (15) hours per week are eligible to enroll themselves and their eligible dependents in the group dental assistance plan upon completion of six (6) months of State employment. Newly acquired dependents of an employee are covered under the employee's membership on the day they become eligible family members.

Temporary and contractual employees are not eligible for group dental benefits.

### **ENROLLMENT**

Employees are automatically enrolled in the plan. The State notifies the Claims Administrator of the employee's effective date of coverage, and a plan booklet is provided to the employee by the Claims Administrator at that time.

Coverage begins on the day the employee completes six (6) months of service. An employee must be in an active work status for coverage to begin.