

# **Woodbury Leadership Academy**

Adopted: June 7, 2021

Board Approved: June 23, 2021

## **428 EMPLOYEE HEALTH INSURANCE POLICY**

### **I. PURPOSE**

The purpose of this policy is to comply with the group health insurance requirements set forth in Minnesota Statutes, 124E.12, subdivision 5.

### **II. GENERAL STATEMENT OF POLICY**

Woodbury Leadership Academy (WLA) will follow the guidelines set forth in Sections III and IV when procuring group health insurance coverage for WLA employees.

### **III. REQUESTS FOR PROPOSALS**

WLA will request sealed proposals for group health insurance coverage from a minimum of three sources at least once every two years.

### **IV. SEALED PROPOSAL PROCESS**

WLA will use a sealed proposal process for the purchase of group health insurance coverage. All sealed proposals will be opened at the same time. Upon the openings of the proposals, the proposals become public data.

- A.** The WLA Executive Director will receive and open all sealed proposals on a date specified.
- B.** The Executive Director will make a recommendation to the WLA Finance Committee regarding which bid appears to be in the best interest of WLA.
- C.** The Finance Committee and then the BOD will review and vote on the recommendation.
- D.** If the BOD approves the recommendation, the Executive Director will notify WLA employees covered by group health insurance of the changes in group health insurance (if any) prior to the effective date of the group health contract.

### **V. ELIGIBILITY**

Only full-time employees at WLA Academy will be eligible for benefits. Full-time employment is defined as at least 32 hours per week for the school-year for non-exempt employees. Exempt employees with an FTE contract of at least .8.

## **VI. WEBSITE**

This policy will be posted on WLA's website.