



VERMONT STATE COLLEGES POLICY FOR PREMIUM CONTRIBUTIONS FOR RETIREES AND NON-ACTIVE EMPLOYEES

MAY 2015

Beginning July 1, 2015, the VSC Chancellor's Office will process payments for retirees and other non-active employees who are covered by VSC health and/or dental and are required to make premium contributions for themselves or dependents. Requirements for premium payments for retirees and others are outlined in bargaining unit agreements or the VSC Personnel Handbook.

1. Premium contribution will be calculated using the percentage based on salary at the time of separation from employment.
2. Payments will be made by check to the Vermont State Colleges, Chancellor's Office by the first of each month.

Send to:

Ashley Kellett
Assistant Director of Human Resources
Vermont State Colleges
P O Box 7
Montpelier, VT 05601

3. Payments must be received no later than the first of each month. There will be a grace period until the 15th of each month.
4. If payment is not received within 60 days, insurance will be cancelled. This will include medical and prescription coverage, and dental coverage, if applicable.
5. Reinstatement is permitted if payment is received after 60 days, but payment must be made in full for the period. *(Example: Payment is due for March 1. Payment for March and April is not submitted until May 15. Payment then must be made for March, April and May for reinstatement.*
6. Any increase in premium will be effective July 1 of each year. Notification of any increase will be sent out in mid-May.