

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

The VSC Chancellor's Office processes 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 and written to the **Vermont State Colleges** and sent to the Chancellor's Office by the first of each month.

Mail to:

Attn: VSC Benefits
Vermont State Colleges – Chancellor's Office
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. Payments can be made monthly, quarterly, semiannually, and annually.
7. Any increase in premium will be effective January 1 of each year. Notification of increases will be sent out in during the Fall via email.

Revised January 2025