

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

The VSC has contracted OneSource Virtual (OSV) to 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 or leave from employment.
2. Payments may be made by check or online. If submitting your payment by mail, checks must be made payable to **OneSource Virtual (OSV)** and remitted to the address below:
OneSource Virtual
Dept 19
PO Box 981044
BOSTON MA 02298
3. Payments must be received no later than the first of each month. **There will be a grace period of 30 days.**
4. **If payment is not received within 30 days, your healthcare 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 may be made on a monthly, semiannual, or annual basis. You will receive a letter from OSV detailing the amount owed and instructions for remitting payment.
7. You must notify us in writing if you wish to cancel the VSC health insurance coverage within 30 days of the coverage cancellation date.
8. Any increase in premium will be effective January 1 of each year. Notification of increases will be sent out during the Fall via email.

Revised May 2026