



## Health Insurance Policy

**Date Created: 4/7/20**

**Approved By: TRM Board of Directors**

**Date Approved: 5/1/2020**

### PURCHASE OF GROUP HEALTH INSURANCE COVERAGE

#### I. PURPOSE

It is the purpose of this policy to comply with the provisions of MN Statutes 124E.12 Subd. 5 and 124E.07 Subd. 3, para (b) which require charter schools employing at least 25 people to publish a policy for the purchase of group health insurance coverage.

#### II. POLICY STATEMENT

TRM School will publish on its website a policy for the purchase of group health insurance as required by law and this policy.

#### III. POLICY

- A. A charter school board with at least 25 employees that provides group health insurance coverage shall:
  1. Request proposals for group health insurance coverage from a minimum of three sources at least every two years; and
  2. Notify employees covered by the group health insurance coverage before the effective date of the changes in the group coverage policy contract.
- B. TRM will establish a process that includes a sealed proposal process, which requires all proposals to be opened at the same time.
- C. Upon finalization of the group health insurance contract, the board shall notify employees of any changes from current health insurance coverage.
- C. The open bids are public documents and shall be available to the public in accordance with chapter 13. They shall be maintained for six years in accordance with the State Records Retention Law.

**Legal Reference:** *Minn. Stat. §124E.12, Subd. 5 and §124E.07, Subd. 3, para (b) Minn. Stat. Chapter 13 Minn. Stat. 138.17*