



## Lehigh University Human Resources Policy

Policy Number:	102
Effective Date:	circa 1997
Revisions:	1/1/2008
Applicability:	All Full Benefits Eligible Faculty and Staff Members

### DENTAL INSURANCE POLICY

#### **Purpose:**

Policy on dental plan offered as part of the *Flexible Benefits Program*

#### **Policy:**

The University maintains the “Medical Coverage Plan for Employees of Lehigh University.” The plan is identified as plan number 501 with the Internal Revenue Service and the United States Department of Labor. All plan provisions are governed by the official plan document. Medical and dental insurance is available through this plan.

#### ***Eligibility for Dental Insurance***

Faculty and staff members may elect to cover themselves, and, if applicable, their spouses/partners and/or children. Children may include the faculty or staff member’s unmarried natural and/or legally adopted children, or children for whom the faculty or staff member has been granted legal guardianship. Children must be under the age of 19 or full time students under the age of 23. Special accommodations may be available for disabled adult children.

Full time faculty members are eligible to enroll in dental insurance on their first work day. Coverage begins on the day that completed enrollment materials are received in Human Resources.

Full time staff members are eligible to enroll in dental insurance on the first of the month following the staff member's first work day. Coverage is effective only after an enrollment form has been properly completed and received in Human Resources. If coverage is not elected within 30 days, it will not be available again until the next annual Flexible Benefits Open Enrollment Period or a qualifying life event occurs. Dental insurance terminates on the last day of the month which includes the staff member's last work day.

#### ***Costs for Dental Insurance***

The cost of dental insurance for full-benefits eligible faculty and staff members who choose to enroll is paid in full by the employee. Employee costs are communicated in Benefit Orientation materials and during the annual Flexible Benefits Open Enrollment period. The employee costs are paid on a pre-tax basis by salary reduction.

### ***Information on the Insurance***

Coverage is voluntary. One plan, a dental Preferred Provider Organization, is available to Flexible Benefit Plan participants. General information about the plan is provided in the *Flexible Benefits Enrollment* booklet. Specific information regarding the dental coverage plan provisions is provided by the vendor. These informational pieces are available at:

**Human Resources  
428 Brodhead Avenue, Bethlehem, PA 18015  
610-758-3900**

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