

Health Insurance Opt-Out Policy

Outagamie Waupaca Library System

The Outagamie Waupaca Library System (OWLS) offers a health insurance opt-out incentive to all employees working at least three-fourths time, *i.e.*, 30 hours a week, who are enrolled in other healthcare coverage. This policy is modeled on the state group health insurance opt-out incentive available to State of Wisconsin employees.

Employees can opt out of public employees group health insurance coverage during the annual It's Your Choice Open Enrollment period. In order to receive this incentive, the employee must complete the following steps:

- For employees currently participating in OWLS health insurance, fill out the Health Insurance Application/Change form for the upcoming year, indicating that they are cancelling health insurance coverage due to eligibility for other coverage.
- Notify the OWLS Director and Business Manager in writing that they will be opting out of health insurance for the upcoming year and would like to take advantage of the healthcare insurance opt-out incentive.

The opt-out incentive will be spread out over all applicable pay periods in the year.

New employees are also eligible to participate. If an employee makes the election to opt-out within 30 days of being hired, OWLS will prorate the stipend according to the remaining number of pay periods in the calendar year in which the election is made.

The payment is considered taxable income and will appear on employees' W-2 statements. In addition, the incentive payment is not considered WRS earnings.

If an employee chooses to re-enroll mid-year in OWLS provided health insurance (after experiencing a qualifying event making them eligible for a special 30-day enrollment opportunity) incentive payments will stop as soon as the employee enrolls in coverage.

The amount of the incentive will be set each year by the OWLS board at or before the annual OWLS budget meeting.