

## **INTRODUCTION**

Permanent full-time employees of the City of Taft shall be entitled to participate in the City's group dental care program beginning the first day of the calendar month following appointment.

Should an employee elect to participate in the group dental care program, the employee shall bear the cost of such insurance for himself/herself and eligible dependents.

Payment of premiums shall be through payroll deduction.

## **ENROLLMENT**

1. All new employees' shall indicate whether they wish to participate in the program on the first day of active employment.
2. Employees wishing to enroll in the program shall complete an enrollment form. The signed enrollment document shall authorize payroll deductions for premium.
3. Applicable premium payroll deductions shall be made in two installments each moth.
4. Modifications in the dental care insurance program shall be in accordance with the dental service contract between the City of Taft and the contracting dental service.
5. Employees wishing to initiate changes in their dental insurance program shall be responsible for completing a new enrollment form in accordance with the requirements of this policy. Such changes may include addition or deletion of family members through marriage, adoption, death, divorce, etc.
6. Employees with enrolled dependents shall remain enrolled in the program until the employee's coverage terminates or the dependent is no longer eligible.