

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 03/07/84	SECTION: Employee Information	
BOARD APPROVED ON: 03/07/84	DATE REVISED: 08/15/18, 08/12/2020, 3/25/2024	SUBJECT: Life Insurance	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 08/15/18, 08/12/2020, 8/12/2022, 3/25/2024		POLICY #: EF-001	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to all regular full-time employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to offer life insurance to all full-time employees effective the first of the month following a 60 day waiting period from the full time date of hire.

III. DEFINITION

Full-Time Employee – is employed on a regular basis for a minimum of 40 hours per week. This employee is eligible for benefits provided by the employer.

IV. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Human Resource
Manager/Designee

1. Notifies employee of eligibility for life insurance coverage upon hire in a full-time position or change of job status to a full-time position.

Employee

2. Submits application for insurance within forty-five (45) days of full-time hire date or job status change.

Human Resource
Manager/Designee

3. Reviews application and submits to Insurance Company