



OFFICE OF HUMAN RESOURCES

HEALTH INSURANCE WAIVER BUYOUT PLAN

If you are a benefit eligible employee that has alternative health insurance coverage, you may select a Waiver Buyout Plan through which the College will make a once a year lump-sum payment, payable in December of each year, to employees who have waived membership in a Utica College health insurance plan.

Please review the attached information outlining this plan. If you qualify, please complete the Waiver form along with a copy of your current Health Insurance Card and return it to the Office of Human Resources by **Thursday, November 29, 2018**. **Remember, you must re-apply for this benefit each year and the form you complete this year is for the December 2019 pay out.**

If you have any questions, you may contact the Office of Human Resources at (315) 792-3063.