



OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

# *Resolution*

## **Resolution No. 594**

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, AMENDING THE PERSONNEL POLICIES OF THE CITY OF SAN LUIS, ARIZONA; ESTABLISHING EFFECTIVE DATES; REPEALING ANY CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

**WHEREAS**, pursuant to the Resolution of the City of San Luis, Arizona the Mayor and Council adopted personnel policies to govern the employees within the classified service of the City of San Luis; and

**WHEREAS**, the City Council desires to amend said policies;

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the City of San Luis, Arizona, as follows:

**Section 1:** Section HR-4-13 Insurance plans of the Personnel Policies of the City of San Luis is hereby amended to read as Exhibit "A" attached hereto and by this reference incorporated herein.

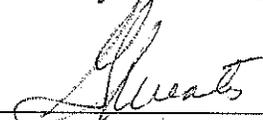
**Section 2:** Section HR-4-14 Health Benefit Plan of the Personnel Policies of the City of San Luis is hereby amended to read as Exhibit "B" attached hereto and by this reference incorporated herein.

**Section 9:** In the event of a conflict between the provisions of this resolution and any other ordinance, resolution, regulation, or policy of the City of San Luis, the conflicting provisions are hereby repealed, superseded, and replaced, and the provisions of this resolution shall govern.

**Section 10:** If any section, subsection, sentence, clause, phrase, or portion of this resolution is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this resolution.

**Section 11:** Whereas, it is necessary for the preservation of the peace, health, safety and welfare of the City of San Luis, Arizona, an emergency is declared to exist, and this resolution shall become immediately operative and in force from and after the date of posting hereof.

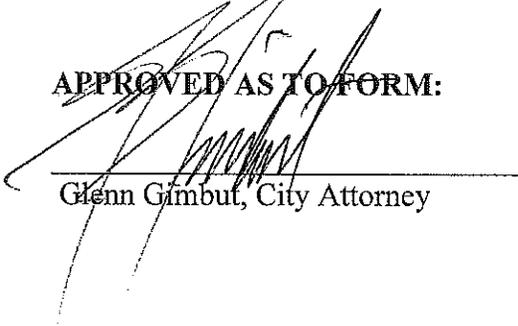
**PASSED AND ADOPTED** by the Mayor and Council of the City of San Luis, Arizona, this 23<sup>rd</sup> day of March, 2005.

  
\_\_\_\_\_  
Guillermina Fuentes, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Rosie Cordova, City Administrator

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Glenn Gimbut, City Attorney

**Exhibit “A”**  
**HR-4-13 Insurance Plans**

<b>CITY OF SAN LUIS</b>		
<b>PERSONNEL POLICIES</b>	<b>Page 1 of 1</b>	<b>ARTICLE 4. BENEFITS</b>
<b>HR-4-13. INSURANCE PLANS</b>		<b>Origination Date: September 12, 2002</b> <b>Revision Date: March 23, 2005</b>

**Purpose:** To define qualifying and other insurance plans that may be available to covered employees and City Council.

**Applicability:** To all covered City employment positions and City Council.

**HR-4-13. Insurance Plans.**

- A. Designation of qualifying health care plans. The following types of plans are qualifying health care plans:
  - 1. Medical Insurance.
  - 2. Dental Insurance.
  - 3. Vision Insurance.
- B. Designation of other qualifying insurance plans. Other qualifying insurance plans are:
  - 1. Life Insurance.
  - 2. Short-term Disability Income Insurance.
  - 3. Long-term Disability Income Insurance.
  - 4. Supplemental Insurance.
- C. City Insurance Plans. The City may or may not offer all or any of the qualifying health care and other insurance plans.
- D. City Council members may participate in health care plans as listed in section A above and may participate in supplemental insurance plans or other qualifying insurance plans as listed in section B above if the premiums are paid by the City Council members and at no cost to the city.
- E. Complaints. An employee who wishes to submit a complaint about an employee insurance plan shall contact Human Resources.

**Exhibit “B”**  
**HR-4-14 Health Benefit**  
**Plan**

<b>CITY OF SAN LUIS</b>		
<b>PERSONNEL POLICIES</b>	<b>Page 1 of 1</b>	<b>ARTICLE 4. BENEFITS</b>
<b>HR-4-14. HEALTH BENEFIT PLAN</b>		<b>Origination Date: September 12, 2002</b> <b>Revision Date: March 23, 2005</b>

**Purpose:** To establish appointment eligibility and conditions required to join, or make changes to a health insurance plan.

**Applicability:** To all regular appointment employment and unclassified positions and City Council members.

**HR-4-14. Health Benefit Plan.**

**A. Eligibility.**

1. All City employees and City Council members, except those employees listed in subsection (A)(2), and their eligible dependents may participate in the health benefit plan, if they comply with the contractual requirements of the selected health benefit plan. An eligible employee may enroll in a health benefit plan at any time within the first 30 days of employment or during an open enrollment period specified by the Plan. An eligible employee may submit an application for enrollment within 31 days of a family status event.
2. The following categories of employees are not eligible to participate in the health benefit plan:
  - a. An employee who works fewer than 31 hours per week;
  - b. An employee in a temporary, emergency, or seasonal position;

**B. Eligibility exception.** An employee who is on leave without pay may continue to participate in the health benefit plan under the conditions in:

1. HR-4-06 for employees on leave without pay due to industrial illness or injury;
2. HR-4-11 for employees on medical or FMLA leave without pay; or
3. HR-4-12 for employees on leave without pay for any other reason.

**C. Dependent eligibility.** Dependents eligible to participate in the health benefit plan include an employee's spouse and each qualifying child as defined in the Health Benefit Plan.

**D. Enrollment of dependents.** An eligible employee may enroll eligible dependents at the time of the employee's original enrollment, within 31 days of a family status event, or at open enrollment.