

**MEMORANDUM OF UNDERSTANDING  
UNIFORM GROUP INSURANCE PROGRAM**

WHEREAS North Dakota Century code (N.D.C.C.) § 54-52.1-03.4 provides temporary employees the opportunity to enroll in the Uniform Group Insurance Program administered by the Public Employees Retirement System (NDPERS).

WHEREAS NDPERS has adopted a policy to allow temporary employees to enroll in the Uniform Group Insurance Program within thirty-one days of beginning employment. That policy is attached to this Memorandum of Understanding and is incorporated to this agreement by reference.

WHEREAS NDPERS requires temporary employees to waive their opportunity to enroll in the Uniform Group Insurance Program in writing and for participating employers to forward that waiver to NDPERS.

WHEREAS NDPERS keeps and maintains a record of temporary employee waivers of enrollment in order to document that temporary employees are provided notice of the employee's opportunity to enroll pursuant to N.D.C.C. § 54-52.1-03.4.

WHEREAS the \_\_\_\_\_ (Employer) hires a number of temporary employees.

WHEREAS it is administratively difficult for the Employer to forward individual waiver requests for all of its temporary employees to NDPERS.

THEREFORE, the Employer and NDPERS hereby agree that the employer shall provide temporary employees notice of the opportunity to enroll in the Uniform Group Insurance Program pursuant to the provisions of N.D.C.C. § 54-52.1-03.4 and administrative policy established by the NDPERS Board. The Employer agrees to document those temporary employees waiving such enrollment. The Employer shall maintain such documentation for a period of six years. The Employer shall allow NDPERS the opportunity, from time to time, to review any and all records relating to temporary employee enrollment in the Uniform Group Insurance Program.

Dated and effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Sparb Collins, Executive Director  
North Dakota Public Employees  
Retirement System

\_\_\_\_\_  
Executive Personnel/Contracting Authority

\_\_\_\_\_  
Employer

\_\_\_\_\_  
NDPERS Organization Id

**PART-TIME/TEMPORARY EMPLOYEES PARTICIPATION IN UNIFORM GROUP  
INSURANCE PROGRAM**

**Group Health Insurance**

A part-time/temporary employee employed on or after August 1, 2007, is only eligible to participate if the employee is employed at least 20 hours a week and at least 20 weeks each year of employment. Coverage will be effective the first of the month following date of employment. A temporary employee first employed after December 31, 2014, is eligible to participate in the uniform group insurance program only if the employee meets the definition of a full-time employee under section 4980H(c)(4) of the Internal Revenue Code {26 U.S.C. 4980(c)(4) of the Internal Revenue Code. If application is not made within the first 31 days, the provisions of the Special Enrollment Periods will apply as long as the temporary employee meets the definition of a full-time employee under section 4980H(c)(4) of the Internal Revenue Code. NDPERS will bill the agency for the premium on the agency monthly billing. The part-time/temporary employee or the temporary employee's employer shall pay monthly the premiums in effect for the coverage being provided. The agency is responsible for collecting and remitting the monthly premium with their agency group bill. The agency is responsible for providing written verification to NDPERS that the individual is a part-time or temporary employee, the effective date of employment, the employee's name, address and social security number. An employee who elects not to enroll themselves or their eligible dependent(s) must complete an **Acknowledgement of or Decline Offer of Health Insurance Coverage SFN 60711**.

**Group Life Insurance**

A part-time/temporary employee employed on or after August 1, 2007, is eligible to participate at their own expense and are subject to evidence of insurability in all cases only if the employee is employed at least 20 hours a week and at least 20 weeks each year of employment. Coverage will be effective the first of the month following date of approval by the Claims Administrator. NDPERS will bill the agency for the premium on the agency monthly billing. The agency is responsible for collecting and remitting the monthly premium with their agency group bill. The agency is responsible for providing written verification to NDPERS that the individual is a part-time or temporary employee, the effective date of employment, the employee's name, address and Social Security number. The agency must provide a written verification to NDPERS when the employee terminates and deleted the employee from the agency monthly billing.