

Craig Levis
Assistant Superintendent
Jason Martin
Director of Technology & Physical Plant
Cheryl E. Coogan
Director of Special Education
Andi Riales
HR Manager
Linda Ide
Finance Controller



Katherine J. Duncanson, Esq.
Director of Compliance &
Human Resources
Teresa Medeiros
Educator Quality & Director of ESL
Dr. Lynne F. Burke
Director of Educational Technology
& Information Systems

IMPORTANT NOTICE REGARDING YOUR BENEFITS

DATE: 2/25/2016

Dear Coventry Employee,

As negotiated in your contract, Coventry Public Schools is implementing a policy for SRP employees effective July 1, 2016 that requires that your spouse (including common law spouse and domestic partner where applicable), or ex-spouse who remains on your family plan coverage due to a requirement in your divorce decree ("qualified ex-spouse"), to obtain primary single plan healthcare coverage through his or her employer, if such coverage is available to them at his or her employer. Coventry Public Schools will allow your spouse or qualifying ex-spouse to remain on your Coventry Public Schools family plan, **but will provide secondary coverage only**. In other words, Coventry will not pay for benefits until after your spouse or qualifying ex-spouse's primary single plan coverage through his or her employer has paid. This change will not reduce you or your spouse's overall level of healthcare coverage.

If coverage is available to your spouse or qualifying ex-spouse at his or her employer and he/she is not currently enrolled in his/her employer's single healthcare plan, this letter serves as notice that your spouse or qualifying ex-spouse will no longer be eligible for continued coverage under Coventry's plan on 7/1/2016, and must enroll in his/her employer's plan before 7/1/2016. Once your spouse or qualifying ex-spouse enrolls in coverage through his/her employer, they will be eligible for secondary coverage under your Coventry plan.

Additionally, **Coventry will reimburse you for any single health plan employee contribution that your spouse or ex-spouse is required to make via payroll deduction at his/her employer** as a result of enrolling in their own employer sponsored single health coverage plan.

(1)

“Working Together To Improve Our Schools”

The Coventry School Department is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, color, sex, race, religion, sexual orientation, national origin, or disability

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IMPORTANT NOTICE REGARDING YOUR BENEFITS (cont'd)

Enclosed please find a certification form which must be completed and returned to Central Office, Attn: Andi Rioles HR Manager, no later than **April 30, 2016**. **Your failure to complete and return the enclosed form will result in the termination of your spouse, domestic partner or ex-spouse from Coventry's health care plans as of July 1, 2016.**

Attached is a list of Frequently Asked Questions regarding the changes outlined in this letter. Coventry will also be holding an educational meeting to answer any questions you may have on the coordination of benefits (c.o.b.) process on Monday, March 7, 2016 at 4:00 p.m. at Central Office. Please make every attempt to attend if you have questions.

Additional questions regarding the policy or required forms and documentation should be directed to Andi Rioles, HR Manager, at 401-822-9400, ext. 222 or RiolesAndi@coventryschools.net.

Thank you,

Katherine J. Duncanson

Katherine J. Duncanson
Director of Compliance and Human Resources

(2)

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