

**Texas Annual Conference of The United Methodist Church
Center for Clergy Excellence
Group Health Benefits**

Policy 120

Conference Center Employees (Laity) - Enrollment

The GHB office is to draft the salary paying unit on the 1st of the month for Conference Center employees (laity) of the Methodist Service Center.

Conference Center employees working at least 30 hours per week may enroll in the GHB plan with an effective date the first of the month following 90 days of employment. If the employee does not enroll during this 90-day period, employee and/or dependent(s) must wait until annual open enrollment. During open enrollment, the appropriate application must be submitted to the GHB office by November 15th of the year, to be effective on January 1st of the New Year.

The effective date for coverage is always the first of the month, following the completion of the 90th day of employment. Conference Center employees working less than 30 hours are not eligible for benefits under the GHB plan.

- *In the event there is a contradiction between the GHB policy and the plan document, the Plan Document shall prevail.*
- *The above policy is to comply with the overall GHB Committee decisions and is periodically reviewed by the committee.*

*Ref: 2000 Conference Journal, Pg.j-67

Revised 7-1-11