



# Navajo Nation

## EMPLOYEE BENEFITS PROGRAM

Presenting to

LOCAL GOVERNANCE ACT CERTIFIED CHAPTERS

May 29, 2015 @ Navajo Nation Museum

Window Rock, AZ



# Purpose

The Employee Benefits Program is hereby providing an overview of the process in transitioning employee health and life insurance for approved Governance Certified Chapter



# Requirements

The Governance Certified Chapter is required to provide adequate insurance coverage for its employees pursuant to 26 N.N.C. 2003 (c)

The Governance Certified Chapter may participate in the insurance coverage currently available to Navajo Nation employees



# Participation

Chapter must submit a written request to participate in the Employee Benefit Program

Employee Benefit Program will assist the Chapter with establishing accounts, enrollment, premium allocation, and collection

The Chapter is responsible for budgeting of positions and fringe benefits adequately

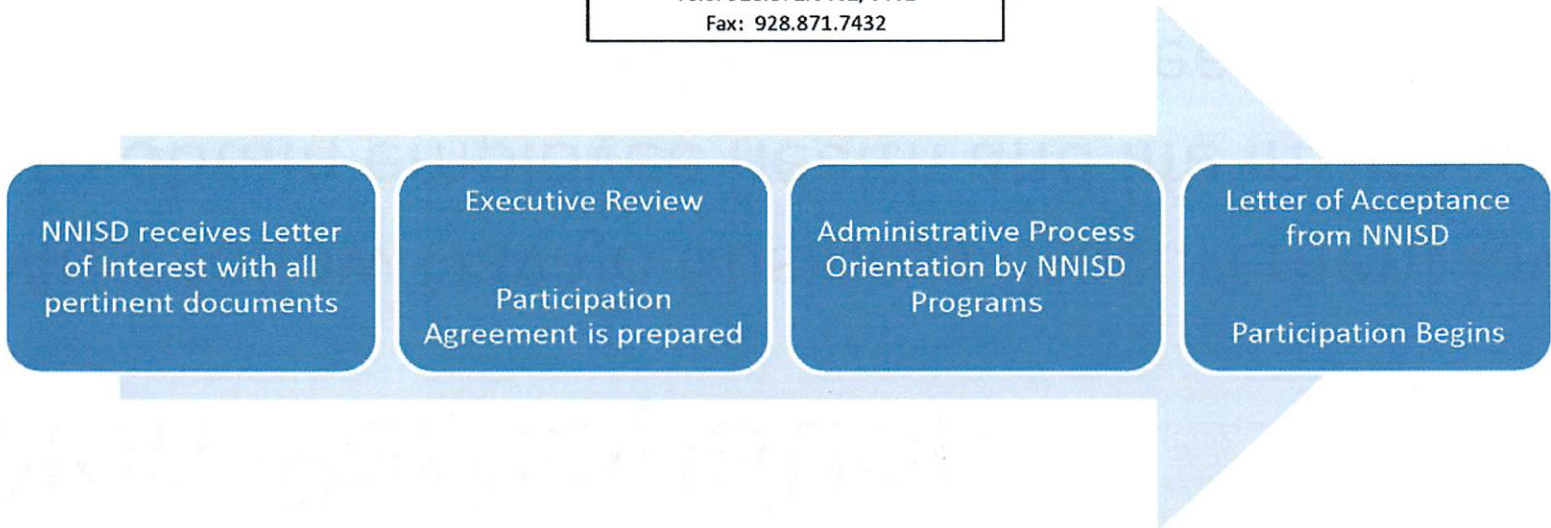


# Flow Chart

## *Request for Participation in the Navajo Nation Insurance Services Department's Programs*

1. Submit a Letter of Participation Interest to the NN Insurance Services Department with:
  - a. Resource Development Committee (RDC) Resolution with assigned RDC#,
  - b. Adopting the Five Management System Resolution, and
  - c. Fiscal Year Budget

SUBMISSION INFORMATION:  
Department Manager  
NN Insurance Services Department  
PO Box 1360  
Window Rock, AZ 86515  
Tele: 928.871.6461/6462  
Fax: 928.871.7432



# Non-Participation

Must follow Navajo Business Procurement laws to obtain employee health and life insurance coverage for its employees

Employee Benefit Program will assist in the procurement process and selection of insurance coverage

Title 2 requires approval by the Navajo Nation Insurance Commission



# NN Insurance Commission

## Commission Members

Bernadette Bernally, Chairperson (Term Continuous)

I. Harlan Charley, Member (nominated by NN employees)

Linda Youvella, Member (selected by Speaker)

Linda Bitsoi, Member (selected by Judicial Branch)

Raymond Smith, Vice-Chairperson (Term Continuous)

Olivia Benally, Alternate for Enterprise

NN Department of Justice & Legislative Counsel

# Program Administration





# Introduction

*Our Mission...* exists to provide unique, comprehensive and cost-effective benefits through quality management for the health and well-being of plan participants

*Our Goal...* to provide and administer employee benefit programs for non-occupational causes including life insurance, health care coverage and related medical, dental, and vision plans, disability income, and other benefit plans enacted by the Navajo Nation or federal legislation

*Our Foundation...* the self-insured Navajo Nation Employee Benefit Plan enacted in 1991 insures employees of the Navajo Nation, its Entities, and Chapters



# Participating Enterprises

Dine Biolta School Board Association  
Dine College  
Dine Power Authority  
Kayenta Township Commission  
KTNN Radio Station  
Navajo Agricultural Products Industry  
Navajo Arts & Crafts Enterprise  
Navajo Engineering Construction Authority  
Navajo Nation Hospitality Enterprise  
Navajo Nation Oil & Gas Company  
Navajo Nation Shopping Centers, Inc.  
Navajo Nation Gaming Enterprise  
Navajo Technical University  
Navajo Times Publishing  
Navajo Transitional Energy Company, LLC  
Navajo Tribal Utility Authority



# Participating LGA Chapters

Aneth Chapter  
Baahaali Chapter  
Baca/Prewitt Chapter  
Beclabito Chapter  
Bodaway/Gap Chapter  
Casamero Lake Chapter  
Chilchinbeto Chapter  
Chinle Chapter Government  
Cornfields Chapter  
Cove Chapter  
Dennehotso Chapter  
Dilkon Chapter  
Ganado Chapter  
Greasewood Springs Chapter  
Houck Chapter  
Kayenta Chapter  
Kin Dah Lichii Chapter  
LeChee Chapter  
Leupp Chapter  
Littlewater Chapter  
Mexican Water Chapter  
NahataDzil Commission Governance

Naschitti Chapter  
Nazlini Chapter  
Newcomb Chapter  
Ojo Encino Chapter  
Pinon Chapter  
San Juan Chapter  
Sheep Springs Chapter  
Shonto Community Governance  
Steamboat Chapter  
Teesto Chapter  
Tiis Tsoh Sikaad Chapter  
Toadlena/Two Grey Hills Chapter  
Tonalea Chapter  
Tolikan Chapter  
To'Nanees'Dizi Chapter  
Tse Daa K'aan Chapter  
Tse Si Ani Chapter  
Tsi'Dii To'ii Chapter  
Upper Fruitland Chapter  
White Rock Chapter  
Whippoorwill Springs Chapter



# Plan Information

Tribal Self-Funded Plan for employees working more than 20 hours per week on a regular basis

Employers and employees fund the Plan by contribution of monthly premiums

Employees – 7,885      Total Members – 19,744  
(COBRA Participants – 59)

As of  
04/01/2015



# Plan Administrator

Administer the self-insured group health and disability plans and the life insurance plans

Review and recommend plan design

Allocate and Collect Premium



# Third Party Administrator

Claims Management (Health and Disability)

Customer Service

Account Management

Network Management

Health Services

Recovery Services

Other Services (Pharmacy, COBRA, Stop Loss Policies, Life Insurance, Voluntary Benefits)



# Group Health, Life & Disability Insurance



# What are the Benefits

## **Health Insurance Plan**

Medical Program (includes Native Healing Benefits)

Dental Program (includes Orthodontic Benefits)

Vision Program (includes Lasik Surgery)

Pharmacy Benefit Program

## **Short Term Disability Plan**

Maximum 52 weeks of Indemnity





# What are the Benefits

## **Stop Loss Insurance**

Medical Claims exceeding \$600,000 per insured member based on calendar year paid claims

Reimbursement to the Plan from the stop loss carrier



# What are the Benefits

## **Basic Life and Accidental Death & Dismemberment Insurance**

Employee: Range \$48,000 - \$125,000

Elected Chapter Official: \$5,000 (voluntary)

### **Basic Life Insurance**

Dependent Spouse: \$7,500

Dependent Child: \$5,000

# What are the Benefits

## **Voluntary Term Life Insurance (optional)**

Employee : Min \$10,000-Max 5X Annual Salary ≤ \$300,000

Spouse: Minimum \$5,000-Maximum \$100,000-no more than  
50% of Employee's amount

Dependent Child: \$5,000

## **Supplemental Insurance (optional)**



# Premium Rate



# Monthly Premium Rates

Employee Rate (Stop Loss/Reinsurance Fee)

\$4.64 per Employee

Dependent Rate (Stop Loss/Reinsurance Fee)

\$9.99 per Family

Employee Aggregate Amount (Health & Disability)

\$172.24 or \$8.59 (New Hire or Dual Spouse)

Dependent Aggregate Amount (Health)

\$273.98



# Monthly Premium Rates

Employee Basic/AD&D Life

Salary Code ranging from \$13.66 - \$35.58

Dependent Basic Life

\$3.16

TPA Administrative Fee

\$21.24 or \$17.49 (New Hire or Dual Spouse)

PPACA Fee (Transitional Reinsurance Fee)

\$9.93

# Enrollment



# Waiting Period

For compliance with the Affordable Care Act, effective January 1, 2014, health benefits become effective for New Hires and eligible dependents the first of the following month following a sixty (60) day waiting period

Personnel documentation (i.e. PAF) must be completed and provided to our office for immediate enrollment



# Automatic Enrollment

Contributory – Employee and Employer Pay

Automatic enrollment for New Hires after January  
1, 2014

Written notification must be given to the employee  
of the automatic enrollment with the option to opt  
out and 31 days to add dependents otherwise  
Annual Open Enrollment Period applies

# Optional Term Life Insurance

Employee:	\$10,000 up to 5x Annual Salary ≤ \$300,000
Spouse:	\$5,000 up to \$100,000 ≥ 100% Employee's amount
Child:	\$5,000 each

Online Enrollment ONLY - [www.mybenefits.metlife.com](http://www.mybenefits.metlife.com)

Enter "Navajo Nation" as the company name

Select "First Time User?" to register a User Name and Password which is employee specific

Once all information is set up, the employee will be given the option to elect coverage

All Changes, Terminations and Beneficiary Designation must be done Online

**MetLife**

# Process-Enrollment

**New Hires and Active Employees (transfer of coverage)**

Termination of Coverage from Navajo Nation

Enrollment of New Hire with New LGA Chapter Location

Activate New Hire Employee payroll deductions

If new hires submit their applications beyond 31 days from their date of hire, a written request must be submitted to Employee Benefits requesting approval to enroll outside the timely enrollment period

Access MetLife Web Enrollment (MyBenefits) for any Optional Term Life enrollments

# Process-Termination

## **Changes**

Adding of dependents to an existing policy must be timely

## **Terminations**

Employer must notify the Plan immediately following a termination action by providing a Personnel document that shows the date of termination and reason

Collect employee premium deductions through the end of the covered month



# Chapter Administration



# Responsibilities

**Notify the Plan immediately upon:**

Enrollment and Termination

Salary Change

Adding or Deleting Dependent

**Monthly Billing**

Pay As Billed-adjustments reflected on next statement

# Training

## Human Resource Courses

i.e. COBRA, Family Medical Leave Act (FMLA), Health Insurance Portability and Accountability Act (HIPAA), Patient Protection Affordable Care Act (PPACA), Centers for Medicaid and Medicare Services (CMS)

[www.nationalseminarstraining.com](http://www.nationalseminarstraining.com)

[www.hrlaw.com](http://www.hrlaw.com)

[www.skillpath.com](http://www.skillpath.com)

[www.lorman.com](http://www.lorman.com)

[www.shrm.com](http://www.shrm.com)

[www.ifebp.org](http://www.ifebp.org)

[www.amanet.org](http://www.amanet.org)

[www.pryor.com](http://www.pryor.com)

# Participation Agreement





# General Provisions

Provide adequate insurance coverage and protection for all participants

Can join together in this insurance in the pooling of the self-insured losses and jointly purchasing of excess insurance, reinsurance, or other reserve Funding

Economically feasible and practical to all who agree

Note: Participation Agreement approved #IC-DEC-02-09



# Purpose

To provide effective insurance coverage and services as authorized pursuant to 2 N.N.C. §§ 931 and other applicable Navajo laws, regulations and agreements

Title 2 Section 931, states “The Navajo Nation Insurance Commission is hereby established and continued as the Navajo Nation Insurance Commission (a.k.a. NNIC) within the Legislative Branch”



# Parties to Agreement

Administrator to Participants:

Navajo Nation

Navajo Nation (LGA Certified/Non-Certified) Chapters  
Enterprises (and its approved subsidiaries)

Participant is on the Navajo Nation. Anyone outside of the Navajo Nation will need to notify the Administrator.

# Administrator's Responsibility

Administer the Fund – as defined

Make and enter into insurance contracts

Incur liabilities and obligations

Acquire services and other forms of assistance

Evaluate, assess, adjust and adjudicate claims

Carry out the terms and provisions of this agreement

Assign and exercise random inspections, investigations, and other safety issues in maintaining loss control and prevention

# Participant's Responsibilities

Appoint a Liaison

Refrain from disputes amongst each other

Pay invoice upon receipt

Report all incidents no matter how small or big they are

Report exposure:

Contracts

New Property

Modifications & Deletions of Property

Acquiring or Merging with other companies (i.e. LLC)

Submit or report any changes to your administrator ASAP

# Participant Withdrawal

## Section 10

Provide written notice to withdraw at least 90 days prior to insurance policy (October 1 for RMP or WCP; and January 1 for EBP)

## Good Payment Standing

Notice within 90 days will need to pay outstanding premiums and other cost incurred by Administrator

Contributions shall remain for use by the Administrator

# Terminate Agreement

Approval to be received by NNIC

Refer back to Section 10, that all requirement are to be met  
plus NNIC approval to terminate agreement

Late Fees and Interest may be applied from date of  
termination



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Employee Benefits Program***

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**Ahéhée'  
Dóó Hágoónee'**

