

Central Office Employee Policy Manual

12.1 Employee Health Insurance

State of Kansas offers group health insurance to all employees in benefits eligible positions.

New employees to the State of Kansas have a 30-day waiting period. The effective date of coverage is the beginning of the month following completion of the 30-day waiting period. The waiting period begins on the first day of payroll for the State of Kansas in a benefits eligible position.

The employee must immediately complete enrollment in the Member Administrative Portal (MAP) upon receiving email notification from Health Care Finance (A Division of Kansas Department of Health & Enviorment). See KDADS Human Resources if you have questions.

Open Enrollment is held annually during the month of October, with an effective date of January 1 the following year. KDADS employees are encouraged to review or make changes to their group health insurance during the Open Enrollment period.

Premiums are paid through payroll deduction. Contact Human Resources for any questions relating to group health insurance.

Page **1** of **1** KDADS Rev 11/15