

**CHAPTER 71-03-04
EMPLOYER RESPONSIBILITIES**

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71-03-04-01. Employer contribution. Each agency shall pay to the board the full amount of the employer contribution by the fifteenth of each month. The agency will verify the number of eligible employees and the level of coverage for each. An employee is eligible for an employer contribution for the month following the month of employment. If an eligible employee terminates employment prior to the effective date of coverage, no employer contribution is required. The employer contribution ends the month following the month of termination of employment. When an employee transfers from one state agency to another, the new agency is responsible for the payment of the premium for the first of the month following employment.

History: Effective October 1, 1986; amended effective November 1, 1990; July 1, 2010.

General Authority: NDCC 54-52.1-08

Law Implemented: NDCC 54-52.1-06

71-03-04-02. Information to employee. Each agency shall inform its employees of their right to group insurance and the process necessary to enroll. The agency shall provide each eligible employee such forms as necessary to enroll in the group insurance program.

History: Effective October 1, 1986; amended effective November 1, 1990.

General Authority: NDCC 54-52.1-08

Law Implemented: NDCC 54-52.1-03

71-03-04-03. Collecting employee contribution. Each agency shall collect any employee contribution due and submit it along with the employer contribution to the board each month. When an employee on an approved leave of absence requests to continue in the group, the agency shall collect the full amount of the premium from the employee each month and remit it to the board.

History: Effective October 1, 1986.

General Authority: NDCC 54-52.1-08

Law Implemented: NDCC 54-52.1-06

71-03-04-04. Termination of employment. Each agency shall notify the board when an eligible employee terminates employment. The board shall inform

the terminating employee of options available to the employee for continuation of coverage.

History: Effective October 1, 1986.

General Authority: NDCC 54-52.1-08

Law Implemented: NDCC 54-52.1-06

71-03-04-05. Premium for basic term life insurance. All state departments that participate in the group life insurance program must pay the board the full premium for the basic term life insurance for each of its eligible employees.

History: Effective October 1, 1986; amended effective July 1, 1994; July 1, 1998; July 1, 2010.

General Authority: NDCC 54-52.1-08

Law Implemented: NDCC 54-52.1-01(7)

71-03-04-06. Minimum requirements for political subdivisions. Repealed effective June 1, 1996.