

MEDICAL INSURANCE POLICY

1. The policy of the diocese is that all employees working 20 hours or more should be offered the diocesan insurance program which provides medical, dental, life and long term disability insurance under CIGNA through Burri & Company - Fidelitas. Employees may waive coverage if they so desire. They must however, enroll for Long Term Disability and Life Insurance.
2. The parish must notify the diocesan insurance office when a new employee is hired or one is terminated.
3. The diocesan insurance office will furnish the parish with the necessary forms for filing insurance claims.
4. A copy of the CIGNA policy manual should be made available to each employee at the time of enrollment, along with an insurance card.