

BUTTE SCHOOLS SELF-FUNDED PROGRAMS

POLICIES & PROCEDURES MANUAL

Subject: **MOVEMENT BETWEEN PLANS**

Section: **1.6**

Movement between JPA Plans is allowed and must be notified in writing by the District's Superintendent or Joint Powers Board Member. Where movement must be by Employee Group (see Section 1 definition) the request must allow for 30 days notice with an effective date on the first of the month following the 30 day period.

Where a district allows employee choice of endorsed plans, the employee must remain in the chosen plan until the next open enrollment period or until the entire group changes plan.

This policy sunset March 21, 2016.