

PREPARING FOR ASSESSMENT WITH HR ADVISOR AND/OR EMPLOYMENT LAW ATTORNEY



HAVE THE FOLLOWING ITEMS ON HAND:

- Employment Contract
- Job Description
- MOU
- Administrative Policies and Procedures
- Personnel Rules
- Any other memos or documentation outlining your current practice

QUESTIONS

NOTES

GROUP HEALTH PLAN

- *What benefits are part of the Group Health Plan?*
- *At what point might the employee become eligible for COBRA continuation coverage?*
- *Other:*

RETIREMENT BENEFITS

- *How do I handle retirement plan reporting for an employee on protected leave?*
- *Does the employee-paid contribution need to be adjusted?*
- *Other:*

LIFE/DISABILITY

- *Does the provider allow premiums to be waived while the employee is receiving disability benefits?*
- *Other:*

SUPPLEMENTAL INSURANCES

- Are there tax consequences if the employee has to pay out of pocket to continue these plans?
- How do I collect payment from employee for their benefit contributions during protected leave?
- Other:

ACCRUALS & LEAVES

- Do employee's leave banks continue to accrue during their absence?
- Other:

ALLOWANCES

- Are Allowances or Special Pays required to continue?
- Other:

ANY ADDITIONAL CONCERNS?

