

MNOHS-12: Purchase of Group Health Insurance

Adopted: 4/28/2015

Revised: 4/12/2015, 12/20/22

Last review:

1 **Purpose**

2 The purpose of this policy is to ensure accountability and transparency in the purchase of group health
3 insurance.

4 **Policy**

5 The Board of Directors of Minnesota Online High School (MNOHS), employing at least 25 people and
6 having agreed to offer group health insurance coverage to employees who are employed at least 30 hours
7 per week or 0.75 FTE shall comply with Minnesota Statutes

8 In accordance with those provisions:

9 A. All members of the board directors, school employees, and officers are prohibited from receiving
10 gifts and or any compensation from a group health insurance provider.

11 B. The school administration is empowered by the Board of Directors to seek sealed bids from at least
12 three (3) group health insurance providers/companies, to open the bids at the same time, and to make a
13 purchasing decision that best meets the school’s needs. Bids must be sought at least every two years.

14 C. Upon finalizing the group health insurance contract, the MNOHS administration shall notify all
15 employees of any changes from the current group health insurance coverage before the effective date of the
16 changes.

17 D. The open bids are public documents, and shall be available to the public for six years in accordance
18 with government records retention laws.

19 ***Legal References:***

20 MN Statutes 124E.12 Subd 5

21 MN Statutes – Chapter 13 (Government Data Practices)

22 MN Statutes – 138.17 (Government Records)

23 School District General Records Retention Schedule (Minnesota Historical Society)

24 MN Department of Administration Data Practices - Records Management

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25 MN Statutes – 10A.071 Subd.1, paragraph (b) (Certain Gifts by Lobbyists and Principals
26 Prohibited)