



Insurance Administration

General Guidelines Overview

- Most employees are eligible for some level of insurance *except* for these employment statuses:
 - Classified emergencies
 - Classified temporaries
 - Classified intermittents
 - AmeriCorps (B.U. 223)
 - MnSCU Academic Exam Monitors (B.U. 223)
 - All Student Workers hired via AFSCME Contract or on campus student payroll
 - Paid Interns (B.U. 223)
 - Limited (temporary) unclassified hired 6 months or less when hired into a classified MAPE or MMA position (old Rule 10)
 - Unclassified academic MAPE or MMA hired for 6 months or less (ex. MnSCU Academic Professional, Academic Supervisor and Customized Training Reps)
 - Limited term MSUAASF employees hired for less than 9 months

- Eligibility and Contribution Level are determined by bargaining unit contract or salary plan.
 - Refer to MnSCU Insurance Eligibility Grid ([link](#))
 - Also see specific bargaining unit contract/salary plan ([link](#))

- In most cases employees sign up and view their insurance coverages through Employee Self Service. In limited circumstances, some insurance transactions must be initiated/completed via the paper process and will need to be mailed back to the SEGIP (State Employee Group Insurance Program) at the DOER (Department of Employee Relations).