

Chapter Grp 3**CONTRIBUTIONS**

Grp 3.01 Employe contributions
Grp 3.02 Adjustments

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(2) Changes in employe contributions relating to an increase or decrease in the amount of insurance shall be made commencing with the pay checks distributed in February of each year.

(3) Employe contributions for a partial month of coverage are subject to the following conditions: (a) If coverage becomes effective on the first through the fifteenth day of the month, a full month's contribution is required.

(b) If coverage becomes effective on the sixteenth through the last day of the month, no contribution for such part month is required.

(c) When coverage ceases because of termination of employment, a full month's premium is required for any month or portion of a month for which earnings are paid.

(4) Whenever deductions cannot be made in advance, an additional amount shall be deducted on a succeeding payroll to establish contributions on a current basis.

History: Emergency rules, eff. 11-30-57; cr. Register, January, 1958, No. 25, eff. 2-1-58; r. and recr. (3) and (4), Register, June, 1962, No. 78, eff. 7-1-62; r. (1), Register, January, 1964, No. 97, eff. 2-1-64.

Grp 3.02 Adjustments. Whenever the proper employe contribution is not made by any insured employe in any month, any deficiency shall be deducted by the employing department upon the ensuing payroll after discovery thereof. If an excess deduction of employe contributions has been made for any employe such shall be adjusted by reducing subsequent contributions for that employe, or if there be no later payroll payment then a refund check shall be issued to the person making the overpayment.

History: Emergency rules, eff. 11-30-57; cr. Register, January, 1958, No. 25, eff. 2-1-58.