

**BETHLEHEM PUBLIC LIBRARY**  
**INSURANCE PAYMENT POLICY**

*Policy adopted by Library Board of Trustees, December 11, 2000.*  
*Policy revised January 11, 2010*

This policy applies to those in the following circumstances who owe the library a contribution for all or any portion of an insurance plan in which they participate and for which they are eligible.

- Employees who retire after 7/1/01, any dependent continuing coverage, and anyone on COBRA must make monthly payments by check or money order directly to Jaeger and Flynn, 42 South Street, Glens Falls, NY 12801.
- Any employee on unpaid leave must make monthly payments by check or money order directly to Bethlehem Public Library, Attn: Business Office, 451 Delaware Av., Delmar, NY 12054.

Insurance premiums are due on the first of each month.

There is a grace period of 30 days. It is the responsibility of the above-listed employees, dependents or retirees to make payments within the grace period.

If premium payments are not received by the end of the grace period, insurance coverage will end on the last day of the month for which payment was made.