ELIGIBILITY

Eligible employees will be notified 30 days prior to their date of eligibility. If an employee feels he/she may be eligible prior to receiving a notice the employee should contact Human Resources immediately. You may become eligible for benefits, but in order to receive these benefits all required enrollment forms must be completed and turned into human resources by the date indicated in your benefit offer letter. You will be ineligible for benefits if you fail to return these forms by the date indicated in your benefit offer letter.

An employee must meet the following requirements to be eligible to enroll for benefits:

**Benefit Eligible**

An employee who at the time of hire, is expected to work 30+ hours per week in a long-term position.

Weekly hour requirement: Minimum of 30 hours
Waiting period: None
Effective date: 1st of the month following date of hire

Effective date for open enrollment requests: July 1st (for medical and dental)

All other benefits requested during open enrollment are considered “late entrant”, see below.

**Variable Hour and Adjunct Employee**

Employee who at the time of hire, cannot be determined if expected to be employed on average at least 30 hours per week during their initial or standard measurement period because the employee’s hours are variable and not controlled by the employer. Your Employer has adopted a measurement period to determine eligibility for group medical insurance effective July 1, 2015.

Weekly hour requirement: Minimum of 30 hours
Initial measurement period: 10 months from the 1st of the month following the 1st day worked
Standard measurement period: 10 months from 7/1 each year
Stability period: 12 months following end of initial or standard measurement period

**Initial measurement period:**
Period of 10 months starting on the 1st day of the month following an employee’s 1st day worked. Employees who average 30 hours per week during this period will be eligible to enroll for coverage effective the first day of the third month following.

Example: 1st day worked 3/10/2015, employee’s measurement period would be 4/1/2015 – 1/31/2016. Assume hours worked during this period averaged 30+ hours/week employee would be eligible to enroll with coverage effective April 1, 2016.

**Standard measurement period:**
Employees who have been employed for some time are subject to the standard measurement period. This period is the same for all and is a period of 10 months beginning on July 1st of each year and ending on April 30th each year. Employees who average 30 hours per week during the standard measurement period will be eligible for coverage July 1 of each year. Once an employee becomes eligible during the initial or standard measurement period they remain eligible through the full stability period.
Stability period:
12 month period following the end of the initial or standard measurement period beginning on your date of eligibility, usually July 1 through June 30.

When can I enroll or make changes to my benefit elections?
You are eligible to enroll or change your elections for benefits at the following times:
- Once you have completed the eligibility requirements
- During any open enrollment period
- If you experience an eligible documented qualifying event (marriage, divorce, birth, loss of other coverage, etc.) and notify your employer’s Human Resource Department within 30 days of the event. You are required to provide documentation of the event. If you do not provide documentation within 30 days of the event, your request cannot be completed.

Your dependent’s option to request COBRA expires the later of sixty (60) days from the date of the qualifying event or the loss of coverage. Normally a dependent will lose coverage on their 26 birthday.

If you elect to enroll a spouse and or a dependent with a different last name than yours, will are required to provide either a birth certificate or marriage certificate.