

PROFESSIONAL STAFF FRINGE BENEFITS
(Health Coverage for Variable-Hour Employees)

The Tri-County RVII may provide all full-time professional staff members access to district-sponsored health insurance or a group health plan ("health coverage"). For the purposes of health coverage, a "full-time" employee is one who works an average of 30 hours or more per week.

There are some employees who work such varied hours that the district does not reasonably know whether they will work an average of 30 hours or more per week throughout a plan year. For those employees, the district will set a measurement period to give the district an opportunity to evaluate the employees' hours. Employees who work an average of 30 hours per week during the measurement period will be offered access to district-sponsored health coverage during a stability period.

Standard Measurement, Administrative and Stability Periods

For ongoing employees with variable hours, the standard measurement period begins on _____ [month and day] and ends on _____ [month and day].

Immediately following the standard measurement period is a standard administrative period that begins on _____ [month and day] and ends on _____ [month and day]. During the standard administrative period, the district will analyze the number of hours the employee worked during the standard measurement period and contact the employee regarding his or her eligibility to join the district's health coverage.

If the employee is eligible, the employee will be given an opportunity to enroll in and remain on the district's health coverage for the standard stability period that begins on _____ [month and day] and ends on _____ [month and day], as long as the employee continues to be employed by the district.

Initial Measurement, Administrative and Stability Periods for New Employees

For new employees employed in a position with variable hours, the initial measurement period begins on the first day of the month immediately following the first day of employment; however, if the employee begins employment on the first day of a month, that date will be used. The initial measurement period ends on a date 12 months later. New variable-hour employees will not be offered district-sponsored health coverage during the initial measurement period.

Immediately following the initial measurement period is an initial administrative period that lasts one calendar month. During the initial administrative period, the district will analyze the number of

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hours the employee worked during the initial measurement period and contact the employee regarding his or her eligibility to join the district's health coverage.

If the employee is eligible, he or she will be given an opportunity to enroll in and remain on the district's health coverage for the initial stability period that lasts _____ *[number of months of the standard stability period defined above]* months, as long as the employee continues to be employed by the district. Each employee will only undergo one initial measurement, administrative and stability period. Then the employee will no longer be considered new, and his or her health coverage will be determined using the standard measurement, administrative and stability periods.

[The following section should only be used if the district will set a transition measurement period shorter than the standard stability period set above for the purposes of transitioning into 2014, as allowed by law.]

Transition Measurement Period for 2014

For the purpose of making the transition into compliance with federal law in 2014, the first measurement period for variable-hour employees in the district will begin on _____ *[month and day]*, 2013, and end on _____ *[month and day]*, 2014. The standard administrative and stability periods, as defined above, will immediately follow the transition measurement period.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

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Tri-County RVII School District; Jamesport MO