

# Change in Employment Status

A. PT+ → FT During the Initial Measurement Period	B. FT → PT During the Initial Measurement Period
<p>When a <b>Part-time/Seasonal Basis/Variable Hour employee</b>, experiences a Change in Employment Status during the Initial Measurement Period by moving from a Part-time to a Full-time appointment the agency <b>MUST</b> provide the full employer contribution by following either the:</p> <ol style="list-style-type: none"> <li>1. <b>Contract/Plan.</b> If the position is eligible for the full employer contribution then change the coverage level in the manner and time required under the applicable contract/plan; or</li> <li>2. <b>3 Month Measurement Method.</b> If coverage is not required under the contract/plan then apply the 3 Month Measurement Method by measuring the employee's hours for 3 full calendar months. If those hours measure:               <ul style="list-style-type: none"> <li>• <b>Full-time</b> (on average 130 or more hours per month) provide the full employer contribution level coverage by the first day of the fourth month following the Change in Employment Status</li> <li>• <b>Part-time</b> (on average less than 130 hours per month) then do not change the level of coverage because the employee is not Full-time and coverage must be continued according to the applicable contract/plan.</li> </ul> </li> </ol>	<p>The agency <b>MUST</b> choose to apply one of these methods to all employees:</p> <ol style="list-style-type: none"> <li>1. <b>Continue the Look Back.</b> If the employee was not offered continuous coverage from at least the first day of the fourth full month of the employee's employment in the Control Group then the employee retains the full employer contribution level coverage until measured Part-time in a Measurement Period.</li> <li>2. <b>Apply the 3 Month Measurement Method.</b> If the employee was offered continuous coverage from at least the first day of the fourth full month of the employee's employment in the Control Group (since the employee most recently became a New Hire) then apply the 3 Month Measurement Method by measuring the employee's hours for 3 full calendar months. If those hours measure:               <ul style="list-style-type: none"> <li>• <b>Full-time</b> (on average 130 hour per month) then continue the full employer contribution level coverage.</li> <li>• <b>Part-time</b> (on average less than 130 hours per month) then:                   <ul style="list-style-type: none"> <li>▪ Change the coverage level to that provided under the applicable contract/plan by the first day of the fourth full month following the Change in Employment Status; and</li> <li>▪ Apply the Monthly Measurement Method through the end of the first full Measurement Period and the associated Administrative Period that would have applied had the employee remained under the applicable Look Back.</li> </ul> </li> </ul> </li> </ol>

**NOTES:**

**Part-time:** A part-time employee may work full-time for periods and still be part-time. For example, a student worked may work Full-time during the summer and remain a Part-time employee as long as the employee's anticipated hours during the Measurement Period is anticipated to less than on average 30 hours per week.

**Waiver:** An employee who, under the applicable contact/plan, is not eligible for the full employer contribution level coverage may waive the coverage within 30 calendar days of a permanent reduction of hours from on average over 30 hours per week to on average less than 30 hours per week (which is a Change in Employment Status).

**Measuring:** When measuring over a Measurement Period (a one year period) we use 30 hours per week (follow the pay week). When using the 2 Month Measurement Method we use 130 hours per calendar month.

**Extension:** When a New Hire is appointed to a full-time (on average 30 or more hours per week) limited unclassified position that is expected to last less than 90 days the agency does not offer coverage. If the position is extended to more than 90 days the employee **MUST** be offered coverage by the 90<sup>th</sup> day of employment.

C. PT→ FT After the Initial Measurement Period	D. FT→ PT After the Initial Measurement Period
<p>The agency MUST follow the appropriate action:</p> <ol style="list-style-type: none"> <li>1. If coverage is required under the contract/plan, follow it to change the coverage level in the manner and time required under the applicable contract/plan;</li> <li>2. If coverage is not required under the contract/plan then the agency must follow one of these for all: <ul style="list-style-type: none"> <li>• <b>Continue the Look Back.</b> Leave the employee’s status as it is and continue the Look Back.</li> <li>• <b>3 Month Measurement Method.</b> Measure the employee’s hours for 3 full months and if measured: <ul style="list-style-type: none"> <li>▪ Full-time (on average 130 hours per month) then provide the full employer contribution level coverage by the first day of the fourth month following the change in employment status; or</li> <li>▪ Part-time (on average less than 130 hours per month) then do not change the level of coverage because the employee is not Full-time and coverage is provided according to the contract/plan.</li> </ul> </li> </ul> </li> </ol>	<p>The agency MUST choose to apply one of these methods to all employees:</p> <ol style="list-style-type: none"> <li>1. <b>Continue to follow the Look Back.</b> Choose this if: <ul style="list-style-type: none"> <li>• Agency applies it to all employees, <b>or</b></li> <li>• If the employee <u>was NOT</u> offered the full employer contribution continuously from the first day of the fourth full month of most recently becoming a New Hire within the Control Group.</li> </ul> <p>Under this method the employee will retain the full employer contribution level coverage until measured Part-time during a Standard Measurement Period.</p> </li> <li>2. <b>Apply the 3 Month Measurement Method.</b> If the employee <u>was</u> offered continuous coverage from at least the first day of the fourth full month of most recently becoming a New Hire in the Control Group then then apply the 3 Month Measurement Method by measuring the employee’s hours for three full calendar months. If those hours measure: <ul style="list-style-type: none"> <li>• <b>Full-time</b> (on average 130 hours per month) then continue the full employer contribution level coverage.</li> <li>• <b>Part-time</b> (on average less than 130 hours per month) then: <ul style="list-style-type: none"> <li>▪ Change the coverage level to that provided under the applicable contract/plan by the first day of the fourth full month following the Change in Employment Status; and</li> <li>▪ Apply the Monthly Measurement Method through the end of the first full Measurement Period and the associated Administrative Period that would have applied had the employee remained under the applicable Look Back.</li> </ul> </li> </ul> </li> </ol>

**DEFINITIONS:**

**Change in Employment Status:** Moving between full-time (1.0 FTE to 0.75 FTE) and part-time employment (less than 0.75 FTE). Any change that either reduces an employee’s hours to on average less than 30 hours per week (less than 0.75 FTE) or increases hours to on average more than 30 hours per week (0.75 FTE or more). It also includes extending the length of an appointment such that the appointment becomes full-time. Does not apply if the employee changes Control Groups.

**Full-time:** For insurance eligibility purposes, an employee that provides on average 30 or more Hours of Service per week (or 130 hours per month) for all employers within a Control Group.

**Monthly Measurement Method.** Process to determine if an employee is Full-time. Each month determine if an employee will be Full-time (130 hours per month) and offer the full employer contribution level coverage if Full-time.

**New Hire:** An employee who at the time of appointment has not provided an Hour of Service to an agency within the Control Group within the past 13/26 weeks.

**Part-time:** For insurance eligibility purposes, an employee that provides on average less than 30 Hours of Service per week (or less than 130 hours per month) for all employer within a Control Group.

**Seasonal Basis employee:** An employee who was appointed to work for a season and who provides services directly related to the season for six months or less, regardless of how many Hours of Service provided. Varieties of Reg/Temp coded positions are appointed on a Seasonal Basis, including Seasonal, Intern, Student Worker, and Unclassified Temporary.

**Three (3) Month Measurement Method:** Process to determine if a Change in Employment Status occurred. Complete it by measuring an employee's hours for 3 full calendar months and, if the employee's hours moved between on average above and below 130 hours per month, then change the coverage level as appropriate beginning on the first day of the fourth full month. The 3 Month Measurement Method may only be used if the employee was offered the full employer contribution by the first day of the fourth full month of becoming a New Hire (the first day an Hour of Service is provided).

**Variable Hour employee:** An employee for whom, based on the facts and circumstances known to the appointing authority on the employee's start date, it cannot be determined whether the employee is reasonably expected to average 30 or more Hours of Service per week during the Initial Measurement Period because the hours are variable or otherwise uncertain.

## EXAMPLES

### Example 1. Part-time limited unclassified to Full-time limited unclassified.

- April 1: Employee (New Hire) begins service as a Part-time Limited Unclassified employee (a one year temp, anticipated to average less than 30 hours per week).
- June 15: Employee experiences a Change in Employment Status. Employee remains a Limited Unclassified Temp but the hours are increased to on average more than 30 hours per week for the remainder of the appointment. (This position is not eligible for insurance under the contract/plan so employee may waive coverage within 30 days of the Change in Employment Status.)
- July 1: Agency measures the employee's Hours of Service for 3 full calendar months - July, August and September.
- October 1: Agency totals the hours the employee provided during the three calendar months. If the employee measured:
  - Full-time (on average 130 hours per month) the full employer contribution will begin on October 1, (the first day of the fourth full month).
  - Part-time (on average less than 130 hours per month) then continue the level of coverage offered under the applicable contract/plan.

### Example 2. Full-time unlimited to Part-time unlimited during an Initial Measurement Period.

- February 26: Employee (New Hire) begins as an unlimited Full-time employee (unlimited, 40 hours per week).
- April 12: Employee experiences a Change in Employment Status. Employee remains unlimited but accepts a 40 hours per week position. The new position is insurance eligible (MP12).
- May 1: Agency measures the employee's Hours of Service for 3 full calendar months – June, July, and August.
- September 1: Agency totals the hours the employee provided during the three calendar months. If the employee measured:
  - Full-time (on average 130 hours per month or more) continue the full employer contribution.
  - Part-time (on average less than 130 hours per month) move the employee to the level of coverage provided under the applicable contract/plan.