

SUPPORT STAFF FRINGE BENEFITS
(Determining Full-Time Employee Status for Health Coverage—
Look-Back Measurement Method)

The Cole County R-I School District seeks to provide all full-time support staff members access to district-sponsored health insurance or a group health plan ("health coverage") when required by law to do so. For the purposes of health coverage, a "full-time" employee is one who is credited with an average of 30 hours of service or more per week or 130 hours of service per month.

In general, when the district reasonably expects that an employee new to the district will be a full-time employee, the district will provide access to health coverage when the employee begins the position, after the appropriate waiting period. However, it is not always clear whether an employee will work full-time for the district. In those situations, for employees who are [redacted] *[salaried, hourly, covered under a collective bargaining agreement, not covered under a collective bargaining agreement, etc.]*, the district will use the look-back measurement method to regularly determine whether the employees are eligible for health coverage and whether they will continue to be eligible for health coverage.

Hour of Service

An hour of service is each hour for which an employee is paid, or entitled to payment, for the performance of duties for the district, and each hour for which an employee is paid, or entitled to payment by the district, for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty or leave of absence as defined by law. An hour of service does not include services performed by bona fide volunteers, as defined in the law.

Look-Back Measurement Method

In accordance with law, the district will set a measurement period to give the district an opportunity to evaluate the employees' hours. Employees who are credited with an average of 30 hours of service per week or 130 hours of service per month 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 **July 1** and ends on **April 30**.

Immediately following the standard measurement period is a standard administrative period that begins on **May 1** and ends on **June 30**. 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 **July 1** and ends on **June 30**, as long as the employee continues to be employed by the district, regardless of the number of hours of service credited to the employee during that time period.

Initial Measurement, Administrative and Stability Periods

For new employees, 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 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 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 **12** months, as long as the employee continues to be employed by the district. Once an employee has completed the initial measurement, administrative and stability periods, the standard measurement, administrative and stability periods will be used to determine the full-time status of the employee.

Employment Break Periods and Special Unpaid Leave

Employment Break Period – An employment break period is a period of at least four consecutive weeks during which an employee is not credited with hours of service for the district, excluding special unpaid leave.

Special Unpaid Leave – Special unpaid leave is unpaid leave that is 1) subject to the Family and Medical Leave Act, 2) subject to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) or 3) due to jury duty.

The district will determine the average hours of service for a measurement period by first excluding any period of time attributed to any special unpaid leave or employment break period during the measurement period. The district will then calculate the average hours of service per week during the remaining period of time. The district will multiply that average weekly rate by the number of

weeks of special unpaid leave and credit the employee with those hours of service. The district will also multiply that average weekly rate by the number of weeks in any employment break period and credit the employee with those hours of service up to 501 hours. The district will then add the hours of service credited to the employee for any period of special unpaid leave and employment break period to the hours of service accumulated during the measurement period and divide this number by the number of weeks or months in the entire measurement period to determine the average hours of service for the measurement period and the employee's eligibility for health coverage.

Other Breaks and Absences

In accordance with law, the district will use the following rules in determining the full-time employment status of a support staff member:

Rule of Parity – If a new employee is employed by the district for less than eight consecutive weeks and then does not provide an hour of service for eight consecutive weeks or more, the district may consider the employee terminated and rehired once the employee has returned. The number of weeks initially employed is calculated after application of averaging methods related to employment break periods and special unpaid leave when applicable.

Termination Rule – If an employee is not credited with an hour of service for a period of at least 26 consecutive weeks and then resumes providing services to the district, the district may consider the employee as having terminated employment during the break and been re-employed as a new employee for the limited purpose of determining eligibility for health coverage. Applicable waiting periods for insurance may apply.

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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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Cole County R-I School District, Russellville, Missouri