

DePaul University Summary of Material Modifications

Health Benefits Plan Flexible Spending Account Program Insured Component Program

April 2021

This Summary of Material Modifications (SMM) is intended to notify you of recent changes to the Summary Plan Descriptions (SPDs) that describe the key provisions of the DePaul University Health Benefits Plan, the DePaul University Flexible Spending Account Program, and the DePaul University Insured Component Program (the Programs). You should keep this notice with your copy of the SPDs for the Programs.

Part-Time Employee Eligibility Determinations

The SPDs are being updated to include more detailed information about the methodology DePaul University uses to determine part-time employee eligibility, including information relevant to part-time faculty members in departments that do not use the same course equivalence rules that generally apply to calculate part-time faculty hours for eligibility purposes.

To reflect these updates, the “Part-Time Employees” sections of your SPDs should be updated with the following language:

“Newly Hired Part-Time Employees

When you are hired into a part-time employee classification, your eligibility will initially be determined based on the first 12 months in which you are employed by DePaul. The Office of Human Resources will review your hours of service during your initial 12 months of employment to determine if you meet the following requirements:

- For part-time faculty members, you are credited with the hours equivalent to a teaching load of at least six 4-credit hour courses (at least four courses for the Law School) during your initial 12 months of employment.
- For part-time staff members, you are credited with at least 1,000 hours of service during your initial 12 months of employment.

If you meet the applicable requirements, you will be eligible to enroll in the benefit programs offered to part-time employees, in accordance with the procedures described in ***Initial Enrollment*** below.

Note:

If you are hired into a part-time position in which DePaul expects that you will work, on average, 30 or more hours each week, you may be eligible to participate in the Plan. In the event that you fall into this classification, the Benefits Department will provide you with details related to your benefits eligibility.

Ongoing Part-Time Employees

In addition to the initial eligibility determination made based on your initial 12 months of employment, the Office of Human Resources reviews benefits eligibility for ongoing part-time faculty members and part-time staff members each October to determine eligibility for the following plan year. In order to be eligible for benefits in any plan year:

- For part-time faculty members, you must be credited with the hours equivalent to a teaching load of at least six 4-credit hour courses (at least four courses for the Law School) during the October 3 – October 2 timeframe immediately preceding the benefits eligible plan year.
- For part-time staff members, you must be credited with at least 1,000 hours of service during the October 3 – October 2 timeframe immediately preceding the benefits eligible plan year.

If you meet the applicable requirements, you will be eligible to enroll in the benefit programs offered to part-time employees, in accordance with the procedures described in *Annual Enrollment* below.

In determining whether a newly hired or ongoing part-time employee has been credited with the required minimum hours during the measurement period, the Benefits Department utilizes reports from the Office of Institutional Research & Market Analytics (IRMA) and the Payroll Department. The following rules will apply for part-time hours determinations:

- For part-time staff members, hours worked in all part-time positions will be taken into account.
- For part-time faculty members, hours worked for administrative assignments are added to the calculation.
- Generally, course loads are converted to hours based on a 1:4 ratio. Thus, as a general rule for part-time faculty members, for every contact hour an employee has in a given week, DePaul will credit an additional four hours of non-contact service.
- Certain categories of part-time employees use equivalencies that differ from the general equivalency, due to the unique characteristics of the specific department, and based on agreement with the college. Part-time employees in the following departments should contact the Benefits Department and their department head for specific details of the equivalency used to determine eligibility for the Health Plans benefit programs:
 - Individual Professional Development (IDP)
 - Continuing Professional Education (CPE)
 - English Language Academy (ELA)
 - Community Music (CM)
- If a part-time staff member is employed by DePaul but is not actively working, or a part-time faculty member is employed by DePaul but is not teaching, hours are credited based on the average hours worked during the months in which work was completed or courses were taught for that measurement period. Months in which no work was completed, or no courses were taught, will be removed from the calculation.
- Note that hours credited for Fall Term are split between two measurement periods due to the overlap of the academic calendar and the measurement period (October 3 –

October 2). For example, the Fall Term for 2020 spanned from September through November. Due to the timing of the measurement period, hours credited for September through October 2, 2020 (1/3rd of the hours for the 2020 Fall Term) count towards the measurement period for October 3, 2019 – October 2, 2020. Hours credited for October 3, 2020 through the end of Fall Term (2/3rd of the hours for 2020 Fall Term) count towards the measurement period for October 3, 2020 – October 2, 2021.

For part-time faculty who do not meet the course load criteria (six courses for most colleges, four courses for Law), and part-time staff who do not meet the 1,000 hours threshold for part-time benefits eligibility as described above, the Office of Human Resources completes an additional calculation that may result in eligibility for part-time benefits. Specifically, using the hours crediting rules outlined above, the Office of Human Resources determines the part-time employee's average hours worked per month during the measurement period. If a part-time faculty or staff member is credited with an average of 83.33 hours per month worked during the 12-month measurement period (1,000 hours /12 months), they are determined to be eligible for part-time benefits and will be given the opportunity to enroll in accordance with the procedures described in *Initial Enrollment* or *Annual Enrollment* below.”

Other Important Information

The Programs are all component programs of the DePaul University Health and Welfare Benefits Plan (Plan). The official documents for the Plan (i.e., the Plan documents, including any amendments) control the actual payment of benefits and administration of the Plan. This notice simply highlights recent changes to the SPDs, but does not replace the official Plan documents. Capitalized terms that are not defined in this SMM have the same meaning as provided under the Plan or applicable SPD. If there is any discrepancy between the SMM or the SPD and the official Plan documents, the terms of the official Plan documents will apply.

If you have any questions regarding this notice or other Plan documents, you may contact the Benefits Department.