



## **HEALTH & WELFARE BENEFITS FOR PART-TIME FACULTY & STAFF GUIDELINES AND PROCEDURES**

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Revised October 25, 2017

### **PURPOSE**

To provide the criteria for health & welfare benefits eligibility for part-time faculty and staff and to communicate the available health & welfare benefit plans.

### **SCOPE**

Part-time Faculty

Part-time Staff

Temporary Part-time Staff

### **SUMMARY**

Effective January 1, 1999, the university will offer certain health & welfare benefits to part-time faculty and staff who work an equivalent of at least half-time as defined by the terms of these guidelines. The cost of the plan will be partially subsidized by the university and available to faculty and staff who meet the eligibility defined in the Procedures section of this policy. Effective January 1, 2015, the benefit plans offered to benefits-eligible part-time employees are Blue Cross Blue Shield Consumer Driven Health Plan medical coverage with a Health Savings Account, dental coverage, vision coverage, flexible spending accounts, and the pre-tax transportation program.

### **PROCEDURES**

#### **ELIGIBILITY:**

As a general rule, eligibility for part-time faculty and part-time staff employees is determined by looking back at the hours of service the employee earns during a 12-month period. If the employee earns the minimum hours (described below) during the 12-month period, the employee is eligible to elect coverage under the health and welfare benefit options for a subsequent 12 months.

#### **INITIAL ELIGIBILITY:**

For newly-hired part-time employees, the Office of Human Resources reviews an employee's hours of service credited during his or her first 12 months of employment to determine the employee's eligibility. The procedures outlined below also apply to newly-hired temporary part-time staff employees who are hired into positions that will last six months or less and that require the temporary part-time employee to work less than 30 hours per week.

*The University reserves the right to amend or discontinue any or all of the provisions of this procedure.*

- Part-time faculty members 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 initial 12 months of employment.
- Part-time staff employees must be credited with at least 1,000 hours of service during the initial 12 months of employment.

A part-time employee who is initially determined to be eligible for health and welfare benefits will be notified and will have 31 days to enroll in benefits. If a part-time employee elects health and welfare benefit coverage, the initial election will be effective for the 12-month period immediately following the determination of eligibility.

**Note:** If a part-time employee is hired into a position in which he or she is reasonably expected, as of his or her date of hire, to work 30 or more hours each week, the employee will be eligible to enroll in the health and welfare benefit options for coverage effective in the month following the employee's date of hire.

#### CONTINUING ELIGIBILITY:

Beginning with the October 3 following a part-time employee's date of hire, the Office of Human Resources review an employee's hours of service earned in the 12-month "measurement period" between October 3 and October 2 to determine the employee's eligibility to enroll in the health and welfare benefit options on an annual basis. The procedures outlined below also apply to temporary part-time employees who are employed in positions that will last six months or less and that require the temporary part-time employee to work less than 30 hours per week.

- Part-time faculty members 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 12-month measurement period.
- Part-time staff employees must be credited with at least 1,000 hours of service during the 12-month measurement period.

A part-time employee who is determined during a measurement period to be eligible for health and welfare benefits will be notified and will be able to enroll in benefits during the annual enrollment period. If an employee elects health and welfare benefit coverage, the election will be effective for the plan year (January 1 – December 31) following the determination of eligibility.

#### RULES FOR CREDITING HOURS OF SERVICE:

The following rules apply for determining hours of service to be credited for newly-hired and ongoing part-time employees, as well as temporary part-time employees:

- Part-Time Faculty
  - Human Resources utilizes reports from Institutional Research & Market Analytics and the Payroll Department to determine hours of service.

- For every contact hour, a faculty member has in a given week, the faculty member is credited with an additional four hours of non-contact service.
- During a quarter in which a faculty member is employed by DePaul but is not teaching, hours are credited based on the average hours worked during the quarters taught in the measurement period.
- Part-Time Staff
  - Human Resources utilizes payroll records to determine hours of service.
  - Hours worked in all part-time positions will be taken into account.
  - During a period of time in which a part-time staff member is employed by DePaul but is not actively working, hours are credited based on the average hours worked during the remainder of the measurement period.

**Note:** Even if the total hours of service credited in all part-time positions meets or exceeds 1,820 hours in a calendar year, the part-time staff employee will continue to be eligible only for the part-time health and welfare benefit options because the employee is not in an approved full-time employee classification.

**Note:** Once an eligible part-time employee enrolls in health and welfare benefit coverage, coverage will continue the entire 12-month period (i.e., the 12 months immediately following the initial eligibility determination or the 12-month plan year, as applicable), unless a qualified change in status occurs and the faculty or staff member requests to drop coverage within 31 days of the change (within 60 days for certain changes). If a part-time faculty or staff member experiences a qualified family status change and drops coverage during the 12-month period, he or she will not be eligible to re-enroll until the next enrollment period, provided he or she is eligible to elect benefits at that time.

**Note:** Any retiree who returns to work at DePaul on a part-time basis and is deemed part-time benefits eligible, and his or her spouse and eligible dependents, will not be eligible to remain covered under DePaul's retiree medical plan while eligible for coverage through the part-time benefits program. If the retiree chooses to enroll in the medical plan through the part-time benefits package, that coverage will be primary, and if applicable, Medicare coverage will become secondary. In addition, any retiree who returns to part-time employment at DePaul and is deemed eligible for active benefits will not be eligible to re-enroll in the retiree medical plan at any time in the future.

## **HEALTH AND WELFARE BENEFIT PACKAGE**

**Medical Coverage** - The Consumer Driven Health Plan (CDHP) will be available to all eligible part-time faculty and staff. The university will pay a portion of the premium and the faculty or staff member will be responsible for the remaining premium payable through pre-tax payroll deductions. Premiums will be calculated on an annual calendar year basis, determined as of the beginning of the eligibility period, and divided by the number of paychecks to be received during the year to calculate the per pay period deduction amount. Generally, staff will have 24 deductions during the calendar year and faculty will have 16 deductions during the part of the academic year in which they are paid.

**Dental Coverage** - Coverage will be available through the university's dental plan with Blue Cross Blue Shield. The part-time faculty or staff member will be responsible for paying the full premium through pre-tax payroll deductions. Generally, staff will have 24 deductions during the calendar year and faculty will have 16 deductions during the part of the academic year in which they are paid.

**Vision Coverage** – Vision benefits will be available through the university's VSP vision plan. The part-time faculty or staff member will be responsible for paying the full premium through pre-tax payroll deductions. Generally, staff will have 24 deductions during the calendar year and faculty will have 16 deductions during the part of the academic year in which they are paid.

**Flexible Spending Accounts (FSAs)** - Eligible part-time faculty and staff may elect to have pre-tax deductions taken from pay to set aside funds for eligible medical and/or dependent care expenses. Two flexible spending accounts are available through the DePaul Flexible Spending Account Program:

- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account

Refer to the Flexible Spending Account Program section of the Human Resources Benefits website (<https://offices.depaul.edu/human-resources/benefits/health-benefits/Pages/fsa.aspx>) for additional details and provisions.

**Pre-Tax Transportation Program** – The DePaul University Transportation Program enables eligible part-time faculty and staff to pay for work-related mass transit and/or parking expenses using pre-tax payroll deductions.

Refer to the Transportation Program section of the Human Resources Benefits website (<https://offices.depaul.edu/human-resources/benefits/Pages/transportation.aspx>) for additional details and provisions.

**Life Insurance** - Insurance will be provided and paid by the university through the plan offered by Liberty Mutual Insurance. Benefits will be one and one-half times the annualized base salary rounded to the next highest \$1,000. The annualized salary will be calculated at the time of eligibility determination each year and will not be revised due to salary increases or additional assignments until the next plan year. All provisions of the plan applicable to full-time faculty and staff will be applicable to eligible part-time faculty and staff.

**Supplemental Life Insurance** - Eligible part-time faculty and staff may purchase supplemental life insurance for themselves up to five (5) times their annual base or contract salary.

**Accidental Death & Dismemberment (AD&D) Insurance** - AD&D insurance may be purchased by eligible part-time faculty & staff for up to five (5) times their annual base or contract salary, provided that amount is equal to their supplemental life insurance coverage amount.

**Dependent Optional Life Insurance** - Optional life insurance may be purchased for a spouse or Second Domiciled Adult, and dependent children under this plan. Two levels of coverage are available.

## **OTHER BENEFITS**

**403(b) Retirement Plan Deferrals** – Refer to the 403(b) plan document for details.

**403(b) University Matching Contribution** – Refer to the 403(b) plan document for details.

**Tuition Waiver** - Part-time faculty members and part-time benefits eligible staff members are eligible for a limited tuition waiver benefit. Refer to the [Tuition Waiver policy](#) for details.

## **COVERAGE ENDING DATE**

Coverage under the university's medical, dental, vision, and health care FSA plans will end as of the last day of the month in which an eligible part-time faculty or staff member ceases to be employed by the university. All other benefits end as of the date of termination. Suspension of work during academic breaks for faculty will not constitute a cessation of employment.

## **CHANGES IN EMPLOYMENT STATUS**

**Mid-Year Change** - When a staff or faculty member goes directly from full-time to part-time status mid-year, he or she will remain eligible to participate in benefits for the remainder of the 12-month plan year. However, the employee will be eligible to elect coverage only under the health and welfare benefit options offered to part-time employees.

**End of Year Change** - When a staff or faculty member ends full-time status at the end of a year and then is scheduled to go to part-time status the following year, the employee's eligibility for benefits in the following year will be determined by following the requirements described above for ongoing eligibility.