

**Health Benefit Eligibility****Upon Appointment**

1. Regular work schedule of 20 or more hours per week; **and**
2. Reasonable expectation that will work 1,040 or more hours within 12 months of being appointed.

**Upon Working 1,040 or More Hours Within a Rolling 12 Month Period**

1. As-needed or regular work schedule of under 20 hours per week; **and/or**
2. No reasonable expectation that will work 1,040 or more hours within 12 months of being appointed because employee does not have a regular work schedule and/or length of employment is undetermined (e.g., a TEX, FT appointment lasting less than 6 months).

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**Definitions and Administration**

**Work Schedules:** To ensure health benefits are administered appropriately, employee work schedules should be coded in PeopleSoft as noted below. *(PeopleSoft work schedule codes in parenthesis)*

- Regular Work Schedule – Employer assigned, official, recurring work schedule for term of appointment consisting of same work days and shifts (e.g., Monday through Friday from 8 a.m. to 5 p.m.).
  - Full-Time ('F') (i.e., 40 hours per week) – With reasonable expectation that will work 1,040 or more hours within 12 months of being appointed.
  - Part-Time ('P') (i.e., 20 – 39 hours per week) – With reasonable expectation that will work 1,040 or more hours within 12 months of being appointed.
  - Reg.<1,040 ('U') (i.e., 1 – 40 hours per week) – Employees with regular work schedules where there is no reasonable expectation that the employee will work 1,040 or more hours within 12 months of being appointed (e.g., FT for 3 months; PT=20 for 10 months; PT<20 of any duration).
- As-Needed ('A') (e.g., intermittent) – Anything short of the above definition. Work that is subject to change at any time.

**Examples:**

- An employee hired to work a regular work schedule of 24 hours a week for 6 months should be appointed Reg.<1,040 ('U') and will not receive health benefits upon appointment because the employee is expected to work less than 1,040 in the 6 months. [2,080 hours x 24/40 (work week) x 6/12 (months) = 624 hours].

- An employee hired to work a regular work schedule of 40 hours a week for 8 months should be appointed TEX, PT ('F') and will receive health benefits upon appointment because the employee is expected to work more than 1,040 in the 8 months. [2,080 hours x 40/40 (work week) x 8/12 (months) = 1,387 hours].
- An employee hired to work a regular work schedule of 16 hours per week (i.e., two 8 hour shifts) that may pick up one or two additional 8 hour shifts per week for two years should be appointed Reg.<1,040 ('U') and will not receive health benefits upon appointment. If this employee ends up routinely picking up some additional shifts, then the employee will obtain eligibility for health benefits upon working 1,040 hours within a rolling 12 month period.
- Employees hired without a regular work schedule should be appointed TEX, AN ('A') (e.g., hired to backfill employees out on vacation and sick leave) and will not receive health benefits upon appointment because it is unknown how many hours these employees will work by virtue of not having a regular work schedule. If this employee ends up routinely working 20 or more hours a week, then the employee will obtain eligibility for health benefits if ends up working 1,040 hours within a rolling 12 month period.
- An employee hired to work a regular work schedule of 40 hours a week on a project that will last at least 3 months, but could last as long as 9 months should be appointed Reg.<1,040 ('U') and will not receive health benefits upon appointment. If the employee ends up working 6 or more months, the employee will be eligible for health benefits at that time.