

Administrative Supplement II-A

Eligibility Requirements

Background

This supplement provides operational clarification to basic eligibility requirements for health and welfare benefit packages (Full, Mid-level, and Core) under Faculty/Staff Benefits Program and postdoctoral scholar benefits under the Postdoctoral Scholar Benefits Program.

The UCPATH Benefits Eligibility Process runs daily to evaluate and assign benefits eligibility for employees. There are three key variables that the Benefits Eligibility Process relies upon in order to assign eligibility to an employee: appointment duration(s), employee class/appointment category, and FTE of all eligible appointments. The Benefits Eligibility Process does not consider any of these variables alone to determine the eligibility. The Benefits Eligibility Process will evaluate all payroll active appointments, including future dated appointments, to determine an employee's eligibility; however, appointments that are on a Short Work Break, have a WOS title or are in the Volunteer Clinical Professor series are not assessed by the Benefits Eligibility Process. Also, the process is designed to derive eligibility effective on the approval date of a Job Data update transaction since future dated transactions can impact the three variables in determining eligibility.

The Benefits Eligibility Process is configured to evaluate health and welfare eligibility based upon the employee's Job Data page. The process reviews the combined appointment duration(s) and FTE as well as the employee class of the primary record to determine benefit eligibility. There are other components of the employee's Job Data that can affect the employee's eligibility, which are listed in the [Job Aid: Benefit Eligibility & Triggers](#). If the employee is not eligible for benefits based upon the three variables, the process will review the employee's hours towards benefits eligibility (HBE hours) if they are in a Group A position to determine eligibility under the 1000/750 hour rule. The process will then review the employee's ACA Average Weekly Hours of Service and if they are in an active stability period to determine if the employee is eligible under ACA rules. The Benefits Eligibility Process also reviews the employee's FICA and Visa status and position number to determine retirement eligibility. If the Benefits Eligibility Process derives a gain in eligibility, a [self-service event](#) will be created through the Benefit Administration System for the employee to make elections in UCPATH.

Initial Eligibility

The UCPATH Benefits Eligibility Process derives eligibility based upon appointment duration(s), combined FTE, and employee class of the primary benefit record. The [Job Aid: Benefit Eligibility & Triggers](#) has detailed information regarding the Job Data fields and updates that will trigger the Benefits Eligibility Process to evaluate an employee's eligibility level.

The Employee Class displays on the Job Information tab on the [Job Data](#) page in UCPATH.

EMPL Class	Definition
1	Staff: Contract. A “Contract” appointment is a Group A Appointment Type (Code 1) that is eligible for health and welfare benefits (and eligible for membership in UCRP). It is different than an “independent contractor” or “independent consultant” or “non-employee consultant,” which are not eligible for benefits. Generally, Contract Appointments have a fixed duration and are not considered “career” status. A Contract employee signs a contract with UC which states the start and end dates of employment. For benefit purposes, this employee is treated the same as any other Group A employee.
2	Staff: Career, Group A
3	Academic: Recall, Group A
4	Staff: Limited, Group A
5	Student: Casual/Restricted. A Casual/Restricted (Student) Appointment is a Group B Appointment Type (Code 4) that is eligible for health and welfare benefits, though limited to Core Benefits. However, Students are not eligible for membership in the UC Retirement Plan, nor are hours in Casual/Restricted appointments counted toward the accumulation of 1,000 hours in a 12- month period for UCRP/Full Benefits eligibility.
6	Staff: Per Diem. A Per Diem Appointment is a Group B Appointment Type (Code 4) that is eligible for health and welfare benefits, though limited to Core Benefits. However, Per Diems are not eligible for membership in the UC Retirement Plan, nor are hours in Per Diem appointments counted toward the accumulation of 1,000 hours in a 12- month period for UCRP/Full Benefits eligibility.
7	Staff: Partial Year/Career Appointment, Group A
8	Staff: Floater, Group A
9	Academic: Faculty, Group A unless in flat rate pay Appointment. Then in Group B
10	Academic: Non Faculty, Group A unless in flat rate pay Appointment. Then in Group B
11	Academic: Academic Student, Group B
13	Staff: Contingent Worker, no eligibility
14	Academic: Contingent Worker, no eligibility
15	Staff: Rehired Retiree, Group A
20	Academic: Conversion, Group A unless in flat rate pay Appointment. Then in Group B
21	Academic: Emeriti, no eligibility (Without Salary)
22	Academic: Deans/Faculty Admin, Group A unless in flat rate pay Appointment. Then in Group B
23	Academic: Post Docs, Postdoc Benefits Program
24	Academic: Medical Residents, not evaluated for H&W benefits
C	Conversion Use Only

The Benefits Eligibility Process utilizes the employee classes and categorizes them into clusters based upon the eligibility levels for which they can qualify. The appointment clusters are listed below.

UC Appointment Category Clusters		
Cluster	Description	Appointment category Variants
I	UCRP / Primary Retirement Eligibility	Contract, Career, Limited, Partial Year Career, Academic Faculty, Academic Non-Faculty, Academic Dean, Acad. Student in CTO 928
II	UCRP Eligible members who are also Academic Students	Academic Student Not excluded from UCRP (Academic Student outside 400-499 range)
III	Floater	Floater
IV	CTO Excluded from UCRP	Academic Student Excluded from UCRP
V	Academic Recall	Academic Recall
VI	UCRP Restricted/Group B	Casual Student, Per Diem, BYA
VII	Non-Employees	Contingent Workers, Academic Emeritus
VIII	Medical Resident	Medical Residents (Not evaluated for H&W benefits); Evaluated for 'Safe Harbor' eligibility only
IX	Post Doc	Post-Doctoral Fellow

The Benefits Eligibility Process runs nightly as part of a group of automated processes, which is referred to as the benefits batch process, for those employees who experienced Job Data changes; however, the process can be run manually based upon all employees, by cluster or on an individual employee basis.

The Benefits Program Participation page in Job Data displays the employee’s eligibility through [multiple configuration fields](#).

In UCPath, the appointment percentage is reflected on the Job Information tab on the Job Data page. In UCPath, the appointment duration is reflected on the on Work Location tab on the Job Data page.

Variable Time Appointments – Unit 18 Faculty Only

If a Unit 18 Faculty is appointed for a full year (July 1 through June 30) with a variable percentage of time (greater than zero) in each term, the appointment workload percentages for all terms during the appointment year are averaged to determine benefits eligibility. For more information on determining the average percentage of time, see **Unit 18 Appointment Workload Averaging [job aid](#)**.

The UCPath system uses the Expected Job End Date field on the Work Location tab on Job Data to

determine appointment duration. This field should be populated with the appointment’s termination date or left blank for an indefinite appointment. If the date is entered to reflect an appointment end date for budget or visa purposes, the system may not derive correct eligibility for the employee.

The employee’s Visa expiration date should be entered in UCPATH under Main Menu> Workforce Administration> Personal Information >Citizenship >Identification Data

Once eligibility is determined, the Benefits Eligibility Process will update the employee’s Benefits Program Participation table in Job Data with the applicable [eligibility configuration indicators](#) in the eligibility configuration fields. The daily benefits batch will create a self-service enrollment event for the eligibility effective date. Depending upon the reason for the eligibility update, the employee will receive an automatic notification from the UCPATH system. Some eligibility updates require a manual notification process. These notifications are intended to inform the employee that they have an enrollment event available on UCPATH to make enrollment elections. UCPATH utilizes multiple audits to review the results of the Benefits Eligibility Process to validate the derived eligibility for employees and to ensure that there is a self-service event available for the employee to enroll.

Continuing Eligibility

UC bases an employee’s ongoing eligibility for benefits on the average hours of service over a 12-month, Standard Measurement Period (SMP). For details on how the SMP works, see Admin Supplement II-I.

If your hours during the SMP meet or exceed the threshold, you must be offered coverage during the subsequent stability period. UC’s standard stability period for all employees is Jan. 1–Dec. 31. If your hours during the SMP do not meet the threshold, then all coverage ends on Dec. 31.

The required average hours of service thresholds are:

- For Group A (Career, Academic, Limited, Partial-Year Career, Contract, Floater): 17.5 hours per week
- For Group B (Per Diem, Casual/Restricted (students), By Agreement or other flat-dollar payments, Seasonal): 30 hours per week

Transfers & Rehires

If an employee is transferred from a position with benefits to a position which is in an “ineligible group,” with or without an employment break in service, then the Benefits Eligibility Process will update the employee’s [Health and Disability and Welfare Eligibility Configuration Fields](#) on the Benefits Program Participation Tab in Job Data to reflect no eligibility and all health & welfare benefits stop. If a former employee is rehired following an employment break, initial eligibility as a rehire is evaluated differently depending on whether the break was less than 26 weeks or more than 26 weeks, using the three variables (appointment type, UCRP membership, percent, duration), as well as considering both the number of hours the employee has accumulated in the “Hours Towards Benefits Eligibility” field,(for Group A appointments) and whether the employee is still in a prior Stability Period.

Benefit Package and Associated Health & Welfare Benefits for the Faculty/Staff Benefits Program

Full Benefits Package	<p><i>Full Benefits include:</i></p> <ul style="list-style-type: none"> • Medical • Dental • Vision • Basic Life • Supplemental Life • Senior Management Life (only Employees with Senior Management Appointments) • Basic Dependent Life • Expanded Dependent Life • AD&D 	<ul style="list-style-type: none"> • Business Travel Accident • Basic Disability • Voluntary Short-Term Disability • Voluntary Long-Term Disability • Legal • DepCare FSA • Health FSA • Supplemental Health (Critical Illness, Accident, Hospital Indemnity) • Pet • Adoption Assistance • Identity Theft Protection Plan • Family Care Resources
Mid-level Benefits Package	<p><i>Mid-level Benefits include:</i></p> <ul style="list-style-type: none"> • Medical • Core Life • Supplemental Life • Basic Dependent Life • Expanded Dependent Life • AD&D • Business Travel Accident • Basic Disability 	<ul style="list-style-type: none"> • Voluntary Short-Term Disability • Voluntary Long-Term Disability • Legal • DepCare FSA • Health FSA • Supplemental Health (Critical Illness, Accident, Hospital Indemnity) • Pet Insurance • Identity Theft Protection Plan • Family Care Resources
Core Benefits Package	<p><i>Core Benefits include:</i></p> <ul style="list-style-type: none"> • Core Medical • Core Life • AD&D • Business Travel Accident • Basic Disability • Voluntary Short-Term Disability 	<ul style="list-style-type: none"> • Voluntary Long-Term Disability • Legal • DepCare FSA • Health FSA • Supplemental Health (Critical Illness, Accident, Hospital Indemnity) • Pet • Identity Theft Protection Plan • Family Care Resources
No Benefits	<i>No Benefits</i>	

Benefit Package and Associated Health & Welfare Benefits for the Postdoctoral Scholar Benefits Program

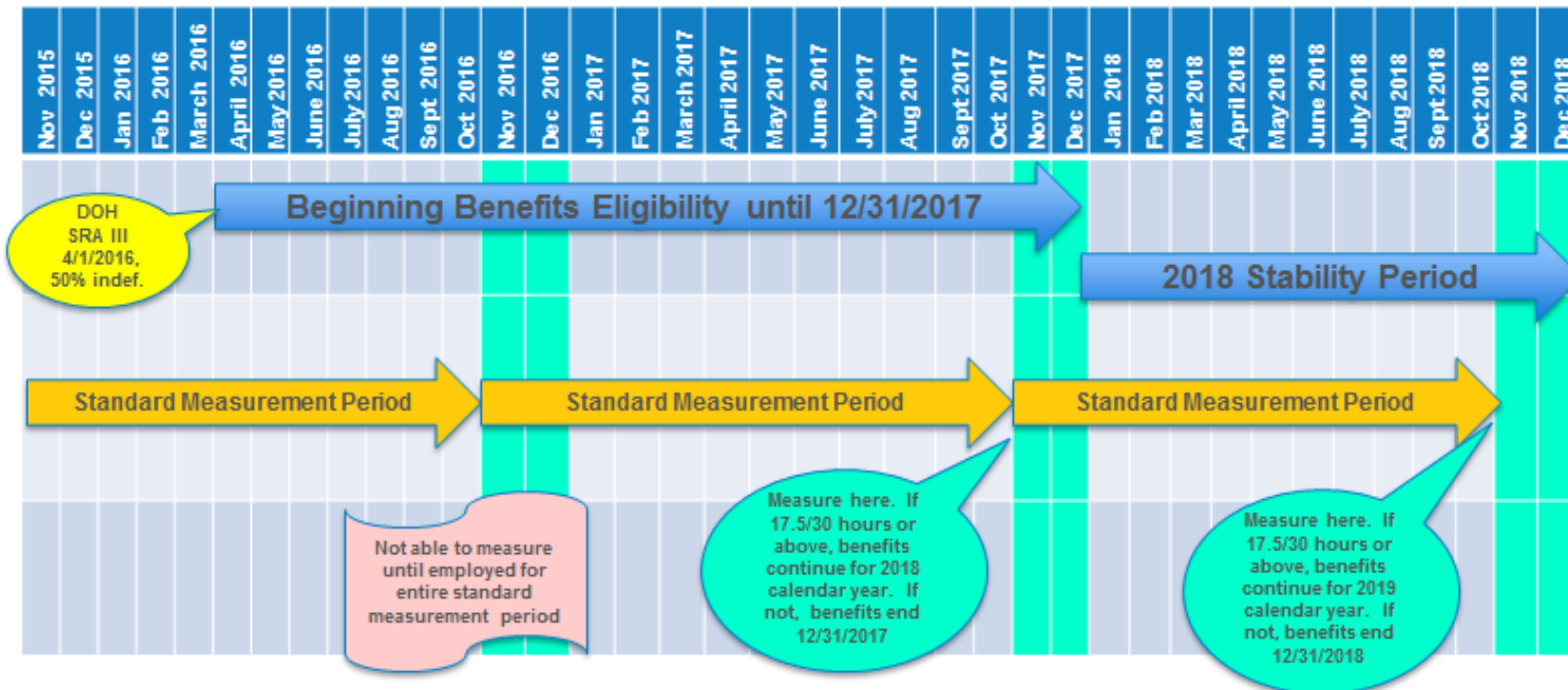
Postdoctoral Scholar Benefits Package	<i>Benefits include:</i> <ul style="list-style-type: none">• Medical• Dental• Vision• Standard Life & AD&D• Voluntary Short-Term Disability• Voluntary Long-Term Disability• Health FSA• Depcare FSA• Family Care Resources
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No Benefits	<i>No Benefits</i>
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The following examples illustrate the policies in Part II of the Group Insurance Regulations

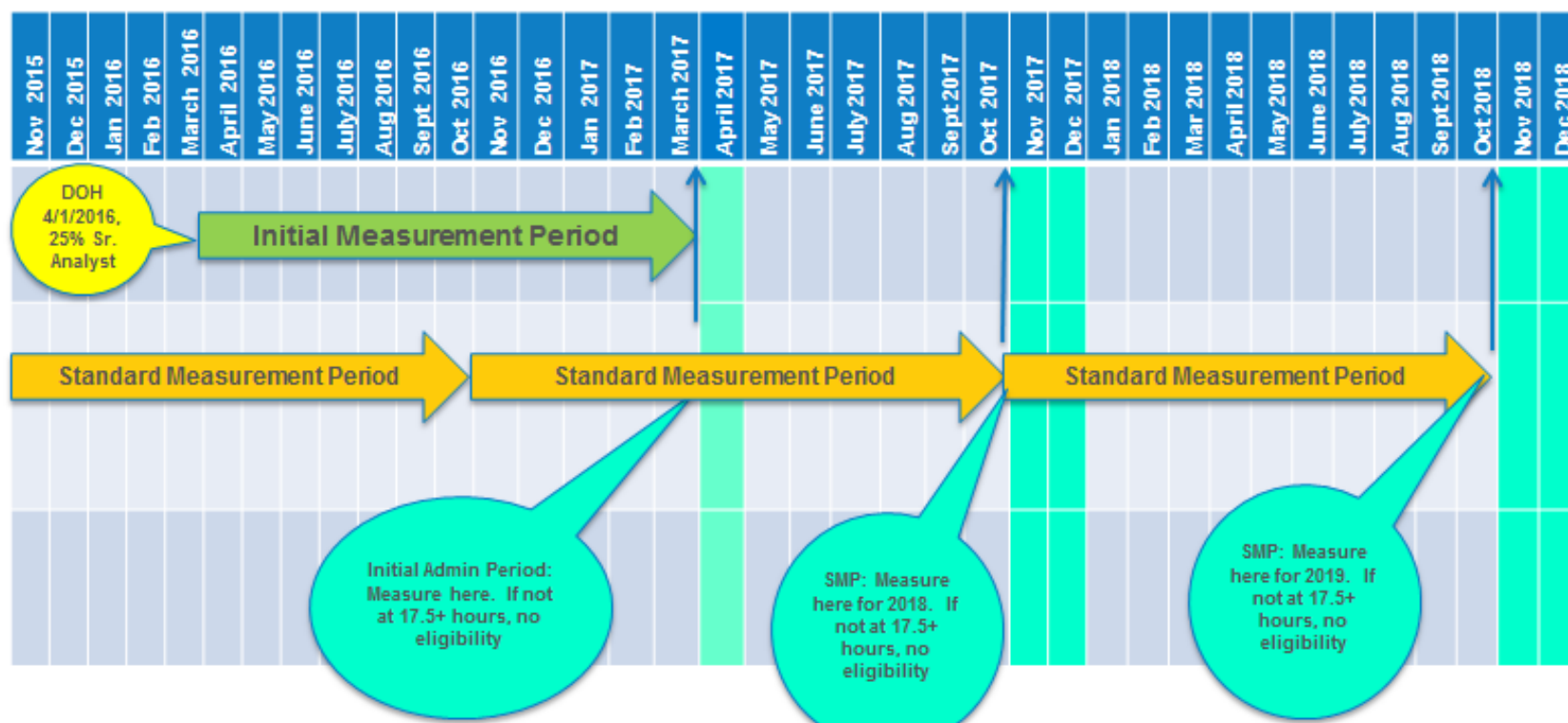
Initial and Continuing Eligibility – Applies to Groups A & B

If eligibility is awarded on Date of Hire, eligibility continues through Dec 31st of the year following the first complete ‘Standard Measurement Period’. We are calling this the ‘Beginning Benefits Eligibility’ period. Following the BBE, eligibility for next Stability Period is determined based on the results of the Standard Measurement Period



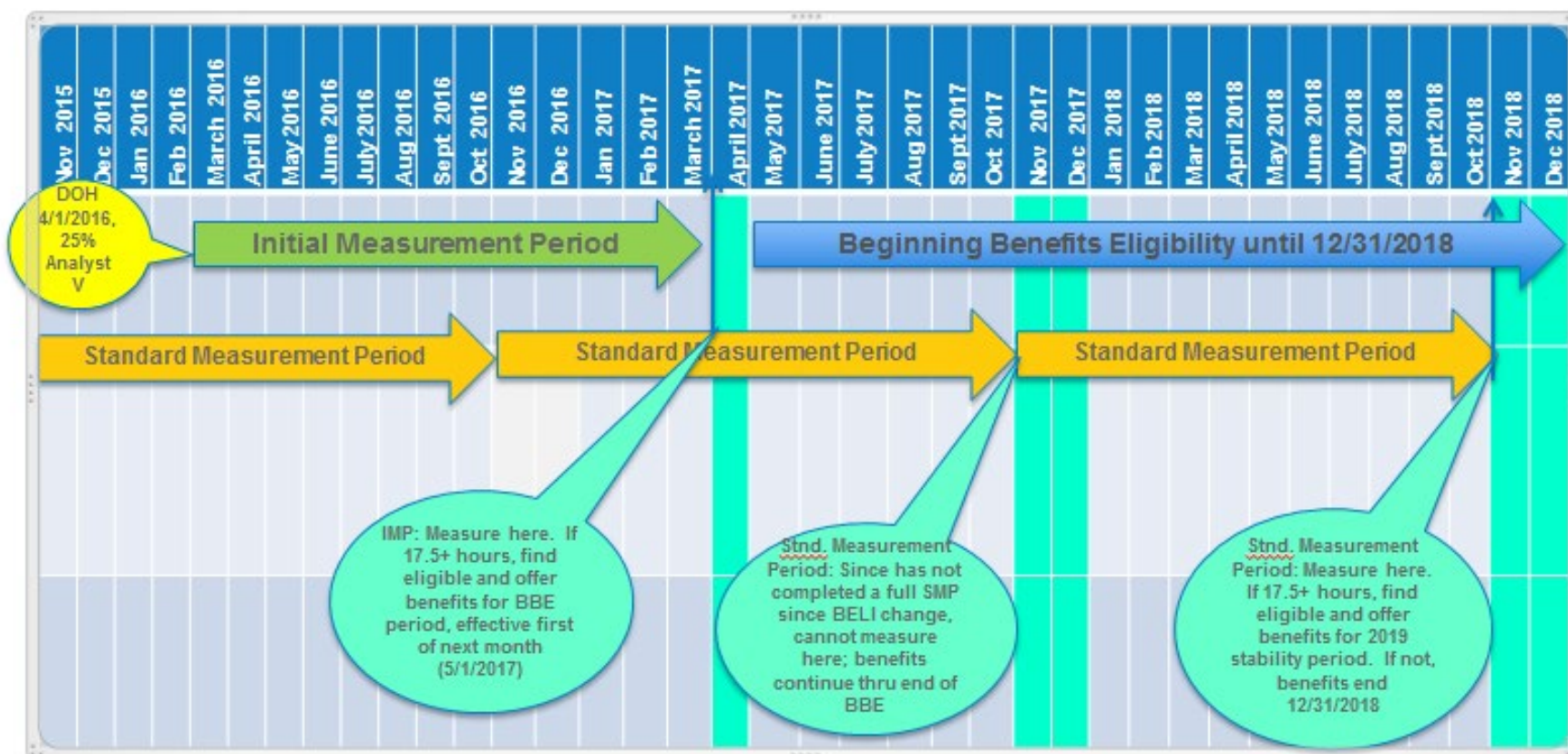
Not Eligible on Date of Hire – Applies to Groups A & B

Employees with appointments that do not meet the Initial Eligibility requirements on DOH will be assigned a BELI 5 and will be measured for eligibility 1 year after their date of hire. This is their Initial Measurement Period (IMP). If they continue to be not eligible, they will be measured again at the end of the first full Standard Measurement Period (SMP) and then each subsequent SMP.



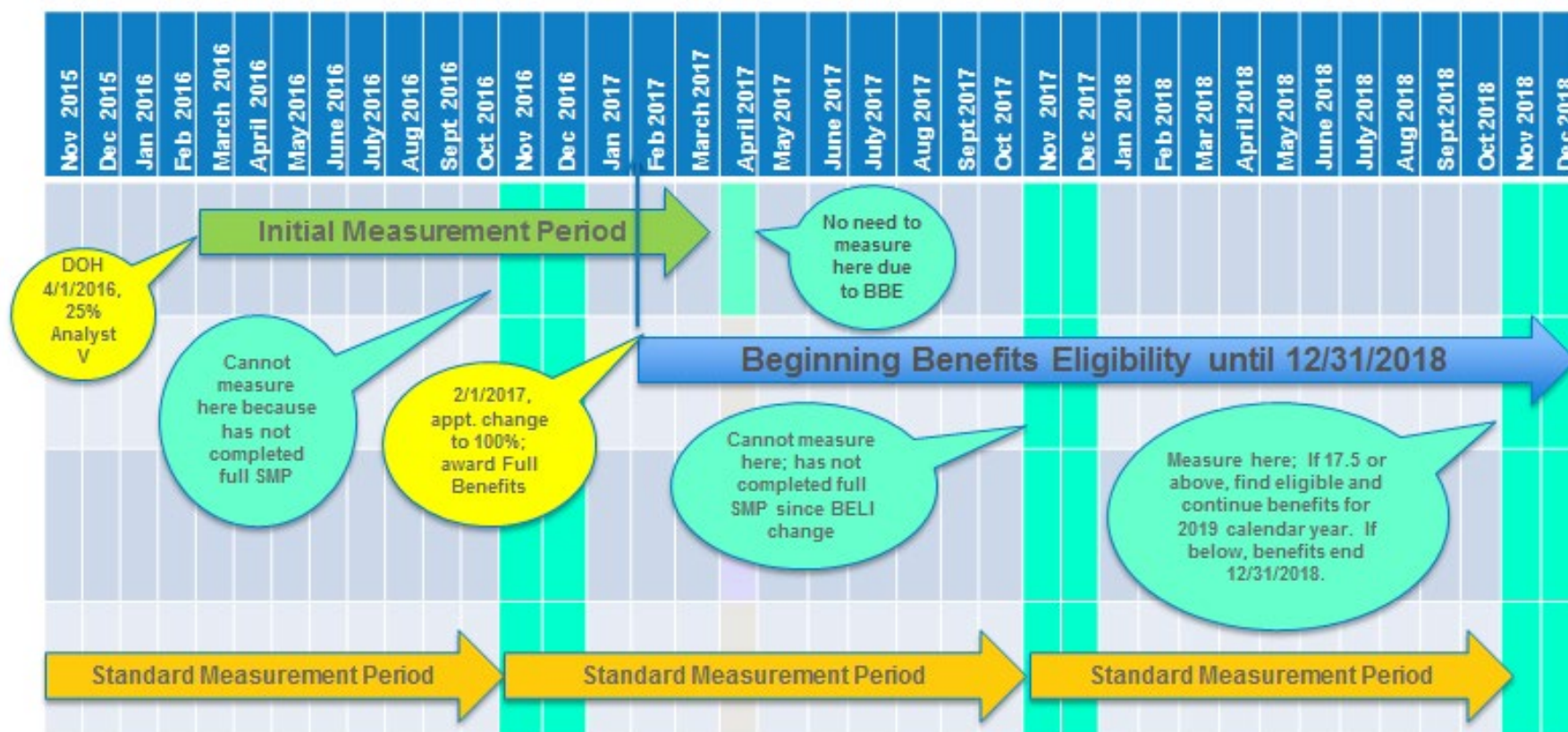
New Hires Not Eligible on DOH but eligible after Initial Measurement Period (IMP) – Applies to Group A & B

If found eligible at the end of the Initial Measurement Period (IMP) - make the appropriate change in BELI the first of the next month; this starts the Beginning Benefits Eligibility (BBE) period.



All Appointment Types: New Hires Not Eligible on DOH but eligible based on an appointment change during Initial Measurement Period (IMP)

A change in status *during initial measurement period (IMP)* such that the employee newly qualifies for benefits, (e.g., appointment increases to 100%), becomes eligible effective with the date of change in status and starts a Beginning Benefits Eligibility (BBE) period. BBE continues until complete SMP has passed since BELI change

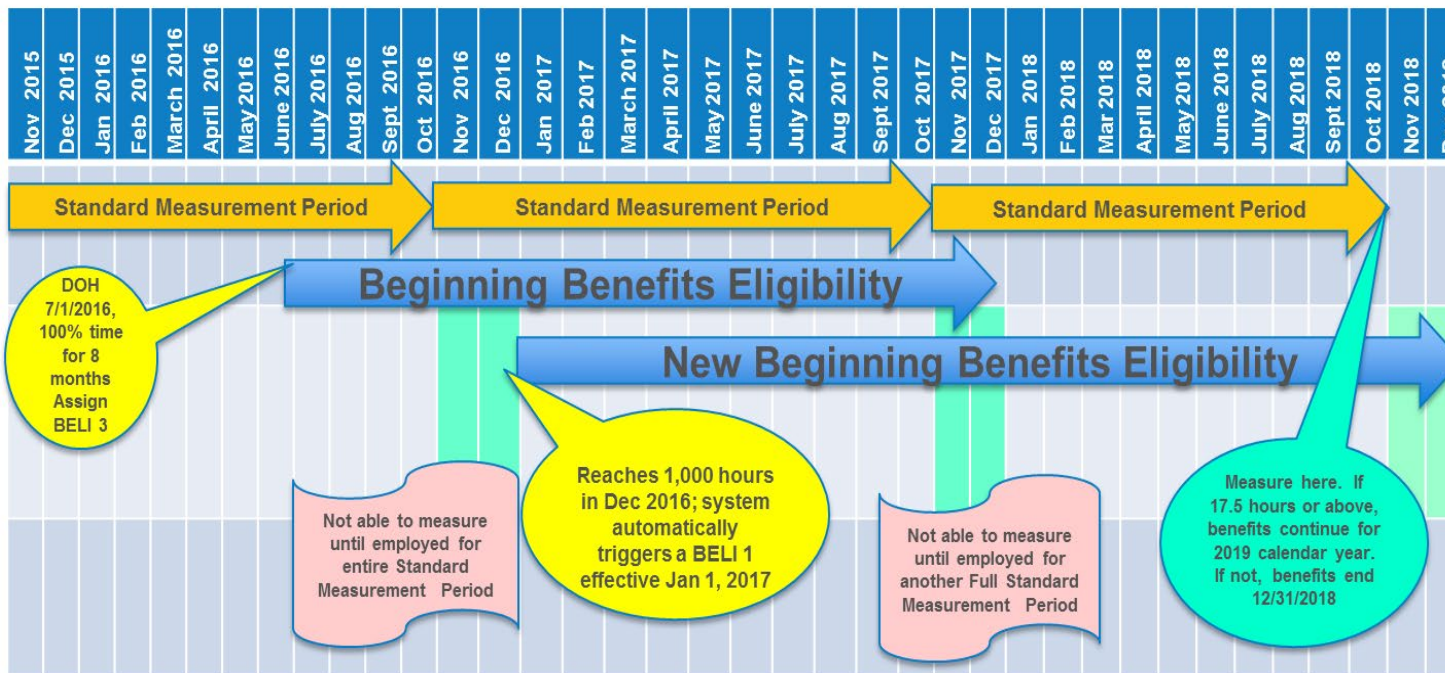


Limited Appointment Reaches 1,000 Hours – Group A

July 1, 2016: Appointed to Limited position, 100% for 8 months. Assign BELI 3 starting July 1, 2016 new PIE for Mid-level benefits; this starts the 'Beginning Benefits Eligibility Period' (BBE)

Dec 2016: Reaches 1,000 hours so appointment changed to BELI 1 effective Jan 1, 2017; new PIE for full benefits; new Beginning Benefits Eligibility Period (BBE)

Nov/Dec 2018: Measured for 2019 eligibility; avg. hours are above 17.5; Benefits continue for entire 2019 calendar year (as long as employed)



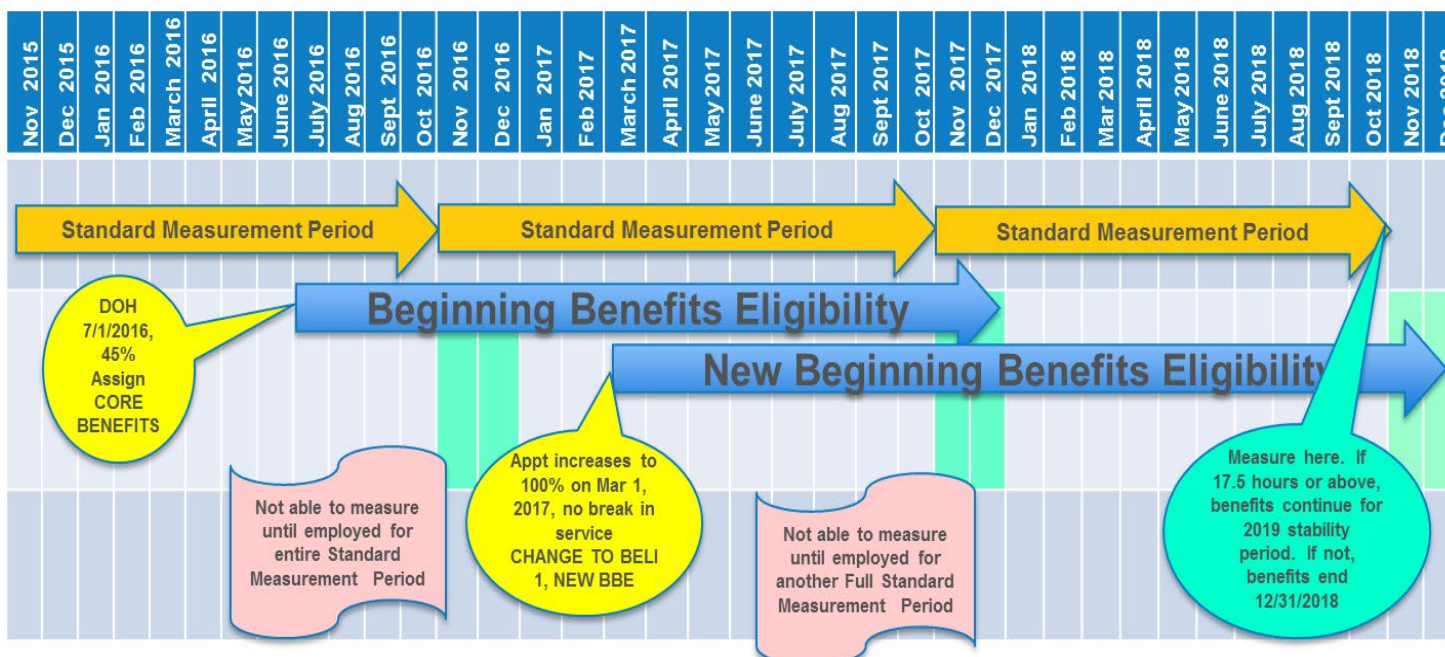
Note: 1,000/750 hour rule still applies

Limited to Career Appointment, Group A

Jul 1, 2016: Appointed to Limited position, 45% indefinitely. Assign BELI 4 starting July 1, 2016; new PIE for Core benefits; this starts the 'Beginning Benefits Eligibility Period' (BBE)

Mar 1, 2017: The appointment is extended to 100%. Assign BELI 1 effective Mar 1, 2017; new PIE for full benefits; new Beginning Benefits Eligibility Period (BBE)

Nov/Dec 2018: Measured for 2019 eligibility; avg. hours are above 17.5; Benefits continue for entire 2019 calendar year (as long as employed)



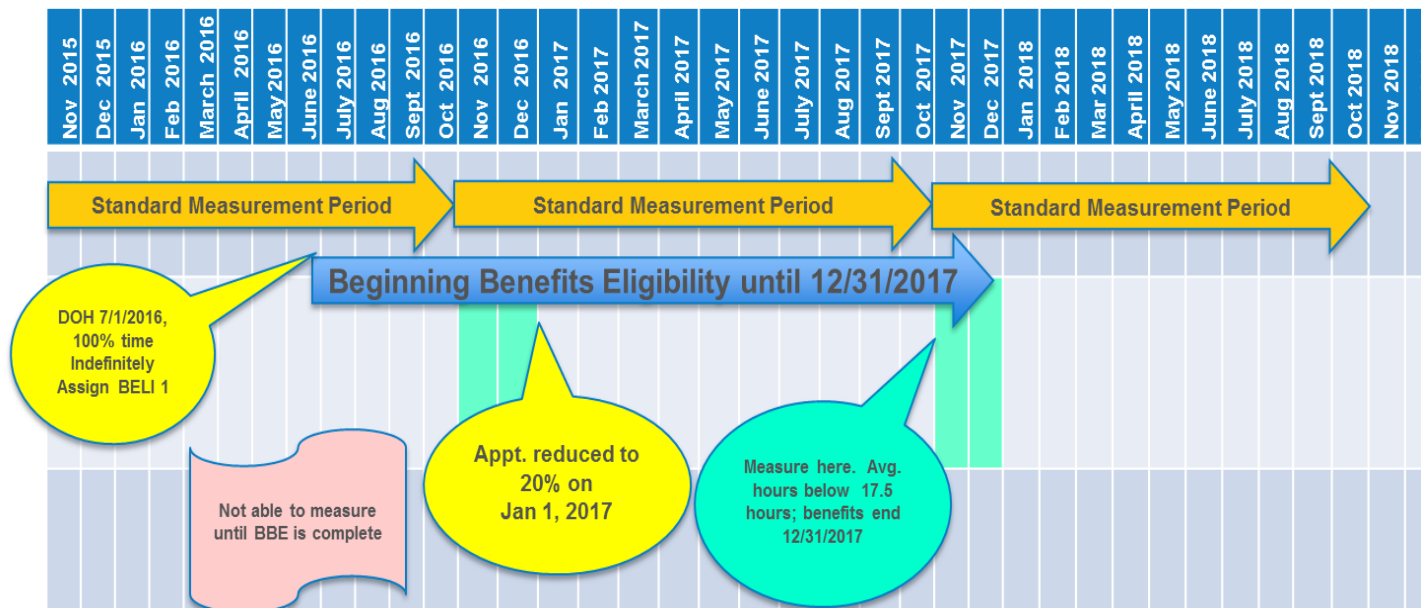
NOTE: Change in BELI code and/or BELI effective date provides the employee with a new Benefits Beginning Eligibility Period (BBE)

100% Career Appointment reduced to 20% – Group A

July 1, 2016: Appointed to Career position, 100% indefinitely. Assign BELI 1 starting July 1, 2016; new PIE for Full benefits; this starts the 'Beginning Benefits Eligibility Period' (BBE)

January 1, 2017: Appointment reduced to 20%. Beginning Benefits Eligibility period continues until the first full Standard Measurement period has been completed

Nov/Dec 2017: Measured for 2018 eligibility; avg. hours are below 17.5; benefits end 12/31/2017



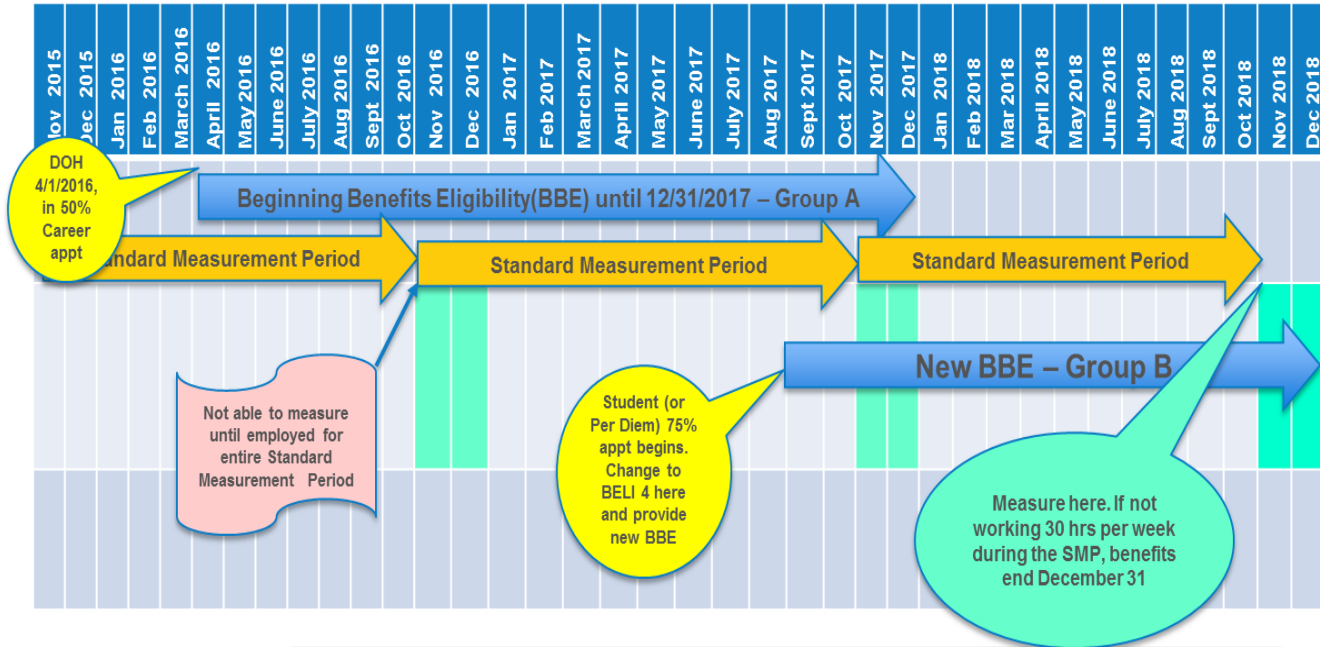
Note: Reduction in percentage DOES NOT result in loss of eligibility until hours are below the threshold following a Standard Measurement Period (SMP)

Example: Appointment Change from Group A to Group B

April 1, 2016: Assigned a BELI 1 upon date of hire in a 50% Career appt. BBE until 12/31/2017

September 1, 2017: Career appt ends and employee transitions to a 75% Student appt (or Per Diem) without a break in service. Because the new appointment is in Group B, evaluate percentage and duration against Group B rules – cannot keep BELI 1. Change to Core Benefits effective 9/1/2017 and begin a new BBE period.

November 2018: measure and apply a threshold of 30 hours



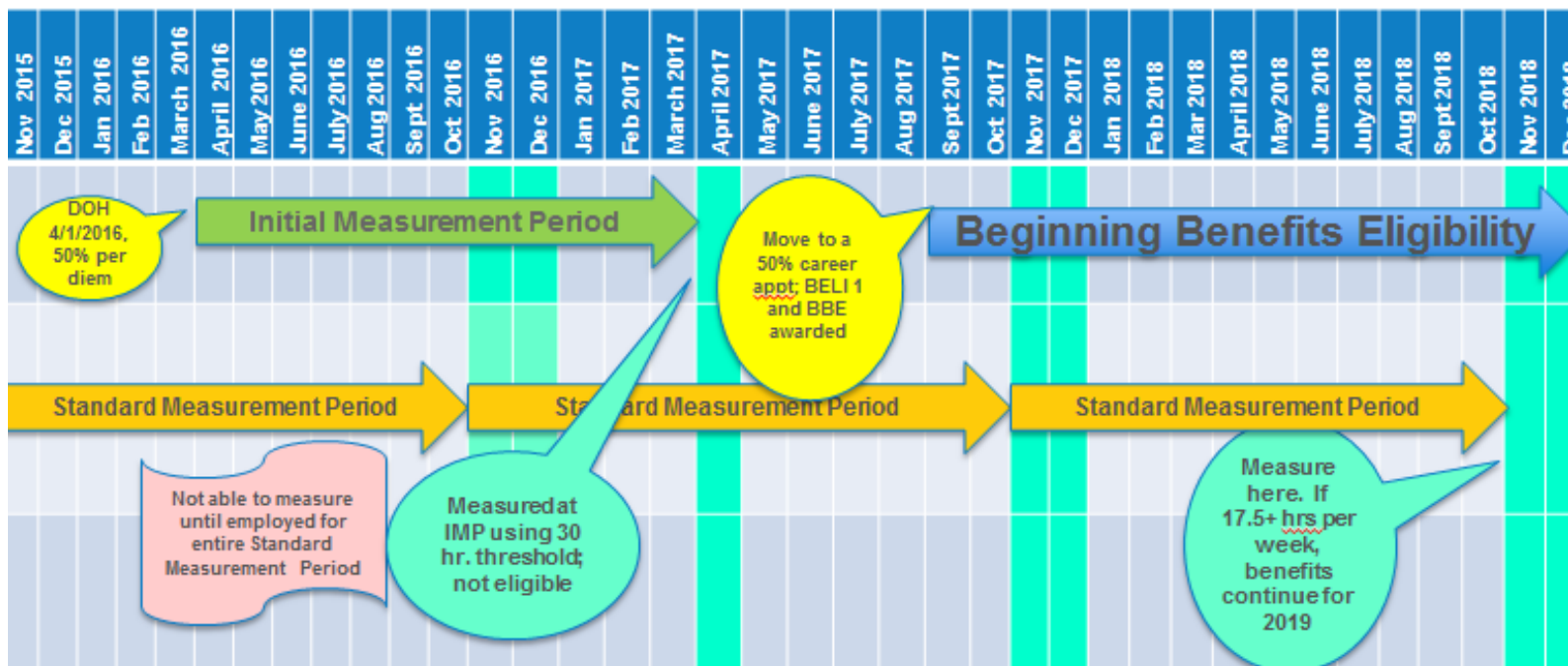
Note: Those in Group B are limited to Core Benefits. A change in BELI effective date due to appointment change results in beginning benefits eligibility

Example: Appointment Change from Group B to Group A

April 1, 2016: Appointed 50% per diem; assigned a BELI 5 upon date of hire

March 31, 2017: Measured at end of IMP – not eligible, BELI 5 continues

September 1, 2017: Employee transitions to a career staff appointment without a break in service at 50% time. Assign BELI 1; new PIE for full benefits; this starts a Beginning Benefits Eligibility (BBE) period.



Note: A change in BELI due to appointment change results in beginning benefits eligibility

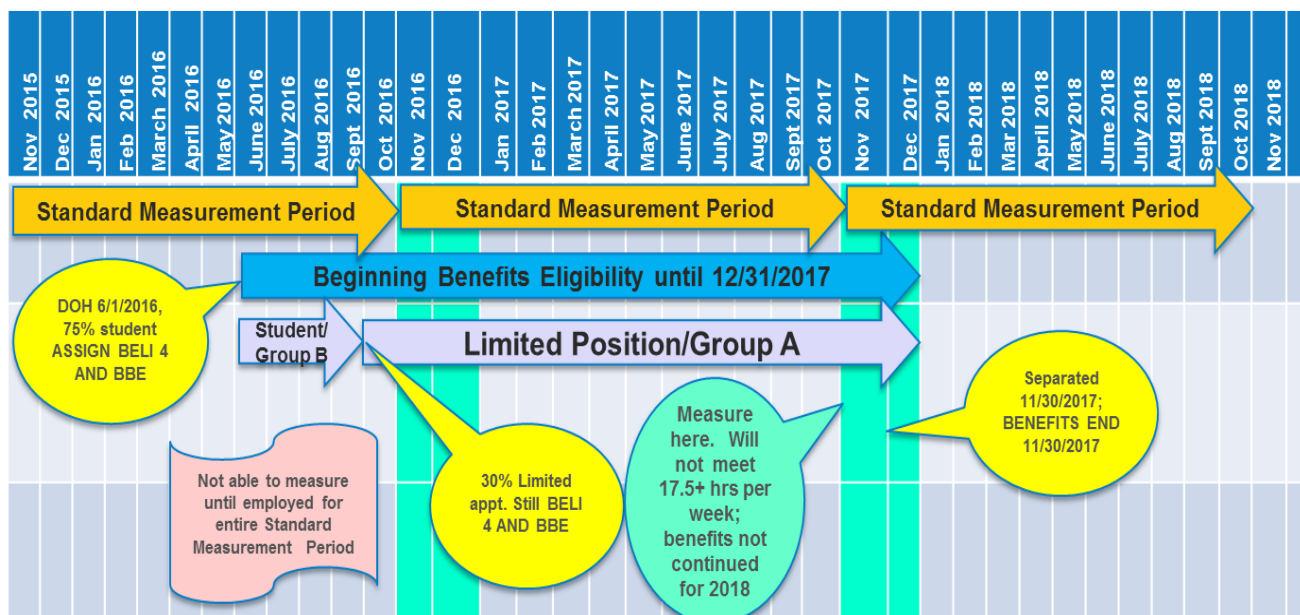
Example: Group B to Group A

June 1, 2016: Hired in a Student position at 75% 4 months (6/1/2016 – 9/30/2016), BELI 4

Sept. 30, 2016: Appointment ends

Oct 1, 2016: Hired in a limited position at 30% for 1 year. That appointment not eligible so same BBE continues. Group A provides Core so we are able to continue with the Core benefits

Nov. 30, 2017: Employee is separated; benefits end. If not separated, assess eligibility through SMP.



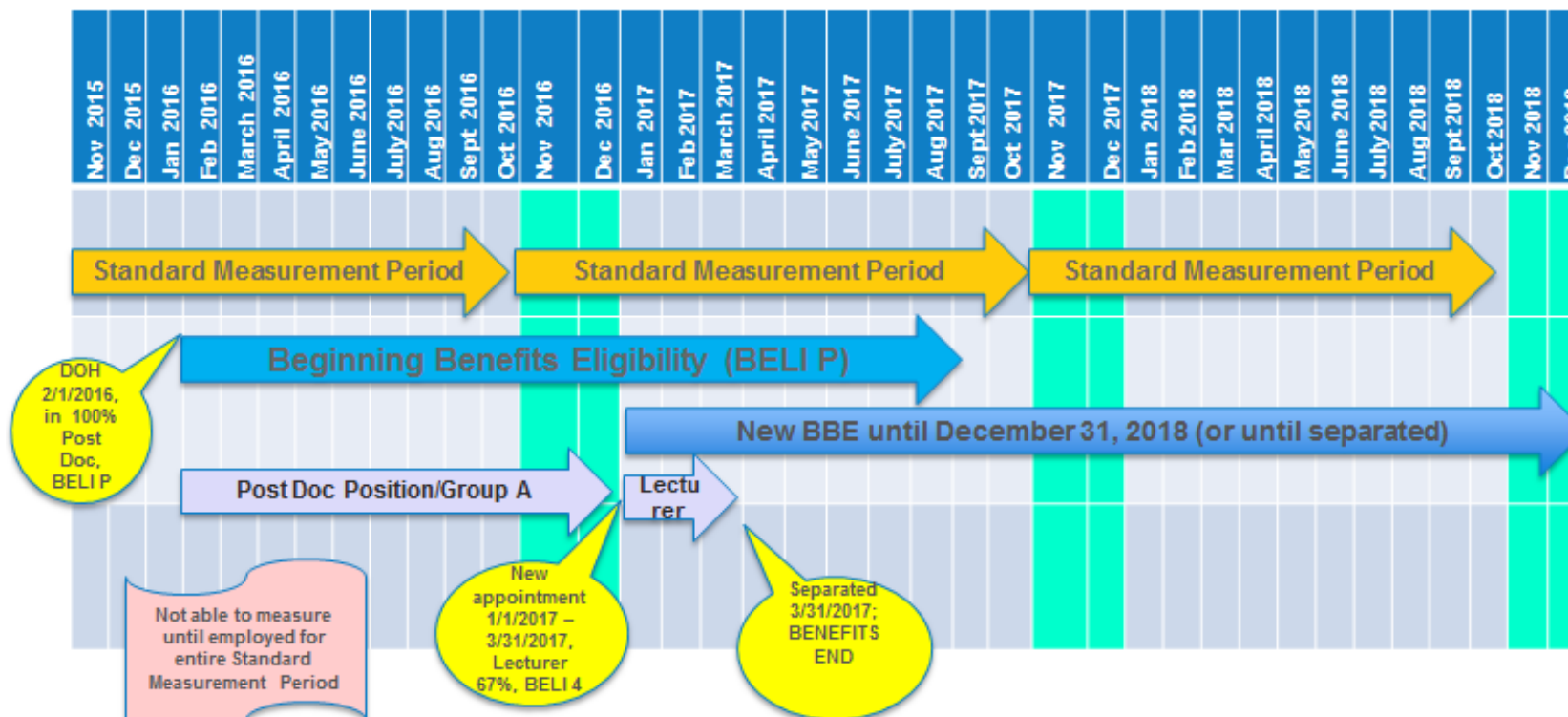
Note: A change in appointment to a position which itself would NOT be eligible, continues same BELI and BBE/SMP; no second BBE, no change to BELI code or BELI effective date

Example: BELI P to other benefits package- no break in service

Feb. 1, 2016: Hired as a Post Doc, 100%, assigned BELI P

Jan 1, 2017: Appt. ends early and is hired in a Lecturer 67% for 3 months (1 quarter). Post Docs benefits cannot be continued. Evaluate Lecturer appt; assign BELI 4 and new BBE

March 31, 2017: Separated and benefits end.



Note: A change in appointment to a position which itself would be eligible results second BBE/SMP; change BELI code and BELI effective date

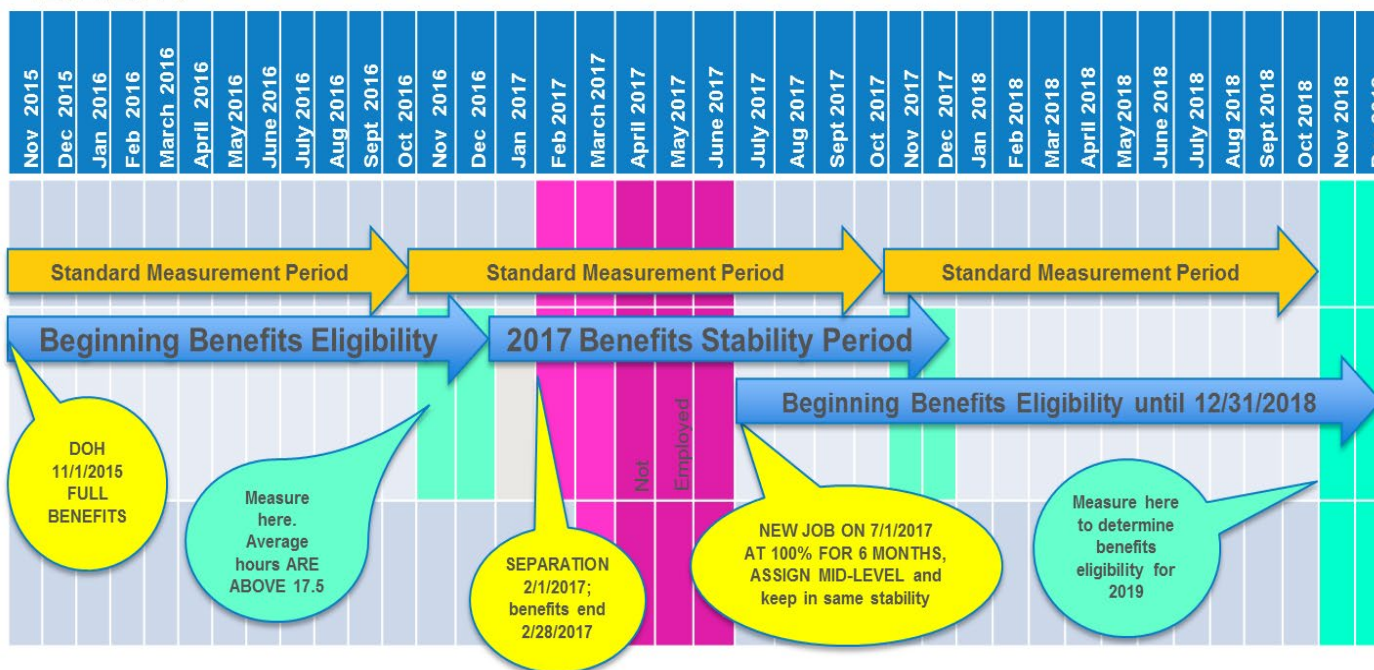
Example: Rehire Less Than 26 Weeks

November 1, 2015: Appointed to Career position, 75% indefinitely. Assign FULL Benefits starting November 1, 2015

Nov/Dec, 2016: Measured for 2017 eligibility; avg. hours are above 17.5; Benefits continue for entire 2017 Benefits Stability Period (as long as employed)

Feb 1, 2017: Resigns and is separated; Benefits end 2/28/2017

July 1, 2017: Rehired – 100% for 6 months. Evaluate % and duration – eligible for BELI 3. Evaluate for 1,000 hour rule – not eligible for BELI 1. Assign BELI 3 and new BBE until 12/31/2018



Example: Rehire After 26 weeks

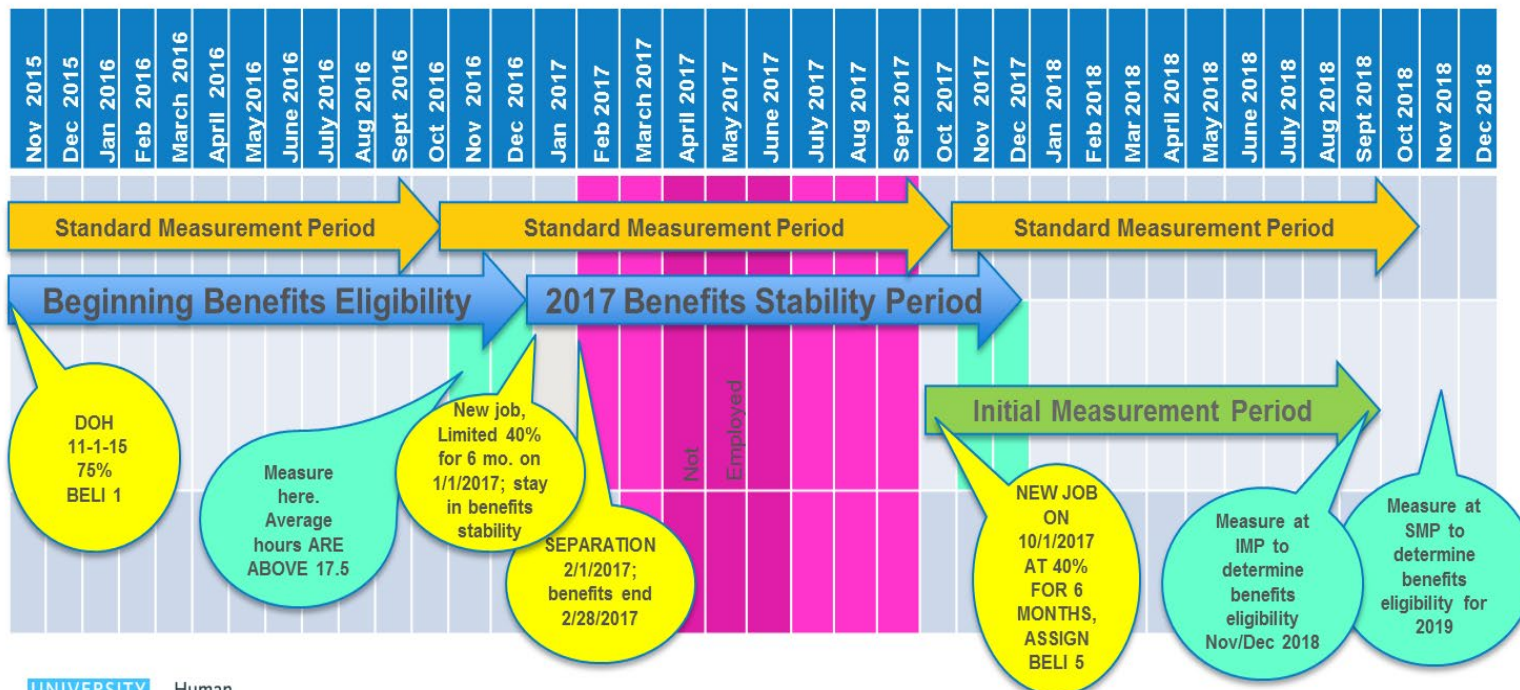
November 1, 2015: Appointed to Career position, 75% indefinitely. Assign BELI 1 starting November 1, 2015, with BBE until 12/31/2016

November 2016: Measured for 2017 eligibility; avg. hours are above 17.5; Benefits continue for entire 2017 Benefits Stability Period (as long as employed)

Jan 1, 2017: Takes new limited job at 40%; Benefits continue for Benefits Stability Period

Feb 1, 2017: Resigns and is separated; Benefits end 2/28/2017

Oct 1, 2017: Rehired into Limited appointment, 40% for 6 months. Evaluate % and duration – not eligible. Apply 1,000 hour rule – not eligible. Assign BELI 5 and measure at IMP

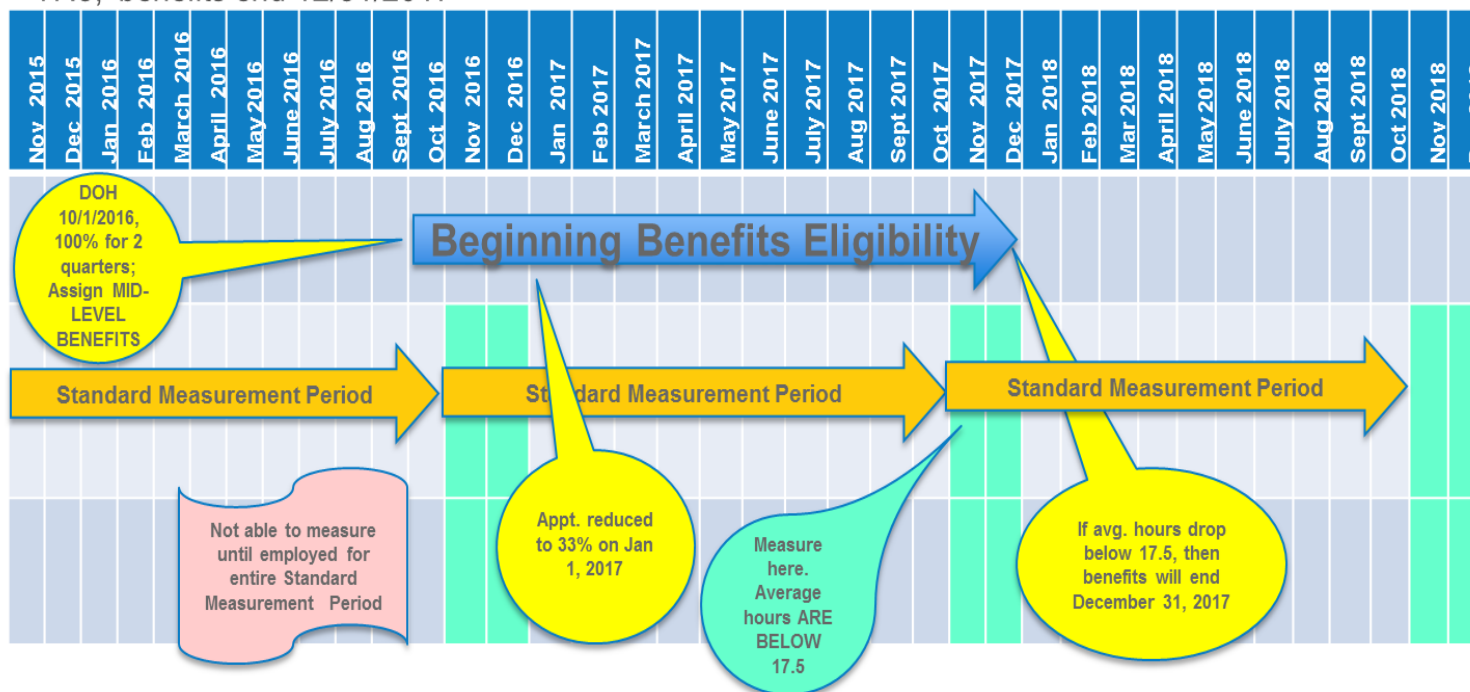


Example: Lecturer Appointment reduced to 33%

Oct 1, 2016: Appointed to Lecturer position, 100% for Fall and Winter. Assign Mid-Level Benefits starting Oct 1, 2016 and continuing through December 31, 2017 (Beginning Benefits Eligibility = BBE continues to 12/31/2017 as long as employed)

Jan 1, 2017: Winter quarter reduced from 100% to 33%. Beginning benefits eligibility period continues until subject to first complete Standard Measurement

Nov/Dec 2017: Assuming appointment continues, measured for 2018 eligibility; avg. hours are below 17.5; benefits end 12/31/2017



Note: Reduction in percentage DOES NOT result in loss of eligibility until results of measurement are below threshold

Example : Continuing Lecturer; varying percentages

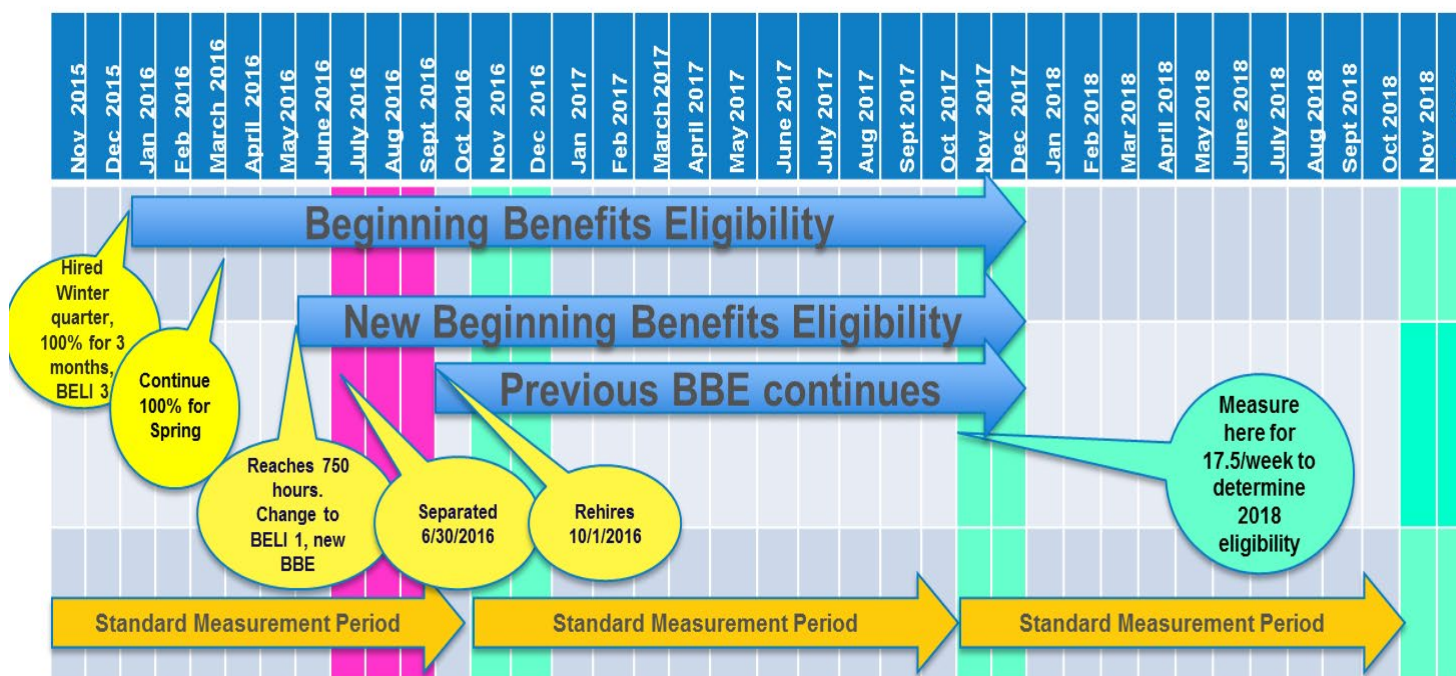
1/1/2016: Lecturer hired 100% for Winter Quarter only, BELI 3

4/1/2016: Appointment continues for Spring Q at 100%, BELI 3 continues.

6/1/2016: Reaches 750 Hours and becomes BELI 1. Provide New BBE

6/30/2016: Separated

10/1/2016: Rehired for Fall at 33%, doesn't have 750 hours in past 12 months; return to BELI 4 and keep in previous BBE and measure as appropriate.



Note: A rehire into a position which itself would NOT be eligible, continues previous BBE/SMP; no new BBE, no change to BELI code or BELI effective date

