

Part-Time Employee Health Insurance Eligibility & Reimbursement Rules

All Part-Time employees are eligible to enroll in the part-time employee health insurance plan during the first 60 days of employment or each year during the annual open enrollment periods. In addition, employees who lose other health insurance coverage may enroll within 30 days of the losing coverage (proof required).

Part-Time employees are required to pay the full premium costs up front on a quarterly basis. Employees who meet the following eligibility requirements will receive partial/full reimbursement* of health insurance premiums paid based upon on hire date and weekly work load. Reimbursements are issued semi-annually at the conclusion of the spring and fall semesters. *See additional reimbursement guidelines below.

	Hired Prior to June 1, 1997	Hired On or After June 1, 1997																										
<p>Part-Time Classroom Faculty</p> <p>(Reimbursement entitlement applies to Individual or Family coverage premiums.)</p>	<p>Teaching in the Day only: Reimbursement of 25% per 3-hour course, prorated (8.3% per Contact Hour).</p> <p>Teaching in Evening and/or Weekend only: (6 Hour teaching load minimum required) Reimbursement of 5.8% per Contact Hour, prorated.</p> <p>Teaching Combined Day/Evening and/or Weekend Program: (6 Hour teaching load minimum required) Reimbursement of 25% per 3-hour course (8.3% per Contact Hour)</p>	<p>3-year Waiting Period from Hire Date before entitled to any College Reimbursement. Following 3 years, reimbursement is based on the following workload requirements:</p> <p>6 Hour teaching load minimum required.</p> <p>Teaching only Day Hours or a Combined Day/Evening and/or Weekend program: Reimbursement of 20% per 3 hours, prorated (6.66% per Contact Hour).</p> <p>Teaching Evening and/or Weekend only: Reimbursement of 15% per each 3 hours, prorated (5% per Contact Hour).</p>																										
<p>Part-Time Non-Classroom Faculty, Classroom Assistants, and Staff</p> <p>(Reimbursement entitlement applies to Individual coverage premiums only. If enrolled in Family coverage, the employee must pay the full difference between the Individual and Family premium amounts.)</p>	<p>Minimum Workload Requirement: Non-Classroom Faculty: 15 hours per week Classroom Assistants: 15 hours per week Staff: 17 1/2 hours per week</p> <p>Reimbursement is prorated based on hours worked per week. (Examples below)</p> <p><u>Non-Classroom Faculty & Classroom Assistants</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Hours per Week:</td> <td style="width: 50%;">Reimbursement Rate:</td> </tr> <tr> <td>15</td> <td>50%</td> </tr> <tr> <td>18</td> <td>60%</td> </tr> <tr> <td>20</td> <td>66.7%</td> </tr> </table> <p><u>Staff</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Hours per Week:</td> <td style="width: 50%;">Reimbursement Rate:</td> </tr> <tr> <td>18</td> <td>51.4%</td> </tr> <tr> <td>20</td> <td>57.1%</td> </tr> <tr> <td>25</td> <td>71.4%</td> </tr> </table>	Hours per Week:	Reimbursement Rate:	15	50%	18	60%	20	66.7%	Hours per Week:	Reimbursement Rate:	18	51.4%	20	57.1%	25	71.4%	<p>A Minimum Workload of 18 hours per week is required.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Years of Employment</u></th> <th style="text-align: left;"><u>Reimbursement Rate</u></th> </tr> </thead> <tbody> <tr> <td>Yrs. 0-5</td> <td>No Reimbursement</td> </tr> <tr> <td>Yrs. 6 & 7</td> <td>35%</td> </tr> <tr> <td>Yrs. 8 through 12</td> <td>50%</td> </tr> <tr> <td>Yrs. 13 & beyond</td> <td>65%</td> </tr> </tbody> </table>	<u>Years of Employment</u>	<u>Reimbursement Rate</u>	Yrs. 0-5	No Reimbursement	Yrs. 6 & 7	35%	Yrs. 8 through 12	50%	Yrs. 13 & beyond	65%
Hours per Week:	Reimbursement Rate:																											
15	50%																											
18	60%																											
20	66.7%																											
Hours per Week:	Reimbursement Rate:																											
18	51.4%																											
20	57.1%																											
25	71.4%																											
<u>Years of Employment</u>	<u>Reimbursement Rate</u>																											
Yrs. 0-5	No Reimbursement																											
Yrs. 6 & 7	35%																											
Yrs. 8 through 12	50%																											
Yrs. 13 & beyond	65%																											

ADDITIONAL REIMBURSEMENT INFORMATION

- For enrollees in either the HIP HMO or the HIP POS plans, the reimbursement percentages noted on the reverse side are based on the HIP premium rates only (the UCE administration fee is not reimbursed).
- For enrollees in the Aetna HMO plan, the reimbursement percentages noted on the reverse side will be based on the actual Aetna premium rate if the Aetna premium rate is equal to or less than the HIP POS premium rate. If at any time the Aetna premium rate is higher than the HIP POS premium rate, the reimbursement percentage will be based on the (lower) HIP POS premium rate.