INSURANCE BENEFITS FOR REGULAR PART-TIME EMPLOYEES

A. This is a general policy covering insurance benefits for regular part-time employees, including those in a bargaining unit, to the extent that there is no contradictory language in the appropriate master agreement.

1. Regular part-time employees working half-time or more are eligible for all the employer-paid insurance programs provided for full-time employees in the same employee group, except that the premium cost will be shared by the employer and employee pro-rata, based on the ratio of the employee's regular weekly hours to a full work week.

a. For purposes of pro-ration under this policy only:

   (1) Full-time is defined as thirty-five (35) or more hours per week.

   (2) Half-time is defined as seventeen and one-half (17.5) hours per week.

b. Examples:

   (1) Employee regularly works twenty (20) hours per week. Full time is defined as thirty-five (35) hours per week.

      \[\frac{20}{35} = .571\], therefore the employer pays 57.1\% of the premium cost, and the employee pays 42.9\%.

   (2) Employee regularly works thirty (30) hours per week.

      \[\frac{30}{35} = .857\], therefore the employer pays 85.7\% of the premium cost, and the employee pays 14.3\%. 
c. This definition of eligibility is subject to the terms and conditions of the applicable master insurance policy between the carrier and the employer. No employee is insured unless he/she meets the requirements of the policy. The employer's liability in case of error is limited to the payment of any required premiums.

d. Regular part-time employees working less than half-time are not eligible for insurance benefits.

e. For purposes of this policy, the number of hours counted are those which the employee is regularly scheduled to work. Additional hours worked on an occasional basis (i.e., reported by time sheets) will not be counted.

CROSS REFERENCES: 6335.00 Part-Time Classified Employees
Adopted: September 15, 1981