

BENEFIT ELIGIBILITY REVIEW – NON-ELIGIBLE EMPLOYEES

I. Procedure

A. Eligibility Tracking

1. WDTC will utilize the Look-Back Measurement Method.
 - a. New Hire Periods: The period begins on the first of the month after the hire date. The Measurement Period is 12 months, and the Administrative Period is 1 month.
 - b. Stability Periods: The period is for ongoing employees and begins at the end of the New Hire Period. The Stability and Measurement Period is 12 months, and the Administrative Period is 2 months.
2. All Non-Eligible Employees' time worked will be tracked on an hourly basis.
 - a. Adjunct faculty workload hours are calculated by establishing a multiplying factor to be applied per 1 hour of clock time. The multiplying factor will account for time spent on direct or indirect instruction, and time spent outside of instruction for annual adjunct training, class preparation, grading, and assessment. The multiplying factor for specific course types is outlined below.
 - i. Lecture and Lab courses: 2.25 hours of service per 1 hour of clock time per week.
 - ii. Supervised Clinical courses: 1.25 hours of service per 1 hour of clock time per week.
 - iii. Unsupervised Clinical course and Internships: 0.5 hours of service per 1 hour of clock time per week.
3. Time worked will be reviewed based on the 12-Month Measurement Period by the Human Resources Office to determine if benefit eligibility has changed.
4. Employees who qualify for benefits upon the 12-Month Measurement Period will be eligible for benefits at the end of the Administrative Period if still employed with WDTC.

B. Change in Status

If an employee's classification status changes, change in coverage will be effective on the first of the month following the date of the status change.

II. Definitions

- A. "Administrative Period" is defined as the waiting period an employee must observe prior to obtaining benefits. This period is designed to allow time for the employer to review the Measurement Period, provide plan coverage options, and enrollment information to the employee.
- B. "Benefits Eligible Employee" refers to any permanent or temporary employee who meets the eligibility criteria set forth in the Benefits Eligibility policy.
- C. "Look-Back Measurement Method" is defined as an approach to determine if a Non-Eligible Employee's classification status has changed to a Benefits Eligible Employee based upon the hours worked during the Measurement Period.
- D. "Measurement Period" is defined as the preceding 12-month period in which hours worked are tracked and averaged to determine if eligibility requirements have been met.
- E. "Non-Eligible Employee" refers to any person who does not meet the definition of a Benefits Eligible Employee.
- F. "Stability Period" is defined as the 12-month period following the administrative period in which employees are locked into classification status regardless of how many hours the employee works during the stability period. This period will also serve as the Measurement Period for the following Stability Period.

Legal References: None

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