

Eligibility

Eligible Employees

To be eligible for benefits you must be a full-time benefit eligible City employee. Benefits are effective on the 1st of the month following the employee's date of hire. Please see plan documents for specific eligibility requirements for each benefit plan. Missed premiums will be deducted from your paycheck to satisfy missed premiums.

Eligible Dependents

If eligible for health coverage, you may also cover your eligible dependents, which include but are not limited to:

- Your legal spouse
- Your Qualified Domestic Partner (QDP) (approval process required)
- Your biological or adopted child, up to the month in which they attain age 26
- Your disabled child 26 or older with confirmed disabled dependent certification and recertification by health insurance carrier prior to attaining 26 years of age
- Your stepchildren up to age 26 (so long as you are legally married to their parent)
- Your QDP's biological children up to age 26 (so long as the Qualified Domestic Partnership is approved and intact)
- Children up to age 18 who live with you for whom you have legal custody or court-approved guardianship (until custody / guardianship expires)

Ineligible dependents for health coverage include but are not limited to:

- Your ex-spouse or former Qualified Domestic Partner (QDP)
- Children of your ex-spouse or former QDP that are not your biological or adopted children
- A dependent who is actively serving in the military
- A dependent who is currently incarcerated in prison

Please refer to page 50 for information regarding the audit process.

Part-Time Eligibility

Hourly paid members who have average a minimum of thirty (30) hours weekly in a calendar year shall be entitled to the same benefits as received by regular full-time Unit members. Continuation of participation under these plans will be determined by reviewing the average hours worked in the prior 12-month period every calendar year on October 1st. This qualifying period will be determined for the following benefit year effective January 1st. Regardless of benefits eligibility all part-time employees are eligible for commuter life insurance beginning the date of hire.

Unit 001 Part-Time Eligibility

Hourly paid Unit 1 members who have worked a minimum of fifty (50) hours in each pay period for twenty-six (26) consecutive weeks shall be entitled to the same benefits as received by regular full-time Unit 1 members. Continuation of participation under these plans will be determined by reviewing the average hours worked in the prior 12-month period every calendar year on October 1st. This qualifying period will be determined for the following benefit year effective January 1st.

Unit 001 Part-time employees are allowed an hours reduction of up to two (2) weeks in one pay period in the twenty-six (26) week qualifying period and each period thereafter without impacting their eligibility to participate in the part-time employees' benefit programs.

Moving from Full-time to Part-time will continue benefits eligibility through the end of the Benefit year.

