

**PROFESSIONAL STAFF FRINGE BENEFITS**  
*(Determining Full-Time Employee Status for Health Coverage*  
*Look-Back Measurement Method)*

The Boonville R-I School District seeks to provide all full-time professional staff members access to district-sponsored health insurance or a group health plan ("health coverage") when required by law to do so. For the purposes of health coverage, a "full-time" employee is one who is credited with an average of 30 hours of service or more per week or 130 hours of service or more per month.

For employees who are salaried, the district will use the look-back measurement method to regularly determine whether the employees are eligible for health coverage and whether they will continue to be eligible for health coverage. When the district reasonably expects that an employee new to the district will be a full-time employee, the district will provide access to health coverage when the employee begins the position, after the appropriate waiting period. The district is not required by law to offer health coverage to part-time, variable-hour or seasonal employees until the district has determined that they have worked full-time using the look-back measurement method described below.

**Hour of Service**

An hour of service is each hour for which an employee is paid, or entitled to payment, for the performance of duties for the district, and each hour for which an employee is paid, or entitled to payment by the district, for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty or leave of absence as defined by law. An hour of service does not include services performed by bona fide volunteers, as defined in the law.

**Look-Back Measurement Method**

In accordance with law, the district will set a measurement period to give the district an opportunity to evaluate the employees' hours. Employees who are credited with an average of 30 hours of service or more per week or 130 hours of service or more per month during the measurement period will be offered access to district-sponsored health coverage during a stability period.

***Standard Measurement, Administrative and Stability Periods***

For ongoing employees, the standard measurement period begins on May 1st and ends on April 30.

Immediately following the standard measurement period is a standard administrative period that begins on May 1st and ends on June 30. During the standard administrative period, the district will analyze the number of hours the employee worked during the standard measurement period and contact the employee regarding his or her eligibility to join the district's health coverage.

If the employee is eligible, the employee will be given an opportunity to enroll in and remain on the district's health coverage for the standard stability period that begins on July 1st and ends on June 30th as long as the employee continues to be employed by the district, regardless of the number of hours of service credited to the employee during that time period unless otherwise exempted by law as described below.

### ***Initial Measurement, Administrative and Stability Periods***

For new employees, the initial measurement period begins on the first day of the month immediately following the first day of employment; however, if the employee begins employment on the first day of a month, that date will be used. The initial measurement period ends on a date 12 months later. The district is not required to offer district-sponsored health coverage during the initial measurement period unless the district reasonably expects the employee to work full-time.

Immediately following the initial measurement period is an initial administrative period that lasts one calendar month. During the initial administrative period, the district will analyze the number of hours the employee worked during the initial measurement period and contact the employee regarding his or her eligibility to join the district's health coverage.

If the employee is eligible, he or she will be given an opportunity to enroll in and remain on the district's health coverage for the initial stability period that lasts 12 months, as long as the employee continues to be employed by the district. Once an employee has completed the initial measurement, administrative and stability periods, the standard measurement, administrative and stability periods will be used to determine the full-time status of the employee.

### **Employment Break Periods and Special Unpaid Leave**

*Employment Break Period:* An employment break period is a period of at least four consecutive weeks during which an employee is not credited with hours of service for the district, excluding special unpaid leave.

*Special Unpaid Leave:* Special unpaid leave is unpaid leave that is 1) subject to the Family and Medical Leave Act, 2) subject to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) or 3) due to jury duty.

The district will determine the average hours of service for a measurement period by first excluding any period of time attributed to any special unpaid leave or employment break period during the measurement period. The district will then calculate the average hours of service per week during the remaining period of time. The district will multiply that average weekly rate by the number of weeks of special unpaid leave and credit the employee with those hours of service. The district will also multiply that average weekly rate by the number of weeks in any employment break period and

credit the employee with those hours of service up to 501 hours. The district will then add the hours of service credited to the employee for any period of special unpaid leave and employment break period to the hours of service accumulated during the measurement period and divide this number by the number of weeks or months in the entire measurement period to determine the average hours of service for the measurement period and the employee's eligibility for health coverage.

### **Other Breaks and Absences**

In accordance with law, the district will use the following rules in determining the full-time employment status of a professional staff member:

*Rule of Parity:* If a new employee is employed by the district for less than eight consecutive weeks and then does not provide an hour of service for eight consecutive weeks or more, the district may consider the employee terminated and rehired once the employee has returned. The number of weeks initially employed is calculated after application of averaging methods related to employment break periods and special unpaid leave when applicable.

*Re-Employment Rule:* If an employee is not credited with an hour of service for a period of at least 26 consecutive weeks and then resumes providing services to the district, the district may consider the employee as having terminated employment during the break and been re-employed as a new employee for the limited purpose of determining eligibility for health coverage. Applicable waiting periods for insurance may apply if the employee is considered a new employee.

### **Change in Employment Position or Status Exception**

In accordance with law, if a district employee who has worked full-time for the district transitions to a part-time position or status, the district may apply the monthly measurement method when calculating continuing eligibility for health coverage. This exception applies only in situations where the employee was offered health coverage following the employee's first three full calendar months of employment with the district and continued to be offered coverage until the employee's position or status changed to less than full-time. Further, the employee must actually average less than 30 hours of service per week for each of the three full calendar months following the change in position or status.

If these conditions are met, the district may use the monthly measurement method beginning the first day of the fourth full calendar month following the change in position or status to determine the employee's eligibility for health coverage. Under the monthly measurement method, the district will determine whether an employee is eligible for health coverage by counting the hours of service credited to the employee for each calendar month. An employee is only considered a full-time employee eligible for health coverage if the employee is credited with 130 hours of service or more in the month. This means that an employee who otherwise would have received health coverage throughout the stability period due to the employee's previous full-time service with the district

FILE: GCBC-AP1  
Critical

might not be eligible for health coverage in months when the monthly measurement method is used and the employee works on a part-time basis.

The district will continue to use the monthly measurement method through the first full measurement and administrative periods that would have applied had the employee remained under the applicable look-back measurement method. After that, the district will return to using the look-back measurement method for determining the employee's full-time status.

\* \* \* \* \*

***Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.***

Implemented: November 19, 2014

Revised: June 15, 2016

Boonville R-I School District, Boonville, Missouri