Benefits Eligibility

Guidelines for Coverage Periods and Employment Breaks

**Beginning Benefits Eligibility Period (BBE)**

- The period of time an employee maintains eligibility until they can complete a full Standard Measurement Period
- It can last longer than 12 months
- Assigned a BELI 1-4 when initially hired or when BELI changes to provide increased coverage or BELI effective date is changed.

**Stability Period (SP)**

- The period of time an employee maintains eligibility
- January 1 to December 31 of each year
- Follows a Beginning Benefits Eligibility Period

**Initial Measurement Period (IMP)**

- Applies to employees not initially eligible for benefits (BELI 5)
- Applies to employees who are rehired with a break in service of more than 26 weeks and do not qualify for benefits
- Measures hours of service to determine benefits eligibility
- 12 month period starting with date of hire or rehire
- After 12 months, if average weekly hours are at or above the threshold for benefits eligibility, a PIE for benefits is offered.
  - If not eligible, no action needed.
  - If eligible, system auto-assigns the BELI 4

**Standard Measurement Period (SMP)**

- Applies to all employees
- Measures hours of service to determine benefits eligibility for next calendar year
- Measurement is done during the same timeframe each year using a 12 month lookback period
  - November 1 - October 31 (monthly paid)
  - Nov 9 – Nov 7 (bi-weekly paid; dates will change slightly each year for bi-weekly employees)
- If average weekly hours are AT/ABOVE the threshold for benefits eligibility:
  - If not already eligible – BELI is changed to 4; PIE for benefits is offered for an effective date of Jan 1st of the next year
  - If already eligible – benefits continue
- If average weekly hours are BELOW the threshold for benefits eligibility:
  - If not already eligible – continue to be not eligible
  - If already eligible – loss of ongoing eligibility – change to BELI 5 effective Jan 1
**Employment Breaks**
- Applies to all employees
- Break in pay of more than 4 weeks
- Credit average hours at the time of break up to 501 hours

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<thead>
<tr>
<th>Less than 26 weeks</th>
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<tbody>
<tr>
<td></td>
<td>Employee is separated from employment for less than 26 weeks and was assigned BELI 1-4</td>
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<td>If new appt does not meet eligibility requirements for BELI 1-4 &amp; the 1000/750 hrs is not applicable, you must assign minimum coverage, BELI 4.</td>
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<td>If new appt does meet the eligibility requirements for BELI 1-4 or the 1000/750 hrs is applicable, you must assign the appropriate BELI.</td>
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<td>If moving between different Groups or benefit packages, assign the applicable BELI</td>
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<th>More than 26 weeks</th>
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<tbody>
<tr>
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<td>Employee is separated from employment for more than 26 weeks</td>
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<td>Apply the 1000/750 hours rule if applicable (Group A)</td>
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<td>Determine BELI based on initial eligibility rules or if applicable the 1000/750 hrs</td>
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<td>Employee receives a new IMP</td>
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