

Reduction in Hours Checklist -Full time to Less than 50% Full Time Employee (FTE) effort

Name: _____

Employee ID: _____

Department Name: _____

Reduction of Hours begin date: _____

Please review the items below and add your initials next to each item to acknowledge you have read and understand the information. Email the completed form back to benefits@musc.edu.

Insurance eligibility

[] Employees in classified, faculty, postdoctoral scholar, research grant, and resident positions are eligible for insurance benefits if they are employed for at least 20 hours per week or more (.50 FTE). The Affordable Care Act (ACA) requires employers to monitor the hours of all employees to ensure eligible employees are offered benefits. An ongoing employee credited with an average of 30 hours per week during the Standard Measurement Period may enroll annually during the October enrollment period with coverage effective January 1 of the following year. For more information, please refer to [PEBA's ACA FAQ](#) and the [Affordable Care Act glossary](#).

COBRA eligibility

[] New full time employees who are **not in a stability period or on protected leave**, will lose eligibility for active benefits the first of the month following their reduction of hours. Employee and covered dependents may continue coverage through [COBRA](#) for up to 18 months (COBRA qualifying event is reduction of hours). Benefits will be termed as "Left employment". Eligibility for active benefits begin the first of the month following the employee's resumption of working 20 hours per week or more (.50 FTE). If the employee is enrolled in life insurance benefits, they may convert their coverages to a whole life policy directly with MetLife. MetLife will mail the employee the necessary forms and information to convert coverage.

Eligible for insurance regardless of reduction in hours (stability period)

[] Employees employed during the Standard Measurement period (October 4 of the prior year to October 3 of current year) are considered [ongoing employees](#). The Standard Measurement Period applies to all ongoing employees and begins on October 4 of each calendar year and ends on October 3 of the next calendar year. Eligibility for benefits is based on the number of hours the employee worked during the Standard Measurement Period. If the employee averaged 30 hours per week during the Standard Measurement Period, he is in a stability period and a reduction in hours (even to zero) does not make the employee ineligible for benefits. The Stability Period is the period of time an employee remains eligible, regardless of the number of hours worked. As long as the employee remains employed with MUSC University, his eligibility for benefits continues for the remainder of the stability period. More information can be found in [Insurance benefits when hours are reduced](#). The employee's benefits will continue and the employee cannot cancel unless there is a special eligibility situation such as a gain of other coverage or the employee intends to enroll in coverage through the Health Insurance Marketplace.

Dependents' eligibility under another PEBA group (Stability period)

[] A reduction in hours for an employee in the stability period is not a qualifying life event to be enrolled as a dependent under another PEBA group. According to Affordable Care Act, the employee can keep benefits until the end of the year. Because the employee is voluntarily terminating coverage, neither the employee nor his covered dependents are eligible for COBRA. The employee is also not eligible to be covered as a dependent's spouse since he is eligible for benefits as an active employee.

Family Medical Leave Act (FMLA)

[] During FMLA leave, an employee remains eligible for benefits even if his hours reduce below 20 hours per week/ 50%FTE and even if the employee is not in a [stability period](#). More information on FMLA eligibility can be found in the [FMLA portal](#).

Leave accrual

[] Classified, Unclassified Non-Faculty and Eligible Research Grant employees do not accrue annual and sick leave with less than 0.50 FTE. **Annual and sick leave are prorated if your effort is reduced (.50 or above)**. For more information, please refer to [leave computation chart](#) and or reach out to Monique Robinson, MUSC University Leave coordinator at robinsmo@musc.edu.

[] Faculty employees do not accrue sick leave with less than 0.50 FTE. For more information, please refer to [Faculty leave accrual](#).

Retiree insurance eligibility

[] Reduction in hours may impact an employee's retiree insurance eligibility. Eligibility for retiree group insurance is not the same as eligibility for retirement. Determining retiree insurance eligibility is complicated, and only Public Employee Benefits Authority (PEBA) can make that the determination. Please contact [PEBA](#) directly at 1-888-260-9430 to determine your retiree insurance eligibility. For any retiree coverage, your last five years of employment must have been served consecutively in a full time, insurance-eligible permanent position with an employer that participates in the State Health Plan. For more information, please refer to [retiree insurance eligibility](#). If an employee's anticipated retirement date is three to six months away, please submit an [Employment Verification Record](#) and PEBA will provide confirmation of eligibility.

Retirement participation

[] Retirement participation is based on [position classification](#) not hours worked per week. An employee will continue to contribute 9% of their gross income to a retirement plan regardless of FTE percentage until they separate from employment. More information can be found in [2021 Select Your Retirement Plan](#).

Employee signature: _____

Date: _____