



Responsible Department: Human Resources and Inclusive Community

Recommended By: Provost, Interim VC for Human Resources and Inclusive Community

Approved By: Chancellor

Policy Number
HRIC 3.40.020

Effective Date
11/11/2021

I. INTRODUCTION

This Policy sets forth the eligibility criteria for participation in the University's Benefits Program.

II. POLICY OVERVIEW

Generally, eligibility to participate in the Benefits Program at the University is defined by the characteristics of the position being filled and not the activities of the employee.

Employees eligible to participate must satisfy the requirements of both Paragraphs A and B below:

- A.** The employee must hold an appointed position either permanently or as a temporary replacement. An "appointed" position is defined as:
1. a position numbered in the University's Position Control System and budgeted as an identifiable salary item in the University's Approved Budget; or
 2. a position carrying the word "Research" in its official title. Student "Research" positions associated with educational pursuits are not eligible, e.g., Graduate Research Assistant.
- B.** The position must require work of at least half-time, where "half-time" position is defined as:
1. 20 hours or more per week for 6 months or more; or
 2. requiring a quarterly teaching load of no less than half the load expected of full-time faculty in the department and receiving a salary of no less than half that of the lowest full-time appointed faculty member in that department for two or more quarters.

Employees on approved sabbatical leaves who otherwise are eligible to participate in the Benefit Program continue to be eligible.

Employees holding an eligible position and working less than full-time receive prorated benefits based on the percentage of time worked.

The Board of Trustees, by resolution, extends the eligibility for benefits coverage, including health care, to same sex domestic partners and their children, consistent with the eligibility for spouses of married employees and the children of these spouses.

III. PROCESS OVERVIEW

As stated in Policy Overview.

IV. DEFINITIONS

A. “**Benefits Program**” are the [Benefits](#) described on the Human Resources and Inclusive Community website.

Revision Effective Date	Purpose
<i>11/11/2021</i>	<i>Minor revisions</i>