

Beginning with the first paycheck in November, there will be two important changes occurring regarding health insurance premiums and deductions. The first change will impact all employees who are eligible and have elected health insurance coverage. The second change will impact only those employees who work less than full-time. Following are the details regarding these upcoming changes:

**All Eligible Employees Who Have Elected Health Insurance Coverage:**

Currently, the health insurance premium is deducted from the last paycheck of the month to pay for the following month's coverage. Beginning with the November 13, 2009 paycheck the health insurance premium will be split between the first and second paychecks each month to pay for the following month's coverage.

**Eligible Employees Working Less than Full-Time:**

Starting with coverage for the month of December, 2009, eligible part-time employees will be required to contribute more for their group insurance benefits, based on the number of hours they work per week. Actual hours worked will also include any time taken for approved vacation or sick leave, compensatory time off or furloughs. Based on these hours, employees will be slotted into one of three tiers. Each tier represents a different level of the State's contribution amount the employee would receive.

**Tier III Bimonthly Premium Rates**

Employees working 36.0 – 40.0 hours per week

	Employee Only	Employee & Spouse	Employee & Child	Employee & Children	Employee, Spouse & Child	Employee, Spouse & Children
PPO Plan	\$15.00	\$38.50	\$26.00	\$35.50	\$48.00	\$54.50
Traditional Plan	\$18.50	\$47.00	\$32.50	\$43.00	\$58.50	\$65.50
High Deductible Plan	\$12.00	\$32.50	\$21.50	\$29.50	\$40.50	\$45.50
Dental	\$3.87	\$18.12	\$15.25	\$23.25	\$25.87	\$29.87

**Tier II Bimonthly Premium Rates**

Employees working 28.0 – 35.9 hours per week

	Employee Only	Employee & Spouse	Employee & Child	Employee & Children	Employee, Spouse & Child	Employee, Spouse & Children
PPO Plan	\$83.12	\$106.62	\$94.12	\$103.62	\$116.12	\$122.62
Traditional Plan	\$86.62	\$115.12	\$100.62	\$111.12	\$126.62	\$133.62
High Deductible Plan	\$70.06	\$90.56	\$79.56	\$87.56	\$98.56	\$103.56
Dental	\$6.08	\$20.33	\$17.45	\$25.45	\$28.08	\$32.08

**Tier 1 Bimonthly Premium Rates**

Employees working 20.0 – 27.9 hours per week

	Employee Only	Employee & Spouse	Employee & Child	Employee & Children	Employee, Spouse & Child	Employee, Spouse & Children
PPO Plan	\$151.25	\$174.75	\$162.25	\$171.75	\$184.25	\$190.75
Traditional Plan	\$154.75	\$183.25	\$168.75	\$179.25	\$194.75	\$201.75
High Deductible Plan	\$128.12	\$148.62	\$137.62	\$145.62	\$156.62	\$161.62
Dental	\$8.29	\$22.54	\$19.66	\$27.66	\$30.29	\$34.29

To be eligible for benefits employees must work twenty (20) hours or more per week, or eighty-four (84) hours per month, and be expected to work at least five (5) months during any consecutive twelve (12) month period. Employees receive coverage only when they meet the eligibility requirements; hours worked in any given month are used to determine eligibility for the following month's benefits.

#### Determining the Appropriate Tier

Your Human Resource staff will be determining the appropriate tier for each part-time employee by reviewing the hours worked during the last quarter, June 14 through September 19, 2009. (Actual hours worked will include approved sick leave, vacation leave, compensatory time taken, and any time off due to furloughs.) HR will then enter the appropriate tier selection into IPOPS. Employees who have voluntarily reduced the hours they work each week on an on-going basis, and the reduction in hours is not associated with a furlough, would be impacted by this change. As hours may fluctuate for our part-time employees, the Tiers may be changed on a quarterly basis as identified in the most recent quarter of hours worked.

#### Seasonal Employees

For seasonal employees, as defined by Section 67-5303(p), we will take the average number of hours the seasonal employee worked per month during the most recent twelve (12) month period. To be eligible for benefits in Tier III, a seasonal employee must have worked 1,872 hours or more in the preceding twelve (12) calendar months. To be eligible for benefits in Tier II, a seasonal employee must have worked 1,456 hours or more in the preceding twelve (12) calendar months; and to be eligible for benefits in Tier I, a seasonal employee must have worked 1,040 hours or more in the preceding twelve (12) calendar months.