

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Eligibility for Benefits
POLICY NUMBER: HR-5.01
EFFECTIVE DATE: May 1997
SUPERSEDES: N/A
LAST REVISION DATE: January 2010

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to have different types of employment within SBHS, including but not limited to: full-time, percentage, hourly or temporary. When positions are established, eligibility for benefits is determined based on the type of employment.

DETERMINING ELIGIBILITY:

- I. Employees on classified or unclassified positions with duties that are expected to continue for at least nine (9) months are eligible for benefits as defined in this policy.

Temporary time-limited duties not expected to continue for at least nine (9) months employees are not eligible for benefits.

- II. When determining the method of payment for employees (i.e., salary, percentage or hourly basis), the following guidelines should be used:

A. If employees are on a set schedule of work hours with a known number of work hours in consecutive pay periods, the regular monthly "salary" method should be used.

B. If employees work on an as-needed, on-call basis, the hourly pay method should be used.

NOTE: Re-employed retired employees must be paid on an hourly basis.

RETIREMENT UNDER THE EMPLOYEES' RETIREMENT SYSTEM

- I. Eligible employees who work at least thirty-five (35) hours per week are generally required to be members of the Employees' Retirement System (ERS).

A. Employees who are sixty (60) years of age or older at the time of employment may elect not to participate in the ERS by completing the required paperwork.

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- B. Employees remain contributing members even if their established work hours fall below thirty-five (35) hours per week as long as their positions remain set up for ERS membership.
 - C. Employees may not be able to remain contributing members if their established work hours fall below thirty-five (35) hours per week in the following circumstances:
 - 1. If they move to positions that are not set up for retirement benefits, or
 - 2. If changes are made to their current positions which result in the positions becoming ineligible for retirement benefits.
 - D. Employees should discuss potential effects on retirement benefits with their Human Resource Representative if their established work hours will be reduced below thirty-five (35) hours per week.
- II. Re-employed retired employees do not contribute to the Employees' Retirement System.

EMPLOYEES UNDER THE 401-K TRUST FUND

Those SBHS employees hired on or after July 1, 1994, have a 401K Qualified Retirement Trust Fund. SBHS contributes 7 ½% of the employee's gross monthly salary to the 401K. There are several investment options available from which to select. More information is available in the SBHS Human Resource Department. Employees may elect to also contribute to their 401-K. The following is vested % earned effective January 1, 2010.

<u>Full Years of Plan Vesting Service</u>	<u>Vested % Earned</u>
1	20.0%
2	40.0%
3	60.0%
4	80.0%
5	100.0%

HEALTH INSURANCE AND FLEXIBLE BENEFITS:

- I. Eligible employees who work at least thirty (30) hours per week are authorized to participate in the health insurance and flexible benefits program.
- II. Employees whose scheduled work hours fall below thirty (30) hours per week are generally no longer eligible for these benefits.
 - A. An exception may occur when work hours decrease due to a disability. The Human Resource Department should be contacted to determine if an exception exists.

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- B. Employees who become ineligible due to a qualifying reason may elect to continue coverage under the provisions of the State Law or Consolidated Omnibus Budget Reconciliation Act (COBRA).
- III. See SBHS Human Resource Policies HR-5.02 – Flexible Benefits and HR-5.03. – Health Insurance for additional information.

LEAVE:

Eligible employees who work at least twenty (20) hours per week accrue leave at the end of each pay period in which they are in pay status for the required amount of time. Eligible employees who are scheduled to work at least (20), but fewer than forty (40), hours per week accrue leave on a pro rata basis dependent upon amount of time worked.

NOTE: See SBHS Human Resource Policy HR-7.01, Accrued Leave, Sick and Personal Leave for additional information.

WORKER’S COMPENSATION:

All SBHS employees are covered under the provision of Workers’ Compensation Law, unless specifically excluded by law or regulation.

NOTE: See SBHS Human Resource Policy HR-18.01 - Leave and Payment for Workers’ Compensation and Special Injury Claims, for additional information.

REFERENCES:

- I. State Law (O.C.G.A. 45-18-1 – State Employee’s Health Insurance Plan)
- II. State Law (O.C.G.A. 47-2-1 *et seq.* – Employee’s Retirement System)
- III. Employee’s Retirement System Board of Trustees Rules
- IV. Rules and Regulations of the State of Georgia – Flexible Benefits Program
- V. Rules of the State Personnel Board – Rule 16 (Leave and Holidays)

ATTACHMENTS

- I. Sample Letter Approving Leave of Absence Without Pay Form
- II. [Leave Without Pay Benefit Continuation Form](#) 967

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APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

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Committee Chairperson

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Date