



POLICY ON HEALTH BENEFITS FOR REGULAR PART-TIME EMPLOYEES

Dated: March 30, 2015

Supersedes: HR. 329 *Health Benefits for Regular Part-Time Employees* dated April 13, 1993

I. PURPOSE

To establish guidelines for regular part-time employees to purchase health benefits through the group plan.

II. POLICY

It is the policy of New York Medical College to provide certain fringe benefits, on a fully contributory basis, to regular part-time employees.

III. SCOPE

This policy applies to all College regular part-time faculty and staff employees, at all locations, who meet the minimum requirements and Security Union Employees, as per the respective Bargaining Unit Agreement.

This policy does not apply to 1199 CBU employees.

The College reserves the right to amend or suspend this benefit at any time.

IV. DEFINITIONS

- A. *Regular part-time, non-union employees* - those who scheduled to work less than thirty-five (35) hours per week, but no less than seventeen and one-half (17.5) hours per week.
- B. *Health benefits* - Exclusive Provider Organization (EPO), Preferred Provider Organization (PPO), Health Maintenance Organization (HMO), and dental coverage.
- C. *Collective Bargaining Union (CBU)* - Union represented employee.

V. PROCEDURE

A. Eligibility

1. Regular part-time non-union employees who are scheduled to work a minimum of seventeen and one-half (17.5) hours per week, but less than thirty-five (35) hours per week are eligible.
2. Any eligible regular full-time employees whose hours are reduced to a minimum of (17.5) hours per week and is reclassified as regular part-time non-union is also eligible.

B. Notification of eligibility must be sent to the employee before any health coverage changes become effective or at the time of hire.

C. Once eligibility has been established, the employee must notify the Human Resources Department of their desire to purchase insurance.

D. Premiums are deducted from their paycheck on a pre-tax basis. Their bi-weekly pay must be at least equal to the cost of the desired coverage.

VI. EFFECTIVE DATE

This policy is effective as of the date signed below.

VII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations
Responsible Executive: Director of Human Resources
Responsible Offices: Human Resources Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer



Date