

## TRINITY INTERNATIONAL UNIVERSITY

**TIU POLICY:** Employee Benefit Eligibility Policy

**TIU POLICY #:** P-328

**STATUS:** Approved, December 2012  
Updated, August 2015

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### **I. PURPOSE:**

To specify policy regarding employee benefit eligibility at Trinity International University (University).

### **II. SCOPE:**

This policy applies to all employees of the University.

### **III. POLICY:**

#### **A. Benefit Plan Eligibility and Selection**

1. The University provides various benefits to employees. Employees who regularly work at least 37.5 hours per week are considered full-time. Many benefits are only available to full-time employees.
2. Employees who regularly work more than 30 hours per week are eligible to participate in the University health insurance plan.
3. Employees who regularly work more than 20 hours per week are eligible to participate in the University sponsored 403(b) plan (does not include student employees).
4. Employees have 30 days from their full-time hire date to make their initial benefit selections.
5. Generally, once benefits have been selected an employee cannot make changes until the next available open enrollment period.
6. Benefit selections made during the open enrollment period become effective on the first day of the plan year.

## **B. Qualified Mid-Year Plan Changes**

1. Employees may be eligible to make mid-year changes to their benefit selections if they experience a qualifying life event.
2. Qualifying life event changes can include the following types of changes:
  - a. Change in legal marital status – marriage, divorce, legal separation, annulment, or death of a spouse;
  - b. Change in number of dependents – birth, death, adoption, placement for adoption, award of legal guardianship;
  - c. Change in employment status of the employee's spouse or employee's dependent – loss of job, change in benefits, reduction in hours, spouse/dependent's open enrollment;
  - d. Marriage of a dependent.
3. Employees must submit mid-year plan change requests within 30 calendar days of the qualifying life event and should consult with Human Resources as soon as possible. Changes requested more than 30 calendar days after the qualifying life event will be deferred until the next open enrollment period.

## **C. Benefits For Full-Time Employees Working Less than 12 Months**

1. Some full-time positions within the University are appointed to work less than 12 months during the academic year and do not work during the summer break season. The months an employee does not work are unpaid.
2. Full-time employees who work less than 12 months are eligible for all full time employee benefits (including PTO) during the months they are working.
3. Continuation of benefits is applied as follows:
  - a. During the months when the employee is not working the University will continue to pay for the employee's term life insurance;
  - b. An employee may choose to continue their health, dental, supplemental life and long term disability coverage during the months they are not working but must pay the full cost of all premiums prior to their departure for the summer. It should be noted that the full cost of health insurance includes both the employee and employer portions of the health insurance premium;
  - c. 403b matching contributions will not be continued during months that the employee is not working;
  - d. Paid Time Off (PTO) will be accrued at the same rate per month as 12-month employees during the months they are working and should only be used during the period of time they are working.
4. Tuition waivers will be granted based on the same schedule that applies to 12-month employees.