

Eligibility Requirements, BELIs and Examples

<p>Background</p>	<p>This supplement describes basic eligibility requirements for health and welfare benefit packages (Full, Mid-level, and Core), outlines the Benefits Eligibility Level Indicators (BELIs) that control enrollments, and gives examples of initial employment appointments and the effects of appointment extensions, transfers, and re-hires on UC sponsored health and welfare benefits.</p> <p>In order to become <i>initially eligible</i> for benefits, the newly hired employee's appointment is evaluated using the following three factors: percentage, duration, and appointment type. All three factors are entered into the payroll system upon hire. Initial eligibility for a particular BELI code is defined in the chart on page 5 and 6 of this Supplement.</p> <p>The "appointment type code" is resident in the payroll system and is defined as follows:</p> <p>Appt. Type 1: Contract Appt. Type 2: Regular/Career Appt. Type 3: Limited Appt. Type 4: Casual/Restricted Appt. Type 5: Academic Appt. Type 6: Per Diem Appt. Type 7: Partial Year/Career Appt. Type 8: Floater</p> <p>To <i>continue eligibility</i> at the assigned benefit level, an employee must maintain an average regular paid time of at least 17.5 hours per week. (This differs from UCRP eligibility where membership continues until there is a break in service, regardless of number of hours worked. Note that eligibility for membership in UCRP is defined in UCRP Documents and Regulations and may differ from Health & Welfare benefits eligibility rules as defined here.)</p> <p>Once eligibility is determined, the campus/laboratory department manager <i>assigns</i> a BELI code to employees. These codes range from 1-5 and are entered into the location's payroll system. It is the Assigned BELI that controls access to benefits. The payroll system also <i>derives</i> a BELI code and produces edit reports which compare the Assigned BELI and Derived BELI. Derived BELI codes range from 1-9, although the derived codes 5-9 have all been incorporated into Assigned BELI 5. The appropriate manager at each location reviews these reports and ensures that any discrepancies are adjusted (see page 7 of this Supplement for more details on BELI discrepancy audits).</p> <p>NOTE: Department of Energy laboratories may have their own process to describe benefits eligibility. Check with the lab benefits office for information.</p>
<p>Additional Rules</p>	<p>The special rules below apply to all levels of BELI code. See examples beginning on 8 of this Supplement for additional clarification.</p> <ol style="list-style-type: none"> 1. If an appointment is intended to be indefinite or last for at least 12 months, but has an end date to reflect funding or visa restrictions, assign an Appointment Duration Code "B" or "V." "B" – the appointment end date is for "budget purposes only." "V" – the appointment end date is for "visa purposes." <p>This will instruct the payroll system to ignore the end date of the appointment and treat this appointment as indefinite when determining the Derived BELI. The Assigned BELI may be determined as though the appointment were indefinite. (Example 1, page 8)</p>

<p>Additional Rules (cont'd)</p>	<ol style="list-style-type: none"> 2. If the employee is given multiple appointments that run concurrently, add the appointment percentages together to determine which BELI to assign the employee. (Appointments should never total more than 100%.) For example: Employee has two appointments – both from 01/01/04 through 12/31/04 at 40%. A BELI 1 is assigned because the two appointments total 80% and the duration is for at least a year. (Example 2, page 8) 3. If the employee is given multiple appointments that run consecutively without a break in service, and you know about both appointments at the time of hire, combine the appointments to determine the BELI code. For example: Employee has two appointments, both at 100%. The first starts 01/01/04 and ends 05/31/04. The second starts 6/01/04 and ends 12/31/04. When you add the two appointments together they add up to 1 year. Since they are both 100%, the employee can be assigned a BELI 1 on 1/1/04. (Example 3, page 9) 4. If the employee is given multiple appointments that run consecutively without a break in service, but the second appointment is added after the first, add the time together to determine the new BELI code at the time the second appointment begins. For example: Employee has one appointment at 100% from 01/01/04 until 05/31/04. Assign a BELI 3 on 1/1/04. The second appointment is later approved and is 100% from 6/01/04 to 12/31/04. On 6/1/04, add the two appointments together and re-determine the BELI. In this case, employee can be assigned a BELI 1 on 6/1/04. (Example 4, page 9) 5. If the employee is given a limited appointment which is later extended, consider the total appointment to determine the new BELI code at the time the extension is granted. For example: Employee has one appointment at 100% from 01/01/04 until 05/31/04. Assign a BELI 3 on 1/1/04. An extension of the appointment is approved on 3/1/04, with a new end date of 12/31/04. On 3/1/04, consider the new appointment of 1/1/04 – 12/31/04 and re-determine the BELI. In this case, employee can be assigned a BELI 1 on 3/1/04. (Example 5, page 10) 6. If a former employee is rehired following a break in service, initial eligibility as a rehire is evaluated using the three factors (percent, duration, appointment type), as well as considering the number of hours the employee has accumulated in the “Hours Towards Benefits Eligibility” field. If the employee has an eligible appointment which would normally not qualify for benefits due to the percent and duration of the appointment (e.g., 40% for 12 months) but has 1,000 hours as of the beginning of the month of rehire, assign a BELI 1 (Example 6, page 11). Note that employees rehired into positions covered by the Unit 18 contract need only have 750 hours in “Hours Towards Benefits Eligibility” to qualify for Full Benefits (See below for more information). 7. If an employee is transferred from a position with benefits to a position which is “ineligible” with or without a break in service, then the employee becomes a BELI 5 and all health & welfare benefits stop. (Example 7, page 11-12)
<p>Rehired Retirees</p>	<p>Due to Medicare Secondary Payer laws, retirees with Medicare who are rehired should carefully consider their appointment levels and the impact of those appointments on their eligibility for employee benefits. See Administrative Supplement 11 for more information.</p>
<p>Contract Employees</p>	<p>A “Contract” appointment is an Appointment Type (Code 1) that is eligible for health and welfare benefits (and eligible for membership in UCRP). It is different than an independent contractor or independent consultant or non-employee consultant, which are not eligible for benefits. Generally, Contract Appointments have a fixed duration and are not considered “career” status. A Contract employee signs a contract with UC which states their start and end dates of employment. For benefit purposes, this employee is treated the same as any other eligible employee. Evaluate the three factors: percentage, duration, and appointment type to decide which BELI to assign.</p>

<p>Floater Employees</p>	<p>A Floater is an Appointment Type (Code 8) that is eligible for health and welfare benefits. However, Floaters are not eligible for membership in the UC Retirement Plan, nor are hours in Floater appointments counted toward the accumulation of 1,000 hours in a 12-month period for UCRP/Full Benefits eligibility.</p> <p>Floaters are entitled to eligibility for Mid-level or Core benefits based on the percentage and duration of their appointment. If they are appointed at 100% time for 3 months or more, or at least 50% time for 12 months, they should be provided with Mid-level benefits. Floaters who are appointed at least 43.75% time for any duration are eligible for Core benefits</p>
<p>Employees in Unit 18 (i.e. Lecturers)</p>	<p>An employee represented by Unit 18 may achieve membership in UCRP by:</p> <ul style="list-style-type: none"> • An appointment of 50% or more for 12 months or more • Accumulation of 750 hours in a 12-month period <p>For example, a lecturer is appointed 60% from 10/1/04 – 6/30/05. He should be assigned BELI 4 on 10/1/04. However, as of the month of May 2005, he has accumulated 750 hours. On the first of the next month (6/1/05), his BELI will change to a BELI 1.</p> <p>Additionally, a Lecturer who has variable appointments by quarter may also attain eligibility for health & welfare benefits only (not UCRP) by averaging the appointments and determining the BELI based on the average. Status Qualifier Code 20 should be assigned and entered in the payroll system (see Example # 8C in this Supplement and Administrative Supplement #3 for more information on BELI Status Qualifier Codes)</p> <p>In all cases, continuing requirements for all employees remain at 17.5 hours average regular paid time.</p>

BELIs and Associated Health & Welfare Benefits

Full Benefits
(BELI 1)

Full Benefits include:

- Medical
- Dental
- Vision
- Basic Life
- Supplemental Life
- Basic Dependent Life
- Expanded Dependent Life
- AD&D
- Business Travel Accident
- Short-Term Disability
- Supplemental Disability
- Legal
- Automobile & Homeowner/Renter
- DepCare
- HCRA
- TIP

Mid-level Benefits
(BELI 2, 3)

Mid-level Benefits include:

- Medical
- Core Life
- Supplemental Life
- Basic Dependent Life
- Expanded Dependent Life
- AD&D
- Business Travel Accident
- Legal
- Automobile & Homeowner/Renter
- DepCare
- HCRA
- TIP

Core Benefits
(BELI 4)

Core Benefits include:

- Medical - Core
- Core Life
- AD&D
- Business Travel Accident
- Legal
- DepCare
- HCRA
- TIP

No Benefits
(BELI 5)

No Benefits

BELI Codes and Requirements for Initial Benefits Eligibility

ASSIGNED BELI CODE	DERIVED BELI CODE	Combined Appointment % & Duration	UCRP Membership Required?	Continuing Requirements*	Comments	Examples
1	1	50% or more & 12 months or more Accumulation of 1,000-eligible hrs (or 750 hrs for Unit 18) in a rolling 12-month period.	YES	Minimum 17.5 hours average regular paid time	<ul style="list-style-type: none"> ▪ Appointment type must be eligible for benefits ▪ Title(s) must be eligible to participate in UC-sponsored retirement plan (UCRP or another defined benefit plan to which UC contributes) 	<p>“___” Assistant I, appointed indefinitely at 75% time</p> <p>Lecturer, 7/1/03 to 6/30/04 at 75% time</p>
2	2	50% or more & 12 months or more	NO	Minimum 17.5 hours average regular paid time	<ul style="list-style-type: none"> ▪ Appointment type must be eligible for benefits ▪ Title not eligible for UCRP membership (e.g. Visiting Titles) 	<p>”Visiting” Post Doc, 7/1/03 to 6/30/04 at 50% time</p> <p>Lecturer, appointed variably by quarter with at least one quarter below 50%, but appointment averaging used</p>
3	3	100% & 3 months or more, but less than one year	NO	Minimum 17.5 hours average regular paid time	<ul style="list-style-type: none"> ▪ Appointment type must be eligible for benefits 	<p>CRS II appointed at 100% from 9/2/03 to 12/1/03 (3 months)</p> <p>Lecturer, 10/1/03 to 12/31/03 (3 months) at 100%</p> <p>“___” Assistant I, 1/1/04 to 12/15/04 (11.5 months) at 100%</p>
4	4	43.75% or more but does not satisfy % and duration for BELI 1, 2, or 3	NO	Minimum 17.5 hours average regular paid time	<ul style="list-style-type: none"> ▪ Appointment type must be eligible for benefits ▪ Seasonal employees may be blocked from Core benefits (See Administrative Supplement #3 for more information on seasonal employees) 	<p>Senior Clerk, one month, 100%</p> <p>Employee appointed at 49% indefinitely</p> <p>Lab Assistant 9/2/03-11/30/03 at 100% (less than 3 months)</p>

* Applies only to Medical, Dental, Vision, Basic Life, Short-term Disability and Supplemental Disability; other benefits continue as long as employee continues in an eligible position.

BELI Codes and Requirements Not Eligible for Benefits

ASSIGNED BELI CODE	DERIVED BELI CODE	Combined Appointment % & Duration	UCRP Membership Required?	Comments	Examples
5	5	Less than 43.75% at any duration	NO	May have an appointment type which is eligible for benefits, but the percentage and duration do not meet requirements	“_____” Assistant I, 30% from 1/1/04 – 12/31/04 “Post Graduate Researcher, 40% from 7/1/03 – 6/30/05
5	6	Ineligible appointment	NO	Casual/Restricted position (students only) Academic title code (Class Title Outline – CTO of 400-499) which is restricted to students but may be filled by non-students based on need	Assistant I, 49% time, indefinitely (student title)
5	7	Ineligible appointment	NO	Per Diem	Nurse, Per Diem, 90% indefinitely
5	8	Ineligible appointment	NO	Salary Rate Indicator is “By Agreement” with pay not related to time on pay status	
5	9	Ineligible appointment	NO	Salary Rate Indicator is “Without Salary”	Emeritus Professor, WOS

Out of Compliance BELIs

It is very important that an employee's BELI is correct, since it determines the benefits for which an individual is eligible. Departmental and Central benefits and payroll representatives are responsible for entering the BELI information into the payroll system, as well as reviewing BELI compliance reports and making adjustments as necessary to resolve situations that report as out of compliance.

Once a month, a variety of audit reports on the Benefits Eligibility Level are produced, including:

PPP6502	BELI Out-of-Compliance – By Date
PPP6504	BELI Out-of-Compliance – By Home Department
PPP6511	New Benefits Excluded Employees
PPP6513	Employees with BELI Status Qualification Codes

Out-of-Compliance Reports

The grid below shows BELI conflicts which must be resolved by the location (indicated by a "yes" in the block). Conflicts may be resolved by adjusting:

- the assigned BELI (to match the derived BELI), or
- the appointment percentage (to more accurately reflect the employee's actual schedule), or
- the employee's schedule (to more accurately reflect the appointment)

If the block is shaded, you do not need to resolve the discrepancy, since either the Assigned BELI and Derived BELI match, or the combination of Assigned BELI and Derived BELI does not affect underlying benefits eligibility.

Assigned BELI	Derived BELI								
	1	2	3	4	5	6	7	8	9
1		yes							
2	yes			yes	yes	yes	yes	yes	yes
3	yes			yes	yes	yes	yes	yes	yes
4	yes	yes	yes		yes	yes	yes	yes	yes
5	yes	yes	yes	yes					

Occasionally, letters or symbols will appear as the Derived or Assigned BELI, indicating the following:

- X = May appear in the Derived BELI field.
Indicates that no appointment is entered into the system at the time the derived BELI is determined and the average hours worked is zero. Generally, a BELI should not be assigned until the appointment is determined. Compliance discrepancy could be resolved by entering complete appointment data.
- U = May appear in the Derived BELI field.
Indicates that the average hours worked is zero and the appointment is not 50% or more for 12 months or more. This discrepancy will generally resolve itself once the employee receives pay, so it may only indicate a compliance problem if it continues to appear on the report for more than one month. In those cases, if no time has been worked, the employee may not be eligible for benefits.
- ? = May appear in the Assigned BELI field. Indicates that the employee has been terminated.

New Benefits Excluded Employees Report

Review this report to ensure any employees who have recently lost eligibility due to average regular paid time below 17.5 hours are notified and their BELI changed to 5. (COBRA information should be provided)

Employees with BELI Status Qualification Codes (SQC)

Review this report to ensure that assigned SQCs are still appropriate, given the employee's current status.

Examples – Benefits Eligibility and BELIs

Example 1. Ending Date for Funding or Visa Purposes only: If an appointment is intended to be indefinite, but has an end date to reflect funding or visa restrictions, assign an Appointment Duration Code “B” or “V.” This will instruct the payroll system to ignore the end date of the appointment and treat this appointment as indefinite. The BELI should be assigned as though the appointment were indefinite.

EXAMPLE 1						
	Is the Appointment Type Eligible for Benefits?	Appointment Percent	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%	6 months (Duration code “B”)	1/01/04 to 6/30/04 (ending date for funding purposes only)	Full	BELI 1 (Assign duration indicator “B”)

Example 2. Multiple Concurrent Appointments: If the employee is given multiple appointments that run concurrently, add the appointment percentages together to determine which BELI to assign the employee. (Appointments should never total more than 100%.) For example: Employee has two appointments – both from 01/01/04 through 12/31/04 at 40%. A BELI 1 is assigned because the two appointments total 80% and the duration is for at least a year.

EXAMPLE 2						
	Is the Appointment Type Eligible for Benefits?	Appointment Percent	Duration	Dates	Benefits Level	BELI
1st Appointment	yes	40%	1 year	1/01/04 to 12/31/04	Full	BELI 1
2nd Appointment	yes	40%	1 year	1/01/04 to 12/31/04		

Example 3. Multiple Consecutive Appointments: If the employee is given multiple appointments that run consecutively without a break in service, and you know about both appointments at the time of hire, combine the appointments to determine the BELI code. For example: Employee has two appointments, both at 100%. The first starts 01/01/04 and ends 05/31/04. The second starts 6/01/04 and ends 12/31/04. When you add the two appointments together they add up to 1 year. Since they are both 100%, the employee can be assigned a BELI 1 on 1/1/04.

EXAMPLE 3						
	Is the Appointment Type Eligible for Benefits?	Appointment Percent	Duration	Dates	Benefits Level	BELI
1st Appointment	yes	100%	5 months	1/01/04 to 5/31/04	Full	BELI 1
2nd Appointment (known & approved on 1/1/04)	yes	100%	7 months	6/01/04 to 12/31/04		

Example 4. Multiple Consecutive Appointments: If the employee is given multiple appointments that run consecutively without a break in service, but the second appointment is added after the first, add the time together to determine the new BELI code at the time the second appointment begins. For example: Employee has one appointment at 100% from 01/01/04 until 05/31/04. Assign a BELI 3 on 1/1/04. The second appointment is later approved and is 100% from 6/01/04 to 12/31/04. On 6/1/04, add the two appointments together and determine the BELI. In this case, employee can be assigned a BELI 1 on 6/1/04.

EXAMPLE 4						
	Is the Appointment Type Eligible for Benefits?	Appointment Percentage	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%	5 months	1/01/04 to 5/31/04	Mid-Level	BELI 3
2nd Appointment (effective 6/1/04)	yes	100%	7 months	6/01/04 to 12/31/04	Full	BELI 1 (effective 6/1/04)

Example 5a. Limited Appointment Extended: If the employee is given a limited appointment which is later extended, consider the total appointment to determine the new BELI code at the time the extension is granted. For example: Employee has one appointment at 100% from 01/01/04 until 05/31/04. Assign a BELI 3 on 1/1/04. An extension of the appointment is approved on 3/1/04, with a new end date of 12/31/04. On 3/1/04, consider the entire appointment (1/1/04 – 12/31/04) and re-determine the BELI. In this case, employee can be assigned a BELI 1 on 3/1/04.

EXAMPLE 5a						
	Is the Appointment Type Eligible for Benefits?	Appointment Percentage	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%	5 months	1/01/04 to 5/31/04	Mid-Level	BELI 3
Appointment Extension (approved 3/1/04)	yes	100%	7 months	1/01/04 to 12/31/04	Full	BELI 1 (effective 3/1/04)

Example 5b. Limited Appointment Extended: If a variety of limited appointments extend for several months, the payroll system will accumulate the employee's "Hours Towards Benefits Eligibility." The employee may qualify for Full benefits by accumulating 1,000 hours in a 12 month period. For Unit 18 employees, see Example 8.

EXAMPLE 5b						
	Is the Appointment Type Eligible for Benefits?	Appointment Percentage	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%	3 months	7/1/04 to 9/30/04	Mid-level	BELI 3
1st Extension	yes	100%	1 month	10/1/04 to 10/31/04	Mid-level	BELI 3
2nd Extension	yes	100%	6 months	11/1/04 to 4/31/05	Mid-level	BELI 3. If reaches 1000 hrs (in approximately December), then BELI 1

Example 6. Rehire with break in service: If a former employee is rehired following a break in service, initial eligibility is determined by evaluating the three factors, as well as considering the number of hours the employee has accumulated in the “Hours Towards Benefits Eligibility” field. If the employee has an Appointment Type eligible for benefits and the percentage and duration would normally not qualify for benefits (e.g., 40% for 12 months), but the employee has 1,000 hours on the date of hire, assign a BELI 1, regardless of the appointment factors. Note that employees re-hired into a position covered by the Unit 18 contract need only have 750 hours in the “Hours Towards Benefits Eligibility” to qualify for BELI 1.

EXAMPLE 6	Is the Appointment Type Eligible for Benefits?	Appointment Percentage	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%	12 months	7/1/03 to 6/30/04	Full	BELI 1
New Appointment (following break in service)	yes	40%	12 months	8/1/04 to 7/31/05	Full	If 1,000 hours on 8/1/04, then BELI 1 until average paid hours reduce below 17.5 for 2 consecutive months

Example 7a. Transfer to positions “ineligible for benefits”: If an employee is transferred from a position with benefits to a position that no longer meets percentage and duration requirements (but is still an eligible Appointment Type), the employee maintains the benefits level as long as 17.5 hours of average regular paid time is maintained.

EXAMPLE 7a	Is the Appointment Type Eligible for Benefits?	Appointment Percentage	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%, ___ Asst	12 months	7/1/03 to 6/30/04	Full	BELI 1
New Appointment	Yes – appointment is “eligible”	20%, _____ Asst	6 months	7/1/04 to 12/31/04	Full	BELI 1. If falls below 17.5 hours average regular paid time for two consecutive months, must be de-enrolled from benefits with continuing requirements.

Example 7b-d. Transfer to positions “ineligible for benefits”: If an employee is transferred, with or without a break in service, from a position with benefits to a position with an Appointment Type that is “ineligible” for benefits, then the employee becomes a BELI 5 and all health and welfare benefits stop.

EXAMPLE 7b	Is the Appointment Type Eligible for Benefits?	Appointment Percentage	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%	3 months	7/1/03 to 9/30/03	Mid-level	BELI 3
New Appointment	No – Casual/ Restricted is an ineligible appointment type	50% Casual/ Restricted (student)	12 months	10/1/03 to 9/30/04	No Benefits	BELI 5 (effective 10/1/03)

EXAMPLE 7c	Is the Appointment Type Eligible for Benefits?	Appointment Percentage	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%, Clinical Nurse	12 months	7/1/03 to 6/30/04	Full	BELI 1
New Appointment	No -- Per Diem is an ineligible appointment type	100%, Clinical Nurse – Per Diem	12 months	7/1/04 to 6/30/05	No Benefits	BELI 5 (effective 7/1/04)

EXAMPLE 7d	Is the Appointment Type Eligible for Benefits?	Appointment Percentage	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%, Professor	12 months	7/1/03 to 6/30/04	Full	BELI 1
New Appointment	No – WOS is an ineligible appointment type	Emeritus Professor – WOS (Without Salary)	12 months	7/1/04 to 6/30/05	No Benefits	BELI 5 (effective 7/1/04)

Example 8a. Unit 18 Lecturer with 750 hours: A Lecturer represented by Unit 18 may achieve membership in UCRP by 1) an appointment of 50% or more for 12 months or more, or 2) accumulation of **750 hours** in a 12-month period. For example, a Lecturer is appointed 60% from 10/1/04 – 6/30/05. A BELI 4 should be assigned on 10/1/04. However, Lecturer accumulates 750 hours during May 2005. On the first of the next month (6/1/05), Lecturer should be assigned BELI 1.

EXAMPLE 8a:						
	Is the Appointment Type Eligible for Benefits?	Appointment Percentage	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	60%	9 months	10/1/04 to 6/30/05	Core	BELI 4 (Until 6/1/05, when reaches 750 hours, then BELI 1)

Example 8b. Unit 18 Lecturer, Appointment Averaging: A Lecturer with variable appointments by quarter may attain eligibility for health & welfare benefits only (not UCRP) by averaging the appointments and determining the BELI based on the average. Status Qualifier Code 20 should be used (see Administrative Supplement #3 for more information on Status Qualifier Codes)

EXAMPLE 8b:						
	Is the Appointment Type Eligible for Benefits?	Distribution	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	Fall: 33% Winter: 100% Spring: 67% (average appointment percent is 67%)	12 months	7/1/03 to 6/30/04	Mid-level	BELI 2 (effective 7/1/03)