

UCSB Benefits

Background Information, Additional Rules and BELI Examples

<p>Background</p>	<p>This document provides more background information, additional rules 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 initially eligible 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. In addition to these three factors, occasionally other factors have to be considered which affect eligibility. For instance, there are Academic titles (coded a 5) that are used only for graduate students. Some of the most common are Teaching Assistant, Reader and Grad Student Researcher. These titles have no benefits eligibility. There are three Post Doctoral Scholar titles (title codes 3252, 3253 and 3254) which are assigned a BELI "P" and have separate benefits programs different than those available to other UC employees. There is a Postdoctoral webpage that has information concerning these titles and benefits. Finally, Description of Service codes (DOS) in the payroll system that are other than "REG" have no benefits eligibility.</p> <p>The appointment type codes are as follows:</p> <ul style="list-style-type: none"> 1 = Contract 2 = Regular/Career 3 = Limited 4 = Casual/Restricted 5 = Academic 6 = Per Diem 7 = Partial Year/Career 8 = Floater <p>To continue eligibility at the assigned benefit level, an employee must maintain an average paid time of at least 17.5 hours per week. This average is found on the IHRS PPS screen.</p> <p>Once eligibility is determined, the department <i>assigns</i> a BELI code to employees. These codes range from 1-5 and are entered into the payroll system. It is the assigned BELI that controls access to benefits. The payroll system also <i>derives</i> a BELI code. Departments should compare their assigned BELI with the derived BELI. If there is a discrepancy, the BELI definitions should be reviewed to ensure that the assigned BELI is correct. Use the Benefits Office contacts if you have questions.</p>
<p>Additional Rules</p>	<p>The special rules below apply to all levels of BELI code. See the examples beginning on page 4 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 style="text-align: center;">This will instruct the payroll system to ignore the end date of the appointment and</p>

<p>Additional Rules (cont'd)</p>	<p>treat this appointment as indefinite when determining the derived BELI. The assigned BELI may be determined as though the appointment were indefinite. (Example 1)</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 01/01/05 through 12/31/05 at 40%. A BELI 1 is assigned because the two appointments total 80% and the duration is for at least a year. (Example 2) 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 01/01/05 and ends 05/30/05. The second starts 6/01/05 and ends 12/31/05. 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 1/1/05. (Example 3) 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 01/01/05 until 05/30/05. Assign a BELI 3 on 1/1/05. The second appointment is later approved and is 100% from 6/01/05 to 12/31/05. On 6/1/05, add the two appointments together and determine the BELI. In this case, employee can be assigned a BELI 1 on 6/1/05. (Example 4) 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 01/01/05 until 05/30/05. Assign a BELI 3 on 1/1/05. An extension of the appointment is approved on 3/1/05, with a new end date of 12/31/05. On 3/1/05, consider the new appointment of 1/1/05 – 12/31/05 and re-determine the BELI. In this case, employee can be assigned a BELI 1 on 3/1/05. (Example 5) 6. If a former employee is rehired following a break in service, initial eligibility 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 on the IHR2 PPS screen. If the employee has a limited appointment which would normally not qualify for benefits (e.g., 40% for 12 months) but she has 1,000 hours on the date of hire, assign a BELI 1 (Example 6). 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 page 3 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)
<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. Please refer to the “Returning to UC Employment After Retirement” factsheet for more information or the Emeriti Retirees Homepage.</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</p>

	<p>“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 either 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 10/1/05 – 6/30/06. He/she should be assigned BELI 4 on 10/1/05. However, as of the month of May 2006, he/she has accumulated 750 hours. On the first of the next month (6/1/06), his/her 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 into the payroll system (see example 8C)</p> <p>In all cases, continuing requirements for all employees remain at 17.5 hours average regular paid time.</p>
<p>Status Qualifier Codes (SQC)</p>	<p>Status Qualifier Codes are used in addition to the BELI code. They are used in conjunction with a BELI code to give the payroll system additional information about the employee’s appointment and justify the assigned BELI. Status Qualifier Codes fall into three categories.</p> <p>They accomplish one of the following actions:</p> <ol style="list-style-type: none"> 1. Establish initial eligibility – The code establishes initial eligibility, but the employee must meet the continuing eligibility requirement (SQC 20). 2. Retain current benefits – The code continues eligibility even if the employee is not maintaining an average of 17.5 hours paid per week (SQCs 30, 40, and 90) 3. Block benefits eligibility – The code indicates the employee is ineligible for benefits (SQC 60). <p>SQCs should be entered when a qualifying condition exists and should be deleted when the condition no longer applies.</p> <p>Primary and Secondary SQCs If multiple qualified status categories apply to the employee, the one least likely to change should be coded as the Primary SQC and the one next least likely to change should be coded as the Secondary SQC.</p> <p>Status Qualifier Date A Status Qualifier Date must be entered for each SQC (i.e., Primary and Secondary) representing when the qualified status began.</p>

Status Qualifier Codes Currently in Use

20 – Average Appointment Percent Employee (Academic)

This code will most often be used for Lecturers with an academic year appointment (July 1 through June 30) with different levels of percent time (greater than zero) in each quarter. This should be treated as a variable time appointment with benefits eligibility based on the average percent time for the total year's appointment. **Averaging the appointment does not affect UC Retirement Plan eligibility which remains that the employee must be paid at least 50% for an entire year or more.**

30 – Extended Sick Leave Recipient

While on extended sick leave (80% of regular pay) for a work-related disability covered by Workers' Compensation, an employee may continue benefits up to the six-month maximum period for extended sick leave. If 80% of the normal pay status might jeopardize the continuing eligibility requirement, the SQC 30 should be assigned.

40 – Stay at Work/Return to Work

A disabled employee may be medically cleared to return to work on a part-time basis and be approved for the Stay at Work/Return to Work Program. If the hours paid on part-time status might jeopardize the continuing eligibility requirement, the SQC 40 should be assigned.

90 – Sabbaticals/Leave for Professional Renewal

If a paid leave is at a reduced percent of time which might affect the continuing eligibility requirement, assigning the SQC 90 will allow benefits eligibility to continue for up to a maximum of two years.

60 – Seasonal Employees

Individuals who work seasonally each year for less than three months (e.g., agricultural workers) may be excluded from benefits. Seasonal employees typically are hired around the same time each year on a temporary basis. The seasonal employee category does not apply to someone who has a series of short term appointments, with or without breaks in service, during the year.

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						
	Appointment Type Eligible for Benefits?	Percent	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%	6 months (Duration code "B")	01/01/05 to 06/30/05 (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 01/01/05 through 12/31/05 at 40%. A BELI 1 is assigned because the two appointments total 80% and the duration is for at least a year.

EXAMPLE 2						
	Appointment Type Eligible for Benefits?	Percent	Duration	Dates	Benefits Level	BELI
1st Appointment	yes	40%	12 months	01/01/05 to 12/31/05	Full	BELI 1
2nd Appointment	yes	40%	12 months	01/01/05 to 12/31/05		

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 01/01/05 and ends 05/31/05. The second starts 06/01/05 and ends 12/31/05. 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 01/01/05.

EXAMPLE 3						
	Appointment Type Eligible for Benefits?	Percent	Duration	Dates	Benefits Level	BELI
1st Appointment	yes	100%	5 months	01/01/05 to 05/31/05	Full	BELI 1
2nd Appointment (known & approved on 1/1/05)	yes	100%	7 months	06/01/05 to 12/31/05		

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 01/01/05 until 05/31/05. Assign a BELI 3 on 01/01/05. The second appointment is later approved and is 100% from 06/01/05 to 12/31/05. On 06/01/05, add the two appointments together and determine the BELI. In this case, employee can be assigned a BELI 1 on 06/01/05.

EXAMPLE 4						
	Appointment Type Eligible for Benefits?	Percent	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%	5 months	01/01/05 to 05/31/05	Mid-Level	BELI 3
2nd Appointment (effective 6/1/05)	yes	100%	7 months	06/01/05 to 12/31/05	Full	BELI 1 (effective 6/1/05)

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 01/01/05 until 05/31/05. Assign a BELI 3 on 01/01/05. An extension of the appointment is approved on 03/01/05 with a new end date of 12/31/05. On 03/01/05, consider the entire appointment (01/01/05 – 12/31/05) and re-determine the BELI. In this case, employee can be assigned a BELI 1 on 03/01/05.

EXAMPLE 5a						
	Appointment Type Eligible for Benefits?	Percent	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%	5 months	01/01/05 to 05/31/05	Mid-Level	BELI 3
Appointment Extension (approved 3/1/05)	yes	100%	7 months	06/01/05 to 12/31/05	Full	BELI 1 (effective 3/1/05)

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						
	Appointment Type Eligible For Benefits?	Percent	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%	3 months	07/1/04 to 09/30/04	Mid-level	BELI 3
1st Extension	yes	100%	1 month	10/01/04 to 10/31/04	Mid-level	BELI 3
2nd Extension	yes	100%	6 months	11/01/04 to 04/30/05	Mid-level.	BELI 3. Due to reach 1000 hrs. in Dec.; BELI 1 on 1/1/05

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 (IHR2 screen in PPS). 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	Appointment Type Eligible for Benefits?	Percent	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%	12 months	07/01/04 to 06/30/05	Full	BELI 1
New Appointment (following break in service)	yes	40%	12 months	08/01/05 to 07/31/06	Full	If 1,000 hours on 8/1/05, then BELI 1 until average paid hours reduce below 17.5 for two 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 (IHRS screen in PPS).

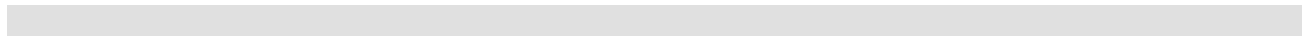
EXAMPLE 7a						
	Appointment Type Eligible for Benefits?	Percent	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100% ___Asst. I	12 months	07/01/04 to 06/30/05	Full	BELI 1
New Appointment	Yes, appointment is “eligible”.	20% ___Asst. I	6 months	07/01/05 to 12/31/05	Full	BELI 1. If falls below 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	Appointment Type Eligible for Benefits?	Percent	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100%	3 months	07/01/04 to 09/30/04	Mid-level	BELI 3
New Appointment	No. Casual/ Restricted is an ineligible appointment type.	50% Casual/ Restricted (student)	12 months	10/01/04 to 09/30/05	No Benefits	BELI 5 (effective 10/1/04)

EXAMPLE 7c						
	Appointment Type Eligible for Benefits?	Percent	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100% Assoc. Dev. Engineer	12 months	07/01/04 to 06/30/05	Full	BELI 1
New Appointment	No. Student title is an ineligible appointment type.	50% Grad Student Researcher	12 months	07/01/05 to 06/30/06	No Benefits	BELI 5.

EXAMPLE 7d						
	Appointment Type Eligible for Benefits?	Percent	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	100% Professor	12 months	07/01/04 to 06/30/05	Full	BELI 1
New Appointment	No. WOS is an ineligible appointment type.	Emeritus Professor WOS (without salary)	indefinite	07/01/05 to 99/99/99	No Benefits	BELI 5. (effective 07/01/05)



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** (IHR2 screen in PPS) in a 12-month period. For example, a Lecturer is appointed 60% from 10/01/04 – 06/30/05. A BELI 4 should be assigned on 10/01/04. However, Lecturer accumulates 750 hours during May 2005. On the first of the next month (06/01/05), Lecturer should be assigned BELI 1.

EXAMPLE 8a:						
	Appointment Eligible for Benefits?	Percent	Duration	Dates	Benefits Level	BELI
Initial Appointment	yes	60%	9 months	10/01/04 to 06/30/05	Core	BELI 4 (Until 06/01/05, 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. If the Lecturer is a rehire, review the number of hours paid in the last twelve months (IHR2 screen in PPS). If the number is 750 or above, assign a BELI 1.

EXAMPLE 8b:						
	Appointment Type & Title 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	7/1/04 to 6/30/05	Mid-level	BELI 2 (effective 7/1/04) BELI 1 (if the Lecturer's hours total 750 in a 12 month period upon rehire)