



Increase/Decrease of Hours Worked:

Part-time to Full-time: When an employee moves from a part-time to full-time assignment, health/dental coverage through the district becomes a condition of employment.

If the employee was enrolled in health/dental and long-term disability insurance in their part-time assignment, the insurance benefits specialist will send the increase in assignment information to the payroll department to make the adjustment. If the employee was not previously enrolled in the disability insurance, the employee will receive the (4x6) enrollment card with instructions to complete and return to the insurance benefits specialist.

If the employee was not enrolled in health/dental insurance in their part-time assignment, the employee must complete and return the enrollment information. See Enrollment Process. The employee may have elected the disability insurance only – it is not necessary to complete a new (4x6) enrollment card.

*The change for insurance coverage is effective on the first day of the month following 30 days of the event. For example, if the employee's move to a full-time assignment occurred on January 15, the insurance effective date is March 1. So, the change would affect the February paycheck (insurance premiums are paid one month in advance).

Full-time to Part-time: Now that the employee is in a part-time assignment, health/dental insurance is optional. The insurance benefits specialist will contact the employee to determine if they wish to continue the coverage at an additional cost to the employee.

If the employee elects to discontinue the insurance coverage, they must complete and return the CEBT enrollment/change card and the change verification/election form indicating that there was a decrease in assignment. The employee may discontinue the health/dental coverage, but elect to keep vision coverage.

Employees may change health/dental plans only during the open enrollment period.

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