



Benefits Changes Full-time to Part-time Position

The following outlines the effect on benefits when an employee changes from a full-time to a part-time benefits-eligible position. The information below assumes that the employee is in a regular benefits-eligible part-time position working at least 20 hours per week.

Medical, Dental and Vision Insurance

No change.

Retiree Medical Benefit

Eligibility for this benefit ceases when working part-time, even if the applicable years-of-service requirement has been met.

Exception: If an employee is “grandfathered” for our Retiree Medical Benefits and is at least 62 years old with 15 years of applicable full-time service when the status changes to part-time he/she will retain eligibility for the retiree benefit.

If an employee is enrolled in the Retiree Medical Savings Account (RMSA) plan and is at least age 62 with 12 years of applicable full-time service when the status changes to part-time, the account will become “vested” and available to the employee for qualified medical expenses when the employee terminates and becomes at least age 65. If the employee is under age 62 when the status changes to part-time, the RMSA plan will be suspended, and if the employee returns to full-time status within two years from the change date, the account will be eligible for additional contributions. If after 24 months, the employee doesn’t return to full-time status then the employee’s RMSA funds will be forfeited.

Retirement Plan

No change (same contribution percentage, but based on lower salary).

Basic Life Insurance (non-contributory)

Coverage amount decreases due to lower salary.

Supplemental Life Insurance (contributory)

Coverage amount **might** have to be reduced due to lower salary (check with Benefits Office).

Flexible Spending Accounts

No change.

Group Automobile and Homeowner's Insurance (METPAY)

No change.

Group Legal Plan (METLAW)

No change.

Vacation

Vacation time will accrue at the same rate, but the amount available will be pro-rated and should be calculated in hours (see Vacation and Sick Leave Accrual for Part-time Employees for details).

Note: Since an employee cannot carry over more than one year's accrual from one anniversary year to the next, when an employee changes from full-time to part-time status, his/her current vacation accrual should be converted to hours, and anything in excess of the new annual hourly accrual may need to be paid out to the employee. This should first be discussed with the Benefits Director.

Personal Days

No change. Two personal days per year available to non-exempt (weekly-paid) employees. For part-time employees, a personal day equals the number of hours in an "average day," which is the number of regular hours worked per week divided by five.

Sick Leave

Sick leave for both exempt (monthly-paid) and non-exempt (weekly-paid) employees is accrued on an hourly basis for part-time employees (see Vacation and Sick Leave Accrual for Part-time Employees for details).

Note: An employee changing from a full-time exempt (monthly-paid) position will not have any sick leave accruals, due to the salary continuation policy for sick leave for exempt employees. However, the employee will be credited with 50% of the number of hours of sick leave that would have accrued during the time of service if the employee had been non-exempt (hours credited not to exceed 12 weeks).

Tuition Remission

Tuition Remission is available on a pro-rated basis for the employee only. *Exception:* Someone with at least ten consecutive years of benefits-eligible service will retain the 100% benefit. Tuition Remission is not available to spouses or children of part-time employees.

Long-Term Disability Insurance

This coverage does not apply to part-time exempt (monthly-paid) employees.

Short-Term Disability Payments

This provision applies to full-time non-exempt (weekly-paid) employees only.

Financial Planning Subsidy

Applies to full-time employees only.

Employee Death Benefit

Applies to full-time employees only.