

**HR/LR Procedure #1427P  
Insurance Eligibility at Appointment**

**Issued** June 16, 2014  
**Revised** November 7, 2014  
**Authority** Enterprise Human Resources

**GENERAL INSTRUCTIONS**

This procedure must be followed at the time of Appointment. Eligibility is determined through a combination of features applicable to the position and the employee. This means that although a position might not be insurance eligible, the individual appointed to the position may be insurance eligible. Therefore, insurance eligibility will not be known until the position is established and the appointment is made.

Throughout this procedure, information will be collected about the position and determinations will be made about the specific employee's insurance eligibility. Together, the position information and the employee's insurance eligibility will be combined to determine employee insurance eligibility in the new position.

**Contacts**

Your Agency Account Representative - Staffing or SEMA4. A full list is available at: <http://www.mn.gov/mmb/employee-relations/hiring-and-selection/agency-applicant-services/>

MMB website:

<http://www.mn.gov/mmb/segip/humanresources/insurance-eligibility.jsp>

**References**

**DEFINITIONS**

**Administrative Period:** A period of no more than 90 days beginning immediately after a measurement period and ending immediately before the start of the associated stability period. During this period agency HR staff review the hours a measured employee worked during the measurement period and offer coverage to any employee who does not have the full employer contribution coverage but averaged 30 or more Hours of Service during the measurement period.

**Appointing agency (authority):** A person or group of persons empowered by the Constitution, statute, or executive order to employ persons in, or to make appointments to, positions in the civil service. (M.S. 43A.02)

**Appointment:** The act of filling a vacancy by placement of a person in a civil service position through selection from a finalist pool list or a noncompetitive or qualifying process including transfer, demotion or reinstatement. (M.S. 43A.02). It also means the filled position or job.

**Appointment date:** The first day the employee provides one Hour of Service is the appointment date for employee insurance eligibility purposes.

**Concurrent Appointment:** An employee holds two or more appointments (or positions) at the same time within one Control Group. The appointments may be held in the same or different agencies.

**Continuing Employee:** An employee accepting a new appointment who provided at least one Hour of Service for any agency in the Control Group within the 13 weeks immediately preceding the first day the employee

provides at least one Hour of Service for the new appointment. For educational organizations, any employee who provided at least one Hour of Service for an educational organization in the Control Group within the 26 weeks prior to the first day the employee provides at least one Hour of Service for the new appointment for an educational organization in the Control Group is a continuing employee. This definition applies only for insurance eligibility purposes.

**Control Group:** Means a group of agencies under the control of one or more individuals. The state is divided into four Control Groups: the legislative branch, judicial branch, the executive branch and MnSCU. The total hours an employee provides within a Control Group are added together to determine eligibility. Penalties are assigned to individual agencies within a Control Group. All agencies within a Control Group are subject to Employer Shared Responsibility requirements regardless of size.

**Educational organization:** The term educational organization means an entity described in § 1.170A–9(c)(1), whether or not described in section 501(c)(3) and tax-exempt under section 501(a). For insurance eligibility purposes, this includes MnSCU, Perpich Arts High School, and the Minnesota State Academies.

**Employer Shared Responsibility:** A provision of the Affordable Care Act (ACA, otherwise known as health care reform). Under Employer Shared Responsibility (ESR), an employer with 50 or more FTE must offer coverage to all employees averaging 30 or more Hours of Service each week or pay a penalty. ESR takes effect on January 1, 2015.

**Full-time:** For insurance eligibility purposes, it is an employee employed on average of 30 or more Hours of Service per week with an employer. Under the monthly measurement, method 130 Hours of Service in a calendar month is treated as the monthly equivalent of at least 30 Hours of Service per week.

**Hour of Service:** An Hour of Service includes hours for which an employee is paid for the performance of duties for the employer; hours for which the employee is entitled to payment for a period of time during which no duties are performed due to vacation, holiday, sick leave, layoff, jury duty, military duty, or leave of absence; and unpaid hours for FMLA, and USERRA. It also includes employment break periods for employees of educational institutions (e.g. spring break and summer break). Hours a bona fide volunteer provides are not included, nor are Hours of Service performed as part of a Federal Work-Study Program as defined under 34 CFR 675 or a substantially similar program of a State or political subdivision. In determining Hours of Service and status as a full-time employee for insurance eligibility purposes, an Hour of Service for one agency is treated as an Hour of Service for all other agencies within the same Control Group.

**Initial Measurement Period:** A one-year period during which the Hours of Service are measured for a newly appointed employee who did not receive the full employer contribution insurance coverage at the time of appointment. If the employee averages 30 or more Hours of Service during the initial measurement period the employee will be considered full-time for insurance benefit purposes during the associated initial stability period.

**Monthly Measurement Method:** A method used to determine if an employee is Full-time by anticipating the employee's Hours of Service prior to each calendar month.

**Look Back Method:** A method used to determine if an employee is full-time which involves measuring the employee Hours of Service for a set period and then providing the employee the level of coverage determined for an additional set period.

**New Hire:** An employee accepting a new appointment who has NOT provided at least one Hour of Service for any agency in the Control Group within the 13 weeks immediately preceding the first day the employee provides at least one Hour of Service for the new appointment (26 weeks for educational institutions). This definition applies only for insurance eligibility purposes.

**Not Seasonal Basis Employee:** An employee not appointed to provide services for a season.

**Ongoing employee:** An employee employed by any agency in the Control Group on the first day of any Standard Measurement Period.

**Part-time:** The term part-time employee, for employee insurance purposes, means an employee who is employed on average less than 30 Hours of Service per week. Under the monthly measurement method a part-time employee is an employee anticipated to work less than 130 Hours of Service in a calendar month.

**Position:** A group of duties and responsibilities assigned or delegated by competent authority, requiring the full-time or less than full-time employment of one person.

**Primary agency:** The agency that employs an employee in a primary job.

**Primary job:** The record that has “Primary Job” in the Job Indicator field on the Work Location page of the Job Data component. An employee must have exactly one primary job.

**Reg/Temp Codes:** A category in SEMA4 that includes Emergency, Intern, Limited, Temporary, Unlimited, Non-state, and Trainee.

**Season:** A period of time that begins each calendar year in approximately the same part of the year, such as summer or winter.

**Seasonal Basis Employee:** An employee who was both appointed to work for a season and who provides services directly related to the season. A Seasonal Basis Employee may include an employee who is appointed for no more than 10 months during any 12 consecutive months but who is expected to return to work year after year. A variety of Reg/Temp coded positions can be made on a Seasonal Basis, including Seasonal, Intern, Student Worker, and Unclassified Temporary.

**Sequential Appointment:** An employee held an appointment for any agency in the Control Group in which the employee provided at least one Hour of Service within the past 13 weeks (or 26 weeks for educational institutions). The employee is not currently providing Hours of Service in that position but may, or may not provide additional Hours of Service within the next 12 months.

**Special Eligibility Code:** A code used in SEMA4 to denote the level of an employee’s insurance benefit eligibility.

**Stability Period:** The term stability period means a one-year period that immediately follows an administration period and is associated with an immediately preceding standard measurement period or initial measurement period. It is part of the Look Back method. An employee will hold the level of coverage identified in the measurement period during the associated stability period.

**Standard Measurement Period:** Is a one-year period during which the Hours of Service for an ongoing employee are measured. If the employee averages 30 or more Hours of Service during the standard measurement period the employee will be considered full-time for insurance benefit purposes during the following standard stability period.

**Variable Hour Employee:** An employee who, based on the facts and circumstances known on the employee’s start date, the appointing authority cannot determine whether the employee is reasonably expected to average 30 or more Hours of Service per week during the initial measurement period because the employee’s hours are variable or otherwise uncertain.

## PROCEDURES

**A. Determine if the employee is a New Hire or a Continuing Employee for insurance eligibility purposes.** Look in SEMA4 Job Data Statewide to determine if the employee has another active Appointment or if there is a separation date 1) from another agency within the same Control Group and 2) within 13 weeks(26 weeks for educational institutions) prior to the first day of service for this Appointment (position).

**A1. New Hire.** If there is no SEMA4 record or if the employee did not provide an Hour of Service to an agency within the same Control Group during the 13 weeks (26 weeks for educational institutions) prior to the first day of service of this Appointment, then the employee is a New Hire for insurance eligibility purposes. (For SEMA4 purposes this Appointment will be entered as a New Hire or rehire.)

**A2. Continuing Employee.** If the employee provided an Hour of Service to an agency within the same Control Group during the 13 weeks (26 weeks for educational institutions) prior to the first day of service of this Appointment, then the employee is a Continuing Employee for insurance eligibility purposes.

Hours of Service are counted even if there was a break in service of 13 weeks or less (26 weeks for educational institutions). The appointing agency may contact the current/prior agency to determine when the employee provided (or will provide) the last Hour of Service and if the employee will continue to provide services after the new Appointment begins. (For SEMA4 purposes, this Appointment will be entered as a rehire, promotion, demotion, transfer, or movement.)

**Note:** This step is for insurance eligibility purposes only. This is similar to but different from entering the employee's status as a New Hire, rehire, promotion, demotion, transfer, or movement in SEMA4.

New Hire and Continuing Employee have specific definitions for insurance eligibility purposes. The purpose of these definitions are to identify which employees have had service within the immediate past 13 weeks (26 weeks for educational institutions) of the first day of service with the new Appointment.

**Remember:** The purpose of this procedure is to determine the eligibility level for the new Appointment. If the candidate is a Continuing Employee this procedure will require information about the new Appointment (position) as well as the candidate's immediate past (or current) appointment. It is important to ensure the correct Appointment is under review in each step.

**B. Determine if the Appointment is a Seasonal Basis Appointment.** This determination applies to the new Appointment (and does not address Concurrent or past Appointments). To be a Seasonal Basis Appointment, all three of following statements must be true:

**B1. Does the agency have a Season?** The agency must have a defined Season that occurs year after year approximately during the same period, such as summer or winter. Only certain agencies have work that is performed on a Seasonal Basis. Executive Branch agencies with established Seasons are:

Agriculture Department  
Employment and Economic Security  
MN Zoological Garden  
MnSCU  
MnSURE  
Natural Resources Department

Perpich Center for Arts Education  
Revenue Department  
Racing Commission  
Public Safety  
Transportation Department

**Note: An agency not on this list or agencies defining a new season must contact MMB's Labor Relations department before appointing an employee on a Seasonal Basis.**

**B2. Is the employee being appointed for the Season?** Compare the period of time for which the employee has been appointed to the period of time identified as the Season. If they coincide the employee has been appointed for the Season.

**B3. Do the job duties directly relate to the Season?** The duties assigned to this position must be directly related to the Season.

**Example. Seasonal Basis Appointment.** The DNR appoints an employee to work for the agency's Season (late May through early September) and to perform work associated with the Season, in this case mowing lawns in state parks. This is a Seasonal Basis Appointment.

**Not a Seasonal Basis Appointment.** The DNR appoints an employee to work late May through early September. This employee is temporarily replacing a Full-time, unlimited employee who performs accounting duties at HQ. This Appointment is not a Seasonal Basis Appointment.

**Warning:** Misclassifying a Not Seasonal Basis Employee as a Seasonal Basis Employee may result in a monetary penalty to your agency.

**C. Identify the Reg/Temp code assigned to the position.** This determination is made when the position is created. The Reg/Temp is in SEMA4, on the Description tab on the position and on the Job Information tab, and is listed under the "Regular/Temporary" category.

**D. Determine if the Appointment is Full-time, Part-time, or intermittent; the anticipated number of hours; and anticipated length.**

**D.1. Determine if the Appointment is Full-time, Part-time, or intermittent.** This information is recorded in SEMA4, on the Description tab on the position and on the Job Information tab, Job Info, Full/part.

**D.2. Determine the number of hours per week the employee is anticipated to work.**

**D.1.a. Position.** Determine how many Hours of Service per week the employee is anticipated to provide in the Appointing agency.

**D.2.a.ii Full-time.** A Full-time position will work 40 hours per week (use the state's definition here).

**D.2.a.iii Part-time.** For all other Reg/Temp codes the hours are recorded in SEMA4, on the Description tab on the position and on the Job Information tab, Standard Hours. (The hours anticipated for this position may not match the FTE.)

**D.2.a.iv Variable Hour Employee.** If the number of hours per week cannot be determined, the employee may be considered a Variable Hour employee for insurance eligibility purposes. An intermittent employee will be a Variable Hour employee and a Part-time employee may also be a Variable Hour employee. To determine if an employee is a Variable Hour employee consider these factors from the ESR Final Regulations:

- Whether the employee is replacing an employee who was a Full-time employee or a variable hour employee;
- The extent to which the Hours of Service of employees in the same or comparable positions have actually varied above and below an average of 30 Hours of Service per week during recent measurement periods;
- Whether the job was posted, advertised, or otherwise communicated to the candidate or otherwise documented (for example, through a contract or job description) as requiring Hours of Service that would average at least 30 Hours of Service per week, less than 30 Hours of Service per week, or may vary above and below an average of 30 Hours of Service per week;
- In all cases, no single factor is determinative;
- For purposes of determining whether an employee is a variable hour employee, the agency may not take into account the likelihood that the employee may terminate employment with any member of the Control Group before the end of the initial measurement period; and
- These factors are only relevant for a new employee if the employer has no reason to anticipate that the facts and circumstances related to that new employee will be different from other similar employees.

**Note:** The Hours of Service anticipated for this position will be used to determine eligibility for a New Hire and is part of determining eligibility for a Continuing Employee. This determination may or may not match the FTE entered (or to be entered) into SEMA4 for this position.

**D.2.b. Continuing Employee with Concurrent Appointments.** Coverage for employees with a Concurrent Appointment is determined by counting the anticipated Hours of Service in all agencies within the Control Group.

**D.2.b.i. Determine the length of the Concurrent Appointment.** Total the Hours of Service for all Appointments if the Concurrent Appointments will last more than 13 weeks. The Appointing Agency may need to contact the other employing agency to determine if the Appointment will last 13 weeks or more.

**D.2.b.ii. Determine the number of Hours of Service the employee is anticipated to provide all agencies within the same Control Group.** If the:

- Employee will have a Concurrent Appointment for a short period of time, then use only the Hours of Service anticipated in the Appointing agency (going forward). (A short period may mean 13 weeks or less).
- Combined Hours of Service are anticipated to average less than 30 hours per week, then count only the Hours of Service in the Appointing agency.
- Combined Hours of Service are anticipated to average 30 or more hours per week then see Concurrent and Sequential Appointments Procedure (Steps F2 and F3).

**Hint.** The Appointing agency must record in SEMA4 the Reg/Temp code, the full/part/Int status and anticipated number of hours associated with the employee's position within the appointing agency. The combined number of hours will be used to determine insurance eligibility only.

The Special Eligibility Code AF12 will indicate that an employee scheduled to work less than 30 hours per week is receiving the full employer contribution because 1) the employee has a second position within the Control Group; or 2) because the employee is receiving coverage due to the employee's status during a Stability Period.

**Note.** An Inter-agency Agreement will be necessary if the Concurrent Appointments will continue for more than a short period of time (13 weeks or less).  
See: Interagency Agreement for Concurrent and Sequential Appointments.

**D.3. Determine the length of the Appointment.** This information is recorded in SEMA4. If the position is an unlimited position there is no end date. For limited positions, the hours per week can be found on the Employment Data tab, Employment Info, Appt End Date.

Note: There are two critical periods to assess:

- Not a Seasonal Basis Appointment: is it anticipated to be more than 12 weeks
- Seasonal Basis: is it anticipated to last more than six months.

**Warning:** Avoiding insurance eligibility by underestimating the length of Appointment may result in a penalty.

**E. Determine the insurance eligibility of the position.** Use the information collected about the position to determine the level of eligibility of this position and for a New Hire appointed to this position. To make this determination use the data collected above to locate the correct Special Eligibility Code on the "Eligibility at Appointment, Special Eligibility Code Chart" below:

- E.1.** Locate the "Not Seasonal Basis Appointment" or the "Seasonal Basis Appointment" section of the chart using data collected in Section B.
- E.2.** In column one of the chart, locate the Reg/Temp code that was identified in Section C above.
- E.3.** In column three, select the line that matches the number of hours the employee is anticipated (or scheduled) to work as identified in Section D 1.

In column four, match the length of time the Appointment is anticipated to last using the data collected in Section D, 2 a. (This is the Hours of Service assigned to the position and does not include Hours of Service an employee may provide to another agency.)

- E.4.** Use the Special Eligibility code found on the fifth column of the Chart for a New Hire. (If the employee is a Continuing Employee, this Special Eligibility Code will be used to identify the position's eligibility level to compare with the employee's eligibility.)

<b>Continuing Employee</b> – If the employee is a Continuing Employee, go to <b>Section F.</b>	<b>New Hire</b> – if the employee is a New Hire, go to <b>Section G.</b>
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**F. Determine eligibility level for a Continuing Employee.** Upon Appointment to a new position, a Continuing Employee will receive the better of either the coverage associated with the new Appointment or the eligibility level associated with the employee's coverage level in the current Stability Period or that created by a Concurrent or Sequential Appointment.

**F.1. Identify the Continuing Employee's current Special Eligibility Code.** This is the Special Eligibility Code the employee either had or has in the employee's immediate past position (not the position the employee is currently being appointed to). The Code is in SEMA4, Job Data, Benefits Program Participation, and find the Special Elig code.

If the employee has a Concurrent Appointment go to F.2.	If the Employee has a Sequential Appointment go to F.3.
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**F.2. Concurrent Appointment.** In this step the eligibility for an employee with Concurrent Appointments will be determined. Coverage for employees with Concurrent Appointments is determined by counting the anticipated Hours of Service in all agencies within the Control Group. In step D. 2. b. the number of Hours a Continuing Employee with Concurrent Appointments is anticipated to work were combined and totaled.

**NOT SEASONAL BASIS**

- Offer the employee full employer contribution level coverage if the employee's total anticipated Hours of Service are 30 or more per week and for 13 weeks or more.
- Offer the level of coverage associated with the position (as determined in step E) if the employee's anticipated Hours of Service are less than 30 hours per week or if the position is for 13 weeks or less.

**SEASONAL BASIS**

If the employee has Concurrent Appointments, and one or more are a Seasonal Basis Appointment, contact your Agency HR or SEMA4 Representative at MMB to determine eligibility. A list of representatives is available at: <http://www.mn.gov/mmb/employee-relations/hiring-and-selection/agency-applicant-services/>.

<p><b>Remember.</b> Use the AF12 Special Eligibility Code when an employee is anticipated to work on average less than 30 hours per week in the Appointment but will receive a full employer contribution. This may occur when:</p> <ul style="list-style-type: none"> <li>• An employee moves from a Full-time Appointment to a Part-time Appointment during a Stability Period.</li> <li>• A Part-time employee worked on average 30 or more hours per week during a Measurement Period thereby earning the full employer contribution for the following Stability Period.</li> <li>• An employee becomes insurance eligible based on the hours worked in more than one agency.</li> </ul> <p>The AF12 will also help remind staff to renew annually the Inter-agency Agreement for State Employee Insurance Benefit Costs.</p> <p><b>Example.</b> Frank holds two Appointments in two agencies within one Control Group. Frank works 20 hours per week in each Appointment. The Hours of Service per week in each agency only creates eligibility for the partial employer contribution. The Primary Agency will use the AF12 code to be reminded that while the position is ineligible, the employee is eligible. The secondary agency may code the employee as MP12 and indicate the coverage was waived.</p>
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Employee has a Concurrent Appointment go to Section G.	Employee does not have a Concurrent Appointment go to section F3.
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**F.3. Sequential Appointments.** In this step, coverage for an employee with Sequential Appointments will be determined. Compare the Special Eligibility Code for the position (determined in Section E) to the



employee's immediate past Special Eligibility Code (determined in step F. 1). Below, select the scenario that fits the employee's transition from the immediate past Appointment to the new Appointment.

**F.3.a. Full-time to Full-time.** The employee will continue to receive the full employer contribution according to the Look-Back process or the applicable contract or compensation plan. (Include a Seasonal Basis Employee who has the full employer contribution level coverage.)

**F.3.b. Full-time to Part-time or Seasonal Basis.** The appointing agency must choose to follow either F. 3. b. i. or F. 3. b. ii. and must apply follow only that option for all similarly situated employees under this section during an entire Standard Stability Period. The appointing agency must continue the full employer contribution either for:

**F.3.b.i. Through the current Stability Period (Look Back Method).** Continue providing the coverage level through the end of the employee's current Stability Period. After the end of that Stability Period the employee will receive the appropriate coverage level determined through the Standard Look Back process. – OR –

**F.3.b.ii. Three full calendar months (Monthly Measurement Method).** At the end of three full calendar months measure the number of hours worked. If the hours averaged:

- 30 or more Hours of Service per week then continue the employee at the full employer contribution level.
- Less than 30 Hours of Service per week then the employee will receive the coverage level associated with the new, part-time Appointment beginning on the first day of the fourth full month.

The agency must continue to measure the employee's hours monthly through the end of the current Stability Period. Each month the agency must forecast how many hours it anticipates the employee to work in that month. A penalty may be assessed if the employee is not offered coverage, works Full-time, and purchases coverage through the exchange and receives a subsidy. This Monthly Measurement Method is followed until the end of the current Stability Period and then the employee is measured through the Look Back Method.

Determining full-time status under the Monthly Measurement Method for certain calendar months is based on Hours of Service over four-week periods and for other calendar months on Hours of Service over five-week periods. Generally, the period measured must contain either the full week that includes the first day of the month or the full week that includes the last day of the month, but not both. Here, a week means any period of seven consecutive calendar days beginning with Wednesday, the first day of the payroll week. For calendar months calculated using four week periods, an employee with at least 120 Hours of Service is a Full-time employee, and for calendar months calculated using five week periods, an employee with at least 150 Hours of Service is a Full-time employee.

**Example of the Three Calendar Month option.** Amy leaves a Full-time position on December 15<sup>th</sup>. She accepts a Part-time position with a different agency within the same Control Group on January 25<sup>th</sup>. The new agency must provide Amy with the full employer contribution level coverage associated with her prior Appointment. The agency will measure the Hours of Service Amy provides the agency during February, March and April. Beginning May 1<sup>st</sup> Amy

will continue to receive the full employer contribution if she averaged 30 or more Hours of Service per week. If she averaged less than 30 hours per week, she will receive the coverage level associated with her applicable contract or compensation plan. (This is a data change /BJC.) The agency must anticipate the number of hours Amy will work each month through the rest of the Stability Period and provide coverage accordingly.

**Hint.** This step includes the Appointment of a PRO or Senior Judge.

**Exception:** The employee will continue to receive the 6-month employer contribution granted in the applicable contract or compensation plan (if eligible) if the employee was laid off from a Full-time Appointment and takes a Part-time Appointment that is not insurance eligible. In this case, coverage will end after six months and not three months. At the end of the 6-month period, the agency may then measure the employee for three months and apply insurance eligibility as appropriate.

**F.3.c. Part-time Employee or Variable Hour Employee or Seasonal Basis Employee to Full-time.** This option affects only employees who did not receive the full employer contribution in an appointment held within the past 13 weeks (or 26 weeks for an educational institution).

**F.3.c.i. Reg/Temp code is eligible under the applicable contract or compensation plan.** When a Part-time employee, a Variable Hour Employee, or an employee appointed on a Seasonal Basis is appointed to a Full-time position that has a Reg/Temp code that is insurance eligible the insurance coverage level will be the level of coverage associated with the new position (the better level of coverage). This is because the full employer contribution is required under the applicable contract or compensation plan.

**Example.** Brian is a Part-time employee working 15 hours per week. He accepts a Full-time, unlimited position. Brian will receive the full employer contribution associated with his new position.

**F.3.c.ii. Reg/Temp code is NOT eligible under the applicable contract or compensation plan.** If the position has a Reg/Temp code that is not insurance eligible under the applicable contract or compensation plan then the agency must measure the hours for three full **calendar months. At the end of** the third month, if the employee averaged 30 or more hours per week then the employee is considered Full-time and the full employer contribution coverage must be offered by the first day of the fourth month. If the employee averaged less than 30 hours per week then the coverage will continue at the level associated with the Continuing Employee.

**Example.** Carla is a Part-time employee working 15 hours per week. She is offered and accepts a Full-time, classified one-year temporary assignment in a different agency within the same Control Group. A Reg/Temp code of Temporary Classified is not insurance eligible under the applicable contract. Carla continues to be insurance ineligible, and the Hours of Service she provides in her new

position are measured for three full months. If, at the end of the three-month measurement period, Carla averaged 30 hours per week she will be eligible for the full employer contribution beginning the first day of the fourth full month. If she averages less than 30 hours per week Carla will continue to be insurance ineligible.

**F.3.d. Part-time Employee or Variable Hour Employee or Seasonal Basis Employee, to Part-time or Variable Hour employee or Seasonal Basis Employee.** Coverage will be awarded according to the applicable contract or compensation plan. This is the level of coverage identified in Step E.

**G. Coverage offer date.**

**G.1. New Hire.** The initial effective date of coverage is the 35th calendar day after the first day of employment, re-hire or reinstatement.

**G.2. Continuing Employee.** A Continuing Employee (as defined on page 1) will have a 35-day waiting period or will receive coverage effective their first day of rehire. If in the immediate past Appointment, the employee had a:

**G.2.a** Full employer contribution the coverage begins:

**G.2.a.i.** The coverage begins on the first day the employee provides an Hour of Service regardless if there was a break in service.

**G.2.a.ii.** If the employee was eligible for the full employer contribution but the waiting period was not completed then there is a 35-day waiting period.

**G.2.b.** Partial employer contribution, or no contribution, or was not eligible, the coverage begins:

**G.2.b.i.** Had a break in service (of 13 weeks or less, or of 26 weeks or less if an educational institution) then coverage will begin after a 35 day waiting period (or according to the applicable contract or compensation plan).

**G.2.b.ii.** Did not have a break in service then coverage will be effective the first day of service.

**G.2.b.iii. Must be active.** The employee must be actively at work on the initial effective date of coverage, or coverage will be delayed until the employee returns to active payroll status. If the employee is not actively at work on the initial effective date of coverage due to the employee's health status, medical condition, or disability or that of the employee's dependent, as such terms are defined in Section 9802(a) of the Internal Revenue Code and the regulations related to that Section, coverages shall not be delayed.

**H. Agency must notify employee.** The agency must notify the employee of any change in coverage level.

## Special Eligibility Code Eligibility at Appointment Chart

October 2014

Any position intended to last 12 weeks or less is not insurance eligible unless the appointed individual is entering the position as an insurance eligible Continuing Employee. A Continuing Employee will receive the better of either the level of coverage associated with the new position or the level the employee is entitled to due to his or her place in a Stability Period. Coverage attributable to the individual, and not to the position, may only be required for three months.

### Not Seasonal Basis Appointment

Reg/Temp	Full/Part/Int	Scheduled Average Hours Per Week	Minimum Appointment Length	Special Eligibility Code
Column 1	Column 2	Column 3	Column 4	Column 5
<b>Emergency</b>	n/a	30 or more	45 days or less <sup>1</sup>	MX
	n/a	1-29	45 days or less	MX
	Intermittent	Variable	Any length	MX
	n/a	n/a	Position ineligible, employee eligible	AF12 / AF9
<b>Intern</b>	Full time	40	More than 12 weeks	MF12
	Part time	30-39	More than 12 weeks	MF12
	Full / Part time	1-40	12 weeks or less	MX
	Part time	1-29	Any length	MX
	Intermittent	Variable	Any length	MX
	n/a	n/a	Position ineligible, employee eligible	AF12 / AF9
<b>Limited (Unclassified) (Not including Student Workers)</b>	Full time	40	More than 12 weeks	MF12
	Part time	30-39	More than 12 weeks	MF12
	Part time	1044 to 1565 hours but less than 30 hours week	More than 12 weeks	MP12
	Part time	1-1043 but less than 30 hours week	More than 12 weeks	MX
	Full / Part time	1-40	12 weeks or less	MX
	Intermittent	Variable	unknown	MX
	n/a	n/a	Position ineligible, employee eligible	AF12 / AF9
<b>Student Workers (Limited, Unclassified)</b>	Full time	40	More than 12 weeks	MF12
	Part time	30-39	More than 12 weeks	MF12
	Full / Part time	1-40	12 weeks or less	MX
	Part time	1-29	Any length	MX
	Intermittent	Variable	Any length	MX
	n/a	n/a	Position ineligible, employee eligible	AF12 / AF9

Reg/Temp	Full/Part/Int	Scheduled Average Hours Per Week	Minimum Appointment Length	Special Eligibility Code
<b>Provisional</b>	Full time	40	More than 12 weeks	MF12
	Part time	30-39	More than 12 weeks	MF12
	Part time	20-29	Any length	MP12
	Part time	1-19	Any length	MX
	Full / Part time	1-40	12 weeks or less	MX
	Intermittent	Variable	Any length	MX
	n/a	n/a	Position ineligible, employee eligible	AF12 / AF9
<b>Temporary (Classified)</b>	Full time	40	More than 12 weeks	MF12
	Part time	30-39	More than 12 weeks	MF12
	Full /Part time	1-40	12 weeks or less	MX
	Part time	1-29	Any length	MX
	Intermittent	Variable	Any length	MX
	n/a	n/a	Position ineligible, employee eligible	AF12 / AF9
	<b>Unlimited</b>	Full time	40	More than 12 weeks
Part time		30-39	More than 12 weeks	MF12
Part time		20-29	Any length	MP12
Part time		1-19	Any length	MX
Intermittent		Variable	Any length	MX
n/a		n/a	Position ineligible, employee eligible	AF12 / AF9

**Non-State<sup>3</sup>** Limited to MVH resident worker, State Summer Aide, NR Smoke chaser, Student (not Student Worker), MNSCU Academic Exam Monitor, AmeriCorps Worker, Jobs and Training PA Work Experience, MAEF Employee, MN Foundation Student Org Employee. Agencies with these appointments must contact MMB to determine eligibility.

Reg/Temp	Full/Part/Int	Scheduled Average Hours Per Week	Minimum Appointment Length	Special Eligibility Code
<b>Trainee Assignments<sup>4</sup></b>	<b>Corrections Officer Trainee</b>			
	Full time	40	6 weeks or more	MF12
	n/a	n/a	Position ineligible, employee eligible	AF12
	<b>EBO Trainee</b>			
	Full time	40	More than 12 weeks	MF12
	n/a	n/a	Position ineligible, employee eligible	AF12
	<b>Forensic Scientist 1</b>			
	Full time	40	More than 12 weeks	MF12
	n/a	n/a	Position ineligible, employee eligible	AF12
	<b>Graduate Engineer</b>			
	Full time	40	More than 12 weeks	MF12
	n/a	n/a	Position ineligible, employee eligible	AF12

Reg/Temp	Full/Part/Int	Scheduled Average Hours Per Week	Minimum Appointment Length	Special Eligibility Code
	<b>State Patrol Trooper Trainee 2</b>			
	Full time	40	More than 12 weeks	MF12
	n/a	n/a	Position ineligible, employee eligible	AF12
	<b>Weights &amp; Measures Investigator</b>			
	Full time	40	More than 12 weeks	MF12
	n/a	n/a	Position ineligible, employee eligible	AF12

### Seasonal Basis Appointment

Reg/Temp	Full/Part/Int	Scheduled Average Hours Per Week	Minimum Appointment Length	Special Eligibility Code
<b>Seasonal</b>	Full time	40	More than 6 months	DSF
	Part time	30-39	More than 6 months	DSF
	Full / Part time	1044-1565	More than 6 months	DSF
	Part time	1-19	More than 6 months	DX
	Full / Part time	1044-1565 hours <sup>5</sup>	6 months or less	DSP
	Full / Part time	1043 hours and less	6 months or less	DX
	Intermittent	Variable	Any number of months	DX
	n/a	n/a	Position ineligible, employee eligible	DAF
<b>Temps, Interns and Student Workers</b>	Full time	40	More than 6 months	DSF
	Part time	30-39 hours week	More than 6 months	DSF
	Part time	1-29 hours week	More than 6 months	DX
	Full / Part time	any number of hours	6 months or less	DX
	Intermittent	Variable	Any number of months	DX
	n/a	n/a	Position ineligible, employee eligible	DAF

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<sup>1</sup> An Emergency Worker is limited to a 45 days appointment. Consequently, an Emergency Worker position will never be insurance eligible unless the individual is eligible due to a Stability Period or a Concurrent or Sequential Appointment.

<sup>2</sup> The AF12 Special Eligibility Code is used when the employee is anticipated to work on average less than 30 hours per week but is insurance eligible. This occurs when the position is not insurance eligible but the employee is insurance eligible due to being in a Stability Period or when one or more appointments are combined to create the eligibility (Concurrent or Sequential Appointments).

<sup>3</sup> The insurance eligibility of Non State employees varies widely. The employee may be insurance eligible if the number of hours and length of appointment is anticipated to be such that the position is eligible and if the employee is a common law employee of the appointing agency. Briefly, common law appointment means that the appointing agency controls the employee's work and has the ability to hire and fire the employee. Generally, it is advised agencies consult with MMB before making an eligibility determination.

<sup>4</sup> Trainees are also insurance eligible if on leave from another leave eligible appt.

<sup>5</sup> The range 1044-1565 is included in contract and compensation plan and so is included here. Although it is unlikely that an employee will work 1565 hours in less than six months it is technically possible under a contract. Inclusion of the full contract language is intended to bring clarity to this discussion.

## Special Eligibility Code Key

Effective October 9, 2014

<b>Series “D” for Seasonal Basis Employees</b>	
Seasonal – Full employer contribution	DSF
Seasonal – Partial employer contribution	DSP
Seasonal – No employer contribution	DSN
Seasonal – Ineligible	DX
Seasonal – Full employer contribution, employee eligible, position is not eligible	DAF
<b>Series “M” for NOT Seasonal Basis Employees</b>	
State 9/12 – Full employer contribution	MF9
State 12/12 – Full employer contribution	MF12
State 9/12 – Partial employer contribution	MP9
State 12/12 – Partial employer contribution	MP12
State 9/12 – No employer contribution	MN9
State 12/12 – No employer contribution	MN12
State - Ineligible	MX
State 9/12– Full employer contribution, employee eligible, position is not eligible	AF9
State 12/12– Full employer contribution, employee eligible, position is not eligible	AF12
<b>Series “C” for MnSCU Employees</b>	
MnSCU 9/12 – Full employer contribution	CF9
MnSCU 12/12 – Full employer contribution	CF12
MnSCU 9/12 – Partial employer contribution	CP9
MnSCU 12/12 – Partial employer contribution	CP12
MnSCU 9/12 – No employer contribution	CN9
MnSCU 12/12 No employer contribution	CN12
Not applicable	CX
MnSCU 9/12– Full employer contribution, employee eligible, position is not eligible	AF9
MnSCU 12/12– Full employer contribution, employee eligible, position is not eligible	AF12

**State of Minnesota**

**Control Groups**

Effective October 9, 2014

<b>Executive Branch Control Group</b>			
B7PMN	Accountancy Board	H7BMN	Medical Practice Board
G02MN	Administration Dept	P01MN	Military Affairs Dept
G9KMN	Administrative Hearings	G62MN	Minnesota State Retirement Association
B04MN	Agriculture Dept	E77MN	Minnesota Zoological Garden
B9DMN	Amateur Sports Comm	G10MN	Mn Management & Budget
B14MN	Animal Health Board	E44MN	Mn State Academies
B7EMN	Architecture, Engineering Bd	G46MN	MN.IT Services Office
E50MN	Arts Board	H60MN	MNsure
G9NMN	Asian-Pacific Council	R29MN	Natural Resources Dept
G06MN	Attorney General	H7CMN	Nursing Board
B15MN	Barber Examiners Board	H7KMN	Nursing Home Admin Board
H7XMN	Behavioral Health & Therapy Bd	E60MN	Office of Higher Education
G9LMN	Black Minnesotans Council	H9GMN	Ombud Mental Hlth & Dev Dis
G45MN	Bureau of Mediation Services	G92MN	Ombudsperson for Families
G9JMN	Campaign Fin & Public Discl Bd	H7JMN	Optometry Board
G9XMN	Capitol Area Architect	P7TMN	Peace Officers Board (POST)
G9MMN	Chicano/Latino Affairs Council	E25MN	Perpich Ctr For Arts Education
H7HMN	Chiropractors Board	H7DMN	Pharmacy Board
B13MN	Commerce Dept	H7WMN	Physical Therapy Board
P78MN	Corrections Dept	H7QMN	Podiatric Medicine Board
B11MN	Cosmetologist Exam Board	R32MN	Pollution Control Agency
P0CMN	Crime Victim Services Center	B7SMN	Private Detective Board
H7FMN	Dentistry Board	G63MN	Public Employees Retire Assoc
H7UMN	Dietetics & Nutrition Practice	H7VMN	Psychology Board
G9YMN	Disability Council	B24MN	Public Facilities Authority
E37MN	Education Department	P07MN	Public Safety Dept
H7SMN	Emergency Medical Services Bd	B80MN	Public Service Dept
B22MN	Employ & Econ Development Dept	B82MN	Public Utilities Comm
B20MN	Explore Minnesota Tourism	G05MN	Racing Commission
G09MN	Gambling Control Board	G67MN	Revenue Dept
G39MN	Governors Office	G53MN	Secretary of State
H12MN	Health Department	P9EMN	Sentencing Guidelines Comm
E9WMN	Higher Ed Facilities Authority	H7LMN	Social Work Board
B34MN	Housing Finance Agency	G61MN	State Auditor
G17MN	Human Rights Dept	G69MN	Teachers Retirement Association
H55MN	Human Services Dept	J68MN	Tax Court
G19MN	Indian Affairs Council	T79MN	Transportation Dept
G38MN	Investment Board	H75MN	Veterans Affairs Dept
B43MN	Iron Range Resources & Rehab	H7RMN	Veterinary Medicine Board
B42MN	Labor & Industry Dept	R9PMN	Water & Soil Resources Board
G03MN	Lottery	B41MN	Workers Comp Court of Appeals
H7MMN	Marriage & Family Therapy		



<b>Judicial Branch Control Group</b>	
J58MN	Court of Appeals
J50MN	Guardian ad Litem Board
J70MN	Judicial Standards Board
J52MN	Public Defense Board
J65MN	Supreme Court
J33MN	Trial Courts

<b>Legislative Branch Control Group</b>	
n/a	Minnesota State Senate
n/a	Minnesota House of Representatives
L10MN	LCC-Leg Coordinating Comm
L49MN	Legislative Auditor

<b>MnSCU Control Group</b>
Alexandria Technical and Community College
Anoka Ramsey Community College and Anoka Technical College
Bemidji State University and Northwest Technical College
Central Lakes College
Century College
Dakota County Technical College
Fond du Lac Tribal and Community College
Hennepin Technical College
Inver Hills Community College
Lake Superior College
Metropolitan State University
Minneapolis Community and Technical College
Minnesota State College - Southeast Technical
MnSCU System Office
Minnesota State Community and Technical College
Minnesota West Community and Technical College
Minnesota State University, Mankato
Minnesota State University Moorhead
Normandale Community College

<b>MnSCU Control Group</b>
North Hennepin Community College
Northeast Higher Education District (NEHED Service Unit)
Hibbing Community College
Itasca Community College
Mesabi Range College
Rainy River Community College
Vermilion Community College
Northland Community and Technical College
Pine Technical College
Ridgewater Community College
Riverland Community College
Rochester Community and Technical College
St. Cloud State University
St. Cloud Technical and Community College
Saint Paul College
South Central College
Southwest Minnesota State University
Winona State University

**Earn Codes Used To Determine an  
Hour of Service**

<b>Earn Code</b>	<b>Description</b>	<b>Add Gross</b>	<b>Payment Type</b>
AGT	Alt Hol Taken-P78 & P07 Only	Y	Hours Only
AHT	Alternate Holiday Taken	Y	Hours Only
ALV	Accrue Leave for Foster Care	N	Hours Only
ATE	Admin Time Earned @ 1.0	N	Hours Only
BON	Bone Marrow Donor	Y	Hours Only
BRC	Break Hours to Comp Time	N	Hours Only
BRK	Paid Break	Y	Hours Only
C15	Comp Time Earned @ 1.5	N	Hours Only
C23	Comp Time Earned @ .67%	N	Hours Only
CB1	Call Back/Call In @ 1.0	Y	Hours Only
CB2	Call Back/Call In CT earn @1.0	N	Hours Only
CB3	Call Back/Call In CT earn@1.5	N	Hours Only
CBR	Call Back/Call In @ 1.5	Y	Hours Only
CE1	Comp Time Earned @ 1.0	N	Hours Only
CGM	Comp Earned Gov. Office Mngrs	N	Hours Only
CTP	Court Time Pay @ 1.5	Y	Hours Only
DFS	Deadly Force Situation	Y	Hours Only
DLL	Disaster Leave Law	Y	Hours Only
DPN	Reduce Pool When Used-DNR	Y	Hours Only
DPO	Reduce Pool When Used-GEA	Y	Hours Only
DPP	Reduce Pool When Used-Patrol	Y	Hours Only
DQH	Leave Donation Used - Hourly	Y	Hours Only
DQL	Leave Donation Used - Salary	N	Hours and Amount OK
ESR	ER Shared Resp. - No Pay	N	Hours Only
FLH	Floating Holiday	Y	Hours Only
FLW	Fam Med Lve - LWO/Workers Comp	N	Hours Only
FMF	Fam Med Lve Floating Holiday	Y	Hours Only
FMH	Fam Med Lve Holiday	Y	Hours Only
FMI	Fam Med Lve Injured On Duty	Y	Hours Only
FML	Fam Med Lve No Pay	N	Hours Only
FMR	Fam Med Lv Refuse Mandatory OT	N	Hours Only
FMS	Fam Med Lve Sick	Y	Hours Only
FMV	Fam Med Lve Vacation	Y	Hours Only
FS1	FF FMS Used/Comp Ernd 1.0-P01	N	Hours Only
FS5	FF FMS Used/Comp Ernd 1.5-P01	N	Hours Only
FV1	FF FMV Used/Comp Ernd 1.0-P01	N	Hours Only
FV5	FF FMV Used/Comp Ernd 1.5-P01	N	Hours Only
HCT	Holiday Hours to Comp Time	N	Hours Only
HL3	Holiday OT @ 1.0	Y	Hours Only
HL4	Holiday OT @ 1.5	Y	Hours Only
HL5	Holiday Ot @ 1.0 for Part-time	Y	Hours Only

<b>Earn Code</b>	<b>Description</b>	<b>Add Gross</b>	<b>Payment Type</b>
HOL	Holiday Pay	Y	Hours Only
IOD	Injured On Duty Pay	Y	Hours Only
JDY	Jury Duty Leave	Y	Hours Only
LCS	Leave Cancelled Shift	N	Hours and Amount OK
LSS	Leave Salary Savings	N	Hours and Amount OK
LWO	Leave W/O Pay-Workers Cmp Only	N	Hours Only
MC1	FF MIL Used/Comp Ernd 1.0-P01	N	Hours Only
MC5	FF MIL Used/Comp Ernd 1.5-P01	N	Hours Only
MIL	Military Leave	Y	Hours Only
MLU	Military Leave Unpaid	N	Hours Only
MSL	Miscellaneous Leave	Y	Hours Only
OP1	Overtime @ 1.5 -P78 & P07 Only	Y	Hours Only
OP2	Overtime @ 1.5 -P78 & P07 Only	Y	Hours Only
OP3	Overtime @ 1.5 -P78 & P07 Only	Y	Hours Only
OP4	Overtime @ 1.5 - P07 Only	Y	Hours Only
OP5	OT @ 1.5-P78 & P07 Escort-Govt	Y	Hours Only
OT1	Overtime @ 1.0	Y	Hours Only
OT2	Overtime @ 2.0	Y	Hours Only
OT3	Overtime @ \$40.00/Hr	Y	Unit/Override Rate
OT4	Overtime @ \$56.00/Hr	Y	Unit/Override Rate
OT5	Overtime @ \$39.00/Hr	Y	Unit/Override Rate
OT6	Overtime @ \$ 57.12/Hr	Y	Unit/Override Rate
OTD	Overtime @ 1.5 - DNR	Y	Hours Only
OTR	Overtime @ 1.5	Y	Hours Only
PLV	Personal Leave	Y	Hours Only
REG	Regular Pay	Y	Hours Only
SAF	Sabbatical	Y	Hours Only
SC1	FF Sick Used/Comp Ernd 1.0-P01	N	Hours Only
SC5	FF Sick Used/Comp Ernd 1.5-P01	N	Hours Only
SCP	Schedule Change/Penalty Pay	Y	Hours Only
SFX	Shift Exchange	Y	Hours Only
SIK	Sick Leave	Y	Hours Only
TNG	Training	Y	Hours Only
VAC	Vacation Leave	Y	Hours Only
VC1	FF Vac Used/Comp Ernd 1.0-P01	N	Hours Only
VC5	FF Vac Used/Comp Ernd 1.5-P01	N	Hours Only
VPH	Veterans Preference Hearing	Y	Hours Only

Approved 5.23.2014