

NORTH GEORGIA HEALTH DISTRICT
County Board of Health Personnel Policy #901
Cherokee, Fannin, Gilmer, Murray, Pickens, Whitfield

ELIGIBILITY FOR BENEFITS

EFFECTIVE DATE: May 1, 2010

RELEASE DATE: May 1, 2010

REFERENCES: State Law (O.C.G.A. §45-18-1 - State Employees Health Insurance Plan)
State Law (O.C.G.A. §47-2-1 *et seq.* - Employees' Retirement System)
Employees Retirement System Board of Trustees Rules
Rules of the State Personnel Board - Rule 16 (Leave and Holidays)

There are different types of employment within the County Board of Health (CBH), including but not limited to: full-time, part-time, temporary, hourly, etc. When positions are established, eligibility for benefits is determined based on the type of employment.

**DETERMINING
ELIGIBILITY**

1. Employees on classified or unclassified positions with duties that are expected to continue for at least **nine (9) months** are eligible for benefits as defined in this policy.
2. The following employees are not eligible for benefits:
 - 2.1 hourly paid employees (which include re-employed retired employees); and,
 - 2.2 temporary [time-limited duties **not** expected to continue for at least nine (9) months] employees.
3. When determining the method of payment for employees (i.e., salary or hourly basis), the following guidelines should be used:
 - 3.1 If employees are on a set schedule of work hours with a known number of work hours in consecutive pay periods, the regular semimonthly "salary" method should be used.
 - 3.2 If employees work on an as-needed, on-call basis, the hourly pay method should be used.

NOTE: Re-employed retired employees must be paid on an hourly basis.

RETIREMENT

1. Eligible employees who work at least **thirty-five (35)** hours per week are generally required to be members of the Employees' Retirement System (ERS).

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- 1.1 Employees who are sixty (60) years of age or older at the time of employment may elect not to participate in the Employees' Retirement System by completing the required paperwork.
- 1.2 Employees remain contributing members even if their established work hours fall below thirty-five (35) hours per week as long as their **positions** remain set up for ERS membership.
- 1.3 Employees may not be able to remain contributing members if their established work hours fall below thirty-five (35) hours per week in the following circumstances:
 - 1.3.1 if they move to positions that are not set up for retirement benefits, or
 - 1.3.2 if changes are made to their current positions which result in the **positions** becoming ineligible for retirement benefits.
- 1.4 Employees should discuss potential effects on retirement benefits with their personnel representative if their established work hours will be reduced below thirty-five (35) hours per week.
2. Part-time employees who are not eligible for membership in the Employees' Retirement System may be required by law to participate in the Georgia Defined Contribution Plan, which is administered by the Employees' Retirement System.
3. Re-employed retired employees do not contribute to the Employees' Retirement System or to the Georgia Defined Contribution Plan.

HEALTH INSURANCE AND FLEXIBLE BENEFITS

Eligible employees who work at least **thirty (30)** hours per week are authorized to participate in the health insurance and flexible benefits programs.

1. Employees whose established work hours fall below thirty (30) hours per week are generally no longer eligible for these benefits.
 - 1.1 An exception may occur when work hours decrease due to a disability. The Personnel Office should be

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contacted to determine if an exception exists.

1.2 Employees who become ineligible due to a qualifying reason may elect to continue coverage under the provisions of State Law or the Consolidated Omnibus Budget Reconciliation Act (COBRA).

2. See CBH County Board of Health Personnel Policies #902 -**Flexible Benefits** and #903 -**Health Insurance** for additional information.

LEAVE

Eligible employees who work at least **twenty (20)** hours per week accrue leave at the end of each pay period in which they are in pay status for the required amount of time. Eligible employees who work at least twenty (20), but fewer than forty (40), hours per week accrue leave on a pro rata basis dependent upon amount of time worked.

NOTE: See CBH County Board of Health Personnel Policy #1006 - Annual, Sick and Personal Leave, for additional information.

**WORKERS'
COMPENSATION**

All CBH employees are covered under the provisions of the Workers' Compensation Law, unless specifically excluded by law or regulation.

NOTE: See CBH County Board of Health Personnel Policy #1702 - Leave and Payment for Workers' Compensation and Special Injury Claims, for additional information.

For additional information or assistance, please contact the District Personnel Office at 706/272-2342.
