

Employment Status Changes

Benefits Eligibility

Eligibility to participate in the BSWH health and welfare benefit plans is based on employment status as follows:

Full-time	Part-time (benefits eligible)	Part-time (non-benefits eligible)	PRN
Standard hours ≥ 30 - 40	Standard hours ≥ 20 - 29	Standard hours ≥ 2 - 19	Standard hours = 1
Eligible for benefits	Eligible for benefits	Not eligible for benefits	Not eligible for benefits

Benefits can only be changed during initial eligibility, annual enrollment, or when a qualifying event takes place (which includes a change in employment status). Federal law governs what changes can be made based on each status change. The chart below provides more details:

Status Change	Eligible Plan Changes	Action Needed
Full-time to Part-time (benefits eligible)	<ul style="list-style-type: none"> Decrease coverage or cancel medical plan only (dependents can be dropped) Maintain, decrease or cancel voluntary life Decrease Flexible Spending Accounts (FSA) 	Submit a ticket to PeoplePlace or call (844) 417-5223 within 30 days of the status change.
Part-time (benefits eligible) to Full-time	<ul style="list-style-type: none"> Maintain, start or increase medical plan only (dependents can be added) Maintain, decrease or increase voluntary life Increase Flexible Spending Accounts (FSA) 	

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Part-time (non-benefits eligible) to Full-time or Part-time (benefits eligible)	Eligible to enroll in all available plans	Make elections in the PeoplePlace enrollment system within 30 days of the status change: <ul style="list-style-type: none">• MyPeoplePlace.com• Click Benefit Details• Click Benefits Enrollment
PRN to Part-time (benefit eligible) or Full-time	Eligible to enroll in all available plans	
Full-time or Part-time (benefits eligible) to Part-time (non-benefits eligible) or PRN	No longer eligible to participate in benefit plans. View Benefits Continuing Information for additional information on how this impacts your benefit plans.	No action needed

CONTACT

For additional questions, submit a [ticket to PeoplePlace](#) or call (844) 417-5223.

IMPORTANT!
You must take action within 30 days of the qualifying event or wait until the next annual enrollment.