

OGDEN-WEBER TECHNICAL COLLEGE	Number 520.19	Effective Date 9/24/98 Revised 3/21/19 9/12/19	Page 1 of 1
POLICY	Approval		
Title EMPLOYEE BENEFITS ELIGIBILITY			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide procedures for the administration of employee benefits and to define eligibility.

2. POLICY

It is the policy of the College to provide benefits to employees in accordance with the College's Benefits Eligibility Table.

3. REFERENCES

- Ogden-Weber Technical College Personnel Classifications policy (#520.5)
- Ogden-Weber Technical College Sick Leave policy (#520.6)
- Ogden-Weber Technical College Military Leave policy (#520.11)
- Ogden-Weber Technical College Vacation Leave policy (#520.12)
- Ogden-Weber Technical College Holiday policy (#520.50)
- Ogden-Weber Technical College 9-11 Month Positions and Benefits Eligibility policy (#520.53)

OGDEN-WEBER TECHNICAL COLLEGE	Number 520.19-PR	Effective Date 9/24/98 Revised 3/21/19 9/12/19	Page 1 of 2
PROCEDURE	Approval		
Title EMPLOYEE BENEFITS ELIGIBILITY			

1. A human resources representative shall explain the benefits provided by the College to new hires or rehires. The employee shall complete the required paperwork to initiate participation in the various benefits programs offered by the College. No benefits shall be effective until the paperwork is completed.

2. Full-time employees working 30 hours per week are eligible to participate in the benefits program (see Benefits Eligibility Table). Employees are eligible for benefits on the day they are hired.

3. New hires or rehires (and their dependents) who do not enroll in the benefits plan within 31 days of their employment date shall be subject to guidelines for preexisting conditions and be required to furnish evidence of insurability at their own expense. New hires or rehires also have the option of enrolling during the College's annual open enrollment period.

4. The Human Resources Department shall provide specific information regarding College benefits. Employees with questions regarding College benefits shall direct their inquiries to a human resources representative. All benefits are subject to the terms and conditions of the insurance contracts obtained by the College.

Ogden-Weber Technical College
BENEFITS ELIGIBILITY TABLE
September 12, 2019

College Benefits	12 mos./fiscal year	11, 10, and 9 months/fiscal year	Full-time Hourly Employees	Part-time Hourly Employees
Holidays	F	¹ F	N	N
Sick Leave	F	² F	N	N
Vacation	F	² F	N	N
Military Leave	F	F	N	N
Medical Insurance	F	F	³ F	N
Dental Insurance	F	F	N	N
Employee Life Insurance	F	F	N	N
Dependent Life Insurance	F	F	N	N
Long Term Disability	F	F	N	N
Tuition Reimbursement	F	F	N	N
Employee Service Awards	F	F	F	F
Retirement Plan	F	F	N	N
OWTC Tuition Waiver	F	F	⁴ Y	⁴ Y

KEY: F = Full benefit

N = Not eligible

¹F = Employee is paid for the holiday if the holiday falls within the month the employee is working

²F = Amount of benefits provided is dependent upon employee's years of employment with the College

³F = Full-time hourly employees may be eligible for medical benefits as outlined in the Affordable Care Act

⁴Y = Available to employee only, not family members.