

NEW EMPLOYEES: Determining Benefits Eligibility for Both Rice Plan Eligibility and Affordable Care Act (ACA) Eligibility

Tenured/Tenure Track (T/TT) Faculty

Rice benefits eligible per University Policy No. 403.

Non-Tenured/Tenure Track (NTT) Faculty

Is there a completed and approved BE Determination for NTT Faculty form attached to the PAF?

Yes No

NTT faculty member is benefits eligible under the Rice benefits eligibility policy.

In item #1, does the department indicate that the NTT faculty member will have ≥ 1 year appt and teach ≥ 3 courses or the equivalent workload?

Complete BE Determination for NTT Faculty form.

Attach completed and approved BE Determination for NTT Faculty form to PAF.

Review total # of hours noted in item 2C. Is the number (total ACA eligible hours/week) ≥ 30 ?

NTT is not benefits eligible under either Rice or ACA benefits eligibility standard.

NTT faculty member is eligible for medical insurance under the ACA eligibility standard. Advise faculty member he or she has 31 days from date of hire to elect coverage with a member of the benefits team. The faculty member can email benefits@rice.edu to schedule an enrollment session.

Separate from determining BE status, it is important to classify each NTT faculty member as either full time (FT) or part time (PT). The department should indicate FT or PT in the top section of the PAF. If an NTT is in a pooled position #, confirm that FT/PT status and position # are in agreement. P# must be part-time; Q# must be full-time.

Staff – Including Temps & Postdocs

Will the employee work more than 1,000 hours within the following year?

Yes No

Employee is benefits eligible under the Rice University Policy No. 403.

Is this employee scheduled (based on FTE and hours noted on PAF) to work ≥ 30 hours per week?

No Yes

Employee is not benefits eligible under either Rice or ACA definition.

Is employee expected to work for at least 4 months?

No Yes

Employee is not benefits eligible under Rice or ACA benefits eligibility standard.

Employee is eligible for medical insurance under ACA eligibility standard.

Employee is eligible for medical insurance under the ACA eligibility standard. Advise the staff member he or she has 31 days from date of hire to elect coverage with a member of the benefits team. The employee can email benefits@rice.edu to schedule an enrollment session.