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## 3.1 BENEFITS ELIGIBILITY

### Eligibility Requirements

To be eligible for various health & welfare (insurance) benefits, an employee must have employment which meets minimum percent and duration of appointment requirements. To continue eligibility, an employee must retain a minimum percent appointment and maintain an average paid time consistent with that appointment.

[Section 3.2, BELI Level Definitions](#) provides detailed descriptions of initial and ongoing eligibility.

### BELI

The *Benefits Eligibility Level Indicator* is a numerical code which reflects the level of benefits an employee is eligible for, based on their appointment(s).

### Assigned BELI

The Assigned BELI determines the employee's level of benefits coverage and controls access to health and welfare (insurance) benefits. The BELI is assigned based on the duration and percentage of the employee's appointment(s). Each employee must have a BELI assigned to them.

### Derived BELI

The Derived BELI is determined by the payroll system from the duration and percentage of the employee's appointment(s) and the average hours worked. The purpose of the derived BELI is to monitor the accuracy of the assigned BELI.

### Status Qualifier Codes (SQC)

Status Qualifier Codes are assigned in circumstances where there is not sufficient information in the payroll system to derive an employee's BELI accurately. Use of an SQC prevents employees in qualified status situations from being reported as ineligible for benefits and from appearing on "Out of Compliance" Reports.

[Section 3.3, BELI Status Qualifier Codes \(SOC\)](#) provides a detailed description of Status Qualifier Codes.

### Monitoring Eligibility

The Service Center is responsible for ensuring that an employee has an appropriately assigned BELI. A change in BELI may be required because of changes in the employee's conditions of employment such as the ending of an appointment, the addition of an appointment (in either the same or a different unit), a change in percent time, or the extension of an appointment. Whenever a change to an employee's appointment is made, the BELI and any assigned Status Qualifier Code should be reviewed to ensure they are still appropriate.

To monitor eligibility on an ongoing basis, the payroll system generates an "**Out of Compliance**" report which lists employees whose *Assigned BELI* is different from their *Derived BELI*.

Service centers are expected to review the employment status of employee's listed on the "**Out of Compliance**" report to determine whether it is appropriate to change the assigned BELI, assign a SQC, or correct the appointment information in the payroll system.

## **Notification To The Employee**

Whenever a BELI is initially assigned or is changed, the Service Center (or appropriate Central Office) should complete the BELI form (UPAY 726) and either obtain the employee's signature on the form, or make the notation in the signature space "unavailable for signature - copy provided to employee". The BELI form serves as the employee's notice that their eligibility for benefits has changed and should be provided to the employee as soon as possible. Employees have a very limited time from the date of a change in eligibility to enroll in appropriate benefits.