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Human Resources Bulletin

April 8, 2004		04-TCB-01
SUBJECT:	**Effective Date of Insured Benefit Eligibility for New Employees and Clarification of Hire Date**	

Definitions:

"Benefit eligible" means eligible to receive health, insured and leave benefits as provided by KCC 3.12.040 (i.e., full- and part-time regular, provisional, probationary and term limited employees are benefit eligible).

"Hire date" or "date of hire" means the first day that an employee actually reports to work.

Statement of Policy:

It is the policy of King County to provide health and insured benefits to benefit eligible employees effective on the first calendar day of the month following the month in which the employee was hired, except where the employee's hire date is the first calendar day of the month in which case benefit coverage begins on the date of hire. The purpose of this bulletin is to reiterate and clarify that policy.

For example, if an employee is hired into a benefit eligible position and their hire date is March 1; their health and insured benefits will become effective on March 1. There are no adjustments if the first calendar day of the month falls on a weekend or holiday, and the employee is not eligible unless they actually started on the weekend or holiday. If an employee is hired into a benefit eligible position and their hire date is March 2 (or a later date in March), their health and insured benefits will become effective on April 1.

Health and insured benefits for employees who move from one benefit eligible position to another without a break in service will not be affected by this provision.