



ODAWT Full Time and Variable Hourly Employee Definitions and Enrollment Periods

New full-time Employees: A *new* employee is considered a full-time employee and eligible for enrollment in the ODAWT if he or she is reasonably expected to work, on average, the employer's specified full time hours when hired. The new full-time employee is eligible for coverage upon satisfying the employer's established benefit waiting period and then must be enrolled within the 60 day administrative period immediately following.

Each dental office will specify their full-time- hours requirement (Per ACA for health benefits FT must be at least 25 and not more than 30 hours weekly) and their employee benefit probationary period (no more than 90 days) on their ODAWT Enrollment Contracts or Annual Office Census.

New Variable Hourly Employee: a *new* employee would be considered a variable -hourly employee if, at their hire date, it cannot be determined that the employee is reasonably expected to work, on average, the employer's specified full time hours each week. The next measurement period to determine full – time status for a new variable- hourly employee would be the next standard open enrollment period (October) or at their one year anniversary whichever comes first.

On-going Employees: An employee both full-time and variable hourly is classified as an on-going employee if they have been employed through one **Standard Open Enrollment Period**.

Standard Open Enrollment Period: For all on-going employees the standard open enrollment period is October 1 -31 each year with a 60 administration period. The eligibility of any **on-going full-time employee** should be determined during the annual open enrollment period and if qualified enrolled in the plan during the 60 day administrative period. Coverage for all on-going employees becomes effective January 1 of each year.