

## **Process for Requesting a Review of Healthcare Coverage Eligibility Decision**

In the event that an employee or an employee's supervisor believes that an employee met the criteria to be eligible for healthcare coverage and was not offered coverage, the employee or supervisor should complete a **Review of Healthcare Coverage Eligibility Decision Form**. In order to be eligible for healthcare benefits, an ongoing employee must work on average 30 hours or more per week over the College's measurement period, October 4<sup>th</sup> through October 3<sup>rd</sup>, combined for all jobs. For new employees, healthcare coverage may be offered if the employee is not seasonal and the College reasonably expects the employee, at the time of hire, to work an average of at least 30 hours per week.

Once completed, the form should be submitted to Tammy McFadden in Human Resources via email at [mcfaddentl@cofc.edu](mailto:mcfaddentl@cofc.edu); or via campus mail.

The employee will be notified once the form has been received. Once received, the form along with the employee's job data, hours worked as recorded in Banner, and contract(s) will be reviewed. Once a determination has been made, the affected employee will be notified in writing of the findings. If after review the employee is deemed eligible for healthcare coverage, a Notice of Election form will be provided.