

SECTION: PERSONNEL

SUBJECT: Benefit Eligibility

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**Background:**

**Point of Contact:** HRS

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** President's Office, Provost's Office, Administrative Services, Student Affairs

**Date of approval by LCSC authority:** April 8, 2013

**Date of State Board Approval** N/A

**Date of Most Recent Review:** 4/13

**Summary of Major Changes incorporated in this revision to the policy:** Added language regarding "eligible dependents" from the Office of Insurance Management website. Updated hyperlinks within the policy.

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**SUBJECT: BENEFIT ELIGIBILITY**

**Purpose:** To identify those LCSC employees who are eligible for benefits.

[Employees eligible for benefits](#) are defined by the Office of Group Insurance (OGI) as those who work twenty (20) hours or more per week and whose term of employment is expected to exceed five (5) consecutive months. Employees are eligible for benefits on the first day of the month following date of hire.

Eligible dependents include: Your legal spouse; your dependent children up to their 26<sup>th</sup> birthday.

Children include: natural children; stepchildren; adopted children; children in the process of adoption from the time placed with you; children legally dependent upon you or your spouse for support where a normal parent-child relationship exists with the expectation that you will continue to rear that child to adulthood.

Adjunct Faculty who are appointed on a semester by semester basis are not normally eligible for benefits. The Division Chair may recommend benefits once an adjunct is scheduled to teach 24 credits during an academic year (Fall and Spring semesters). The appropriate Dean must approve the request in order for an adjunct to be eligible for benefits.

All classified, exempt (professional staff) and faculty members (including part-time employees) are covered by Social Security, Worker's Compensation and Unemployment Insurance.

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For more information regarding LCSC's benefit package, visit <http://www.lcsc.edu/hr/current-employees/benefits/>