

---

**MANAGEMENT ADVISORY 16-014**

**DATE:** Dec. 5, 2016  
**TO:** Human Resource Officers and Benefits Managers  
**FROM:** Debbie Shoup, Manager, Member Services  
**SUBJECT:** OPS Eligibility Changes Effective Jan. 1, 2017

---

The following qualifying status change events are modified on the QSC Matrix and become effective Jan. 1, 2017:

- #11 – revised policy: OPS employees may elect an early effective date for health insurance, meaning coverage may begin the first day of the month following hire, provided that coverage is elected the month of hire.
  - To request the early effective date, OPS employees must call the People First Service Center to enroll in health insurance.
- #12 – revised policy: OPS employees become eligible for coverage when they are expected to work 30 hours or more on average, even if it's past the new hire measurement period. This applies to internal promotions and movement to another agency or university.
  - For internal promotions with a position change and for movement to another agency or university, complete the PAR as usual. In addition, call the People First Service Center; report that the employee is expected to work 30 hours or more per week; and give the start date of the employment status change.
  - When the employee is expected to permanently increase to 30 hours or more without a position change, call the People First Service Center and report the information as indicated above.

OPS employees may elect an early effective date for health insurance, meaning coverage may begin the first day of the month following the employment status change, provided that the election is made before the first day of the coverage month.

- To request the early effective date, OPS employees must call the People First Service Center to enroll in health insurance.
- #13 – revised policy: OPS employees who measure eligible for the new hire measurement period may elect an early effective date for health insurance, meaning coverage may begin the first day of the month following the measurement, provided that the election is made before the first day of the coverage month.
  - To request the early effective date, OPS employees must call the People First Service Center to enroll in health insurance.