



**MONTANA ASSOCIATION OF COUNTIES HEALTH CARE TRUST
EMPLOYEE ELIGIBILITY FORM**

This Eligibility Form is effective March 1, 2022 and will remain in effect until Yellowstone County provides the MACo Health Care Trust with a new Employee Eligibility Form.

Yellowstone County states and confirms that it will measure eligibility of its employees for coverage under the MACo Health Care Trust Plan for each classification of employees as follows (check all classifications that will apply):

Class I will apply to Yellowstone County	Yes	No
	X	

Class I – Is an employee employed by Yellowstone County a regular full-time or part-time employee on a continuing basis for a minimum of 20 hours per week.
Month or Week

*Minimum hours per month cannot be less than 87 or greater than 130
Minimum hours per week cannot be less than 20 or greater than 30*

Hours to determine eligibility include actual time worked, all paid leave, and absence for Jury Duty and FMLA leave.

For Class I employees who become eligible for coverage after the Effective Date of this Eligibility Form, coverage will begin the first day of the month following date of hire unless the bargaining agreement or personnel policy states otherwise. Please confirm waiting period as of 3/1/2022 below.

Class I Employee Waiting Period: Hire date plus 28 days
Cannot exceed 90-days

Class II will apply to Yellowstone County	Yes	No
		X

Class II – Is an employee employed by Yellowstone County as a Variable Hour Employee and completes the Measurement Period defined below.

A “Variable Hour Employee” is a short-term employee, temporary employee, seasonal employee or any other employee who is not classified as a Class I or Class III Employee.

“Measurement Period” is the period of time specified below by Yellowstone County for Variable Hour Employees during which such employees’ actual worked hours, all paid leave, absence due to Jury Duty and FMLA leave are measured to determine whether such employees are eligible for coverage.

Yellowstone County’s Measurement Period is defined as:

- a. A Look-back measurement period of _____ months starting on the first day of the month after date of hire
Cannot be less than 3 months or greater than 12 months
- b. Actual hours worked plus all paid leave, absence for jury Duty and FMLA leave are at least _____ hours per _____ during Look-back Measurement Period
Month or Week

*Minimum hours per month cannot be less than 87 or greater than 130
Minimum hours per week cannot be less than 20 or greater than 30*

- c. An Administrative Period after the Look-back Measurement Period of _____ days
Cannot be more than 90 days, or more than 60 days if the measurement period is 11 months, or more than 30 days if the measurement period is 12 months
- d. A Coverage Period of _____ months
Cannot be less than 6 months or greater than 12 months. Must be equal to or longer than the Look-back Measurement Period

Class II Employees will be eligible for coverage under the Plan as of the first day of the Coverage Period defined above. Class II Employees will remain covered during the Coverage Period, regardless of the number of hours worked during the Coverage Period, as long as the individual remains employed by Yellowstone County. At the end of the Coverage Period, if the individual remains employed as a Variable Hour Employee and meets the eligibility requirements as stated in the MACoHCT Employee Eligibility Form during the Coverage Period, the individual will remain covered for a period of time equal to the original Coverage Period.

“Coverage Period” is the maximum period of time Class II Employees can be covered under the Plan as active Employees after completion of a Measurement Period as defined in the “Eligibility Provisions” under the “Employee Eligibility” subsection of the MACoHCT Plan Description.

Class III will apply to Yellowstone County	Yes	No
	X	

Class III – Represents a County Elected Official. An eligible County Elected Official is a person whose service with the Member County, is as a result of an election to an official governmental office as required by Montana law, or as a result of appointment to such an official governmental office to serve out the remainder of an unexpired term of an elected official who has resigned or been removed from an official governmental office, as allowed by Montana law. A person will be considered a County Elected Official only during the legal term of office for any such official governmental office. Elected officials, supervisors, trustees, and commissioners of special districts and sub-entities are not eligible for coverage.

Class III Employees will be eligible for coverage under the Plan, regardless of hours worked per month, after the Member County’s designated Class III Waiting Period has been satisfied.

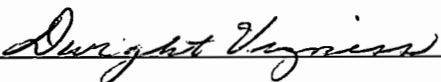
For Class III Employees who become eligible for coverage after the Effective Date of this Eligibility Form, coverage will begin the first day of the month following date of election to office unless the bargaining agreement or personnel policy states otherwise. Please confirm waiting period as of 3/1/2022 below.

Class III Employee Waiting Period: Hire date plus 28 days
(Cannot exceed 90-days)

COMPLETED BY:

Print Name: Dwight Vigness

Title: Human Resource Director

Signed: 

Date: 2/24/2022