

## Employment Change – Part-time Classified/Faculty to Full-time

These qualifying mid-year event election changes are permitted when you change from a part-time employment status that does not provide the employer contribution to the health insurance premium to full-time employment, **provided the election change requested is on account of and corresponds with the event.**

### **Health Insurance Coverage:**

- If you are already enrolled and choose not to make a change to your election, the premium deducted from your paycheck will be automatically reduced by the amount contributed by the state for full-time employees.
- You may enroll or change your plan. HMO members are required to select a primary care physician.
- You may add eligible family members.

### **Health Flexible Spending Account:**

- No election change is permitted.

### **Dependent Care Flexible Spending Account:**

- No election change is permitted.

### **Important Things To Know About Making An Election Change Request For This Event**

- 1. What documentation is required?** Your agency will validate your employment status. If adding dependents, you must provide documentation of their eligibility for the state health plan.
- 2. How to submit the request.** Starting with the last day you are in part-time employment status, you have 60 calendar days to use EmployeeDirect, or complete a paper Enrollment Form and submit it to your agency's Benefits Administrator.
- 3. When approved changes take effect.** Changes are effective the first of the month following receipt of your request or following the event, whichever is later. When the later date is the first of the month, changes are effective that day. Health Insurance and FSA elections are separate elections and may be submitted together or separately within the allotted timeframe.
- 4. Where to learn more.** Visit [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov). The Employee Benefits link includes answers to frequently asked questions and helpful information about handling a life-changing event. For more details, contact your agency's Benefits Administrator.

**Reminder:** If you miss this opportunity to submit your change request, your next chance will be at Open Enrollment or with another consistent Qualifying Mid-Year Event, whichever comes first.