

**ELIGIBILITY:**

- a. All Employees employed on a half-time or more basis, must participate in the Plan as of the date of their employment. Effective September 1, 2009 a change in the Plan gives a school the choice of electing the “once in always in” option and continuing to enroll all employees employed on a half time or more basis. They will also enroll all employees working less than half time *who have prior service credits regardless of the number of hours they work*. A school **not** electing “once in always in” will only enroll those employees who are employed on a half time or more basis. This choice is made with enrollment of each new Plan Year and carried by the school for the whole Plan Year.
- b. Employees scheduled to work less than half-time must be enrolled:
  - if they complete 1,000 hours in a Plan Year. They must be retroactively enrolled to the first day of that Plan Year or to their date of employment if later.
  - if they complete 1,000 hours in the 12 month period beginning with their date of employment. They must be enrolled to the first day of the Plan Year that begins in that 12 month period.
- c. Employees receiving retirement benefits from the Plan must participate if they work 1,000 hours in a Plan Year.
- d. All leased Employees who provide services on a full-time basis for at least one year must participate. (Refer to Section 1.24 of the Plan booklet for specifics.)
- e. Ordained ministers eligible to participate in a church sponsored retirement plan may choose to be excluded.
- f. Shared time employees who work half-time or more may participate. If so elected, all such employees at the school must participate.