



**ELIGIBILITY:**

- a. All Employees employed on a half-time or more basis must participate in the Plan as of the date of their employment, as well as all part-time Employees, *who have prior service credits regardless of the number of hours being worked.*
- 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. Once an Employee participates in the Plan he (or she) remains in the Plan as long as he (or she) is employed by a participating Employer (i.e. a substitute teacher with credits in the Plan must be enrolled).
- 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.