



**DIOCESE OF  
SAN JOSE**

## **502 DIOCESAN BENEFIT PROGRAM POLICY (Effective Date: July 1, 2024)**

The Diocese provides comprehensive plan benefits for eligible employees and qualified dependents. Regular employees whose jobs require them to work at least 30 hours per week will be eligible for DSJ's comprehensive benefits program. This includes medical, dental, and vision coverage, term life insurance, accidental death and dismemberment, long-term disability, 403(b) retirement plan, and Employee Assistance Program (EAP). All benefits provided by the Diocese are subject to change at the discretion of the Diocese and are subject to any applicable laws or regulations. Any questions about the comprehensive benefits program can be directed to the Human Resources Department.

All eligible employees must complete the online enrollment process through Reta Trust to enroll or to formally waive benefit plans within 30 days from the date of hire or eligibility. An employee may waive coverage under the medical, dental, and vision plans but not for the life insurance, accidental death and dismemberment, or long-term disability plans. Once waived, the employee must wait until the next open enrollment period to enroll for benefits. The only time an employee can enroll for benefits after the open enrollment period is when he/she experiences a qualifying life event (such as getting married, having a baby, losing health coverage, etc.). No alternate or additional compensation or benefits are provided for waived benefit coverage.

**NOTE:** As part of the transition, all regular employees who are benefits eligible as of June 30, 2024, will continue to be benefits eligible as long as they are continuously employed for at least 20 hours per week beginning July 1, 2024.



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## **FREQUENTLY ASKED QUESTIONS**

### **Why is the Diocese of San Jose changing the benefit eligibility requirement?**

In an effort to ensure we are providing comprehensive and low-cost benefits to our employees, the Diocese has decided to change the eligibility for benefits.

- **Stewardship:** The cost of providing insurance dramatically increases each year, creating challenges for non-profit organizations. This creates the need for non-profit organizations to prioritize their resources. To use stewardship best practices and continue to provide reduced-cost benefits to full-time employees, we will need to change our benefits eligibility.
- **Non-Profit Sector Standards:** Many U.S. dioceses and non-profits have adopted the 30-hour eligibility threshold as mentioned in the Affordable Care Act.
- **Justice and Equity:** We considered fairness in benefits distribution for employees working different hours.

### **What is the change in the policy?**

Starting July 1, 2024, new employees hired on regular status (full-time or part-time) will be eligible for benefits only if their jobs require them to work at least 30 hours per week.

### **Will current employees working 20 to 29 hours a week lose benefits?**

No. As part of the transition, regular employees who are benefits eligible as of June 30, 2024, will continue to be benefits eligible as long as they are continuously employed for at least 20 hours per week starting July 1, 2024.



**Can employees who, as part of the transition, remain benefits eligible ever become benefits ineligible?**

Yes. Employees working at least 20 hours per week as of June 30, 2024, and who remain benefits eligible as part of the transition can become benefits ineligible:

- If their work hours fall below 20 hours per week by July 1, 2024, or after; and,
- If their employment is terminated and then they are rehired for a job with work hours below 30 hours per week.

**Will employees who work below 20 hours a week as of June 30, 2024, and will work below 30 hours a week starting July 1, 2024, be benefits eligible?**

No, they will not be eligible for benefits.

**What benefits are offered to benefits eligible employees?**

|                                | <b>Benefit Eligible<br/>(30 hours or more per week)</b>  |
|--------------------------------|--|
| <b>Medical, Dental, Vision</b> | <ul style="list-style-type: none"><li>• Employee may opt to enroll for the DSJ plans through Reta Trust.</li></ul>   |
| <b>Life Insurance</b>          | <ul style="list-style-type: none"><li>• Employee will automatically have life insurance coverage equivalent to 1X Annual Compensation.</li><li>• Employee may opt to avail of voluntary insurance plans for self and family members.</li></ul>   |
| <b>403B</b>                    | <ul style="list-style-type: none"><li>• Employee will be granted the DSJ employer contribution of 3% of employee's bi-monthly wages.</li><li>• Employee may be granted a DSJ employer match of up to 3% of employee's bi-monthly wages should the employee make a personal contribution.</li></ul> |



**What can benefit ineligible employees expect?**

|                                    | <b>Benefit Ineligible<br/>(less than 30 hours per week)</b>  |
|------------------------------------|--|
| <b>Medical, Dental,<br/>Vision</b> | <ul style="list-style-type: none"><li>• Employee may NOT enroll for the DSJ plans.</li></ul>   |
| <b>Life Insurance</b>              | <ul style="list-style-type: none"><li>• Employee is NOT Eligible for the Core company-provided life insurance plans.</li><li>• Employee will not have access to the voluntary insurance plans for self and family members.</li></ul> |
| <b>403B</b>                        | <ul style="list-style-type: none"><li>• Employee may sign up for or continue to make voluntary personal contributions to the 403B plan however, the DSJ employer contribution and match do not apply.</li></ul>                      |

**How can benefits ineligible employees obtain benefits for themselves and their families?**

|                                    |  |
|------------------------------------|--|
| <b>Medical, Dental,<br/>Vision</b> | <ul style="list-style-type: none"><li>• Employee may opt to avail of medical plans under Covered California.</li></ul>   |
| <b>Life Insurance</b>              | <ul style="list-style-type: none"><li>• Employee may purchase individual insurance plans through 3rd party Insurance Companies.</li></ul>  |
| <b>403B</b>                        | <ul style="list-style-type: none"><li>• Employee may sign up for or continue to make voluntary personal contributions to the 403B plan; however, the DSJ employer contribution and match do not apply.</li></ul> |

**What is the maximum number of work hours a benefit ineligible employee can work starting July 1, 2024?**

It is 29 hours per week.