New Hire Decision Tree

Has this employee ever worked for us before?

No, never.

Yes, and there's been a gap of **91 or fewer** consecutive days with *zero hours of service*

Yes, and there's been a gap of **92 or more** consecutive days with *zero hours of service*

As an employer, do we utilize the 'Rule of Parity'?

Yes

No

Was the period during which no hours of service were credited…

- *at least* 4 consecutive weeks in duration

– AND –

- *exceeded* the number of weeks of this employee's *immediately preceding period of employment*?

Yes

No

THIS IS A 'REHIRE'
(everything starts over)

- Employee can be required to satisfy a new (90-day or less) Waiting Period
- Prior "hours of service" are ignored
- Previous Stability Period(s) NO LONGER APPLY (even if "earned"!)

Reasonable Expectations on start (or rehire) date?

New **Part-time**, New **Variable Hour** or New **Seasonal Employee**

Generally not eligible for first 13 months

(see 'Initial Measurement Period Process')

EVERYBODY ELSE
(including those hired as "clearly" full-time)

Generally eligible after ≤90 day Waiting Period

(see 'Monthly Measurement Method Process')

THIS IS A 'CONTINUING EMPLOYEE' *(status is preserved)*

- Employee CANNOT be required to satisfy a new Waiting Period
- All Measurement Periods Resume
- Any "earned" Stability Periods MUST BE HONORED *(although any breaks in service with zero "hours of service" will lower their average and may affect their status for the NEXT Stability Period)*

Wondering how much they pay for benefits?

See Contribution Schedule by Employee Class!