

## Guidelines for Insurance Eligibility for Active Members

Full-time employees and permanent part-time employees are eligible for coverage with PEEHIP.

### Full-time Employees

A full-time employee is any person employed on a full-time basis in any public institution of education within the state of Alabama. These institutions must provide instruction for any combination of grades K through 14 exclusively, under the auspices of the State Board of Education.

### Permanent Part-time Employees

An eligible permanent part-time employee is not a substitute or a transient employee. A permanent part-time employee is eligible for PEEHIP if he or she agrees to payroll deduction for a pro rata portion of the premium cost for a full-time employee. The portion is based on the percentage of time the permanent part-time worker is employed.

### Ineligible Employees

The following employees are not eligible to participate in PEEHIP:

- ◆ A seasonal, transient, intermittent or adjunct employee who is hired on an occasional or as needed basis.
- ◆ An adjunct instructor who is hired on a quarter-to-quarter or semester-to-semester basis and/or only teaches when a given class is in demand.
- ◆ Board attorneys and local school board members if they are not permanent employees of the institution.
- ◆ Contracted employees who may be on the payroll but are not actively employed by the school system.
- ◆ Extended day workers hired on an hourly or as needed basis.