



**STATE OF HAWAII**  
**HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND**

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June 30, 2016

**TO:** Departmental/County Personnel Officers

**FROM:** Derek M. Mizuno  
Administrator 

**SUBJECT:** EUTF Enrollment Tips  
Transfers, Change in Public Employer and Life Insurance Enrollment

From time to time, EUTF will be sharing tips concerning enrollment in the EUTF plans to assist employers with the different life events and the eligibility requirements. The following is a reminder of the Transfer-In/Transfer-Out and Change in Public Employer mid-year qualifying life events and enrollment in the EUTF Life Insurance plan:

- **Transfers-In/Transfers-Out:** EUTF Admin Rule 4.08 Continuation of Coverage: *When an employee terminates employment and is rehired by the same public employer within the same pay period or the next consecutive pay period, the employee shall be considered as having transferred employment, and shall be treated as if continuously enrolled in the Fund benefit plans.*

The qualifying event on the EC-1 Enrollment Form (EC-1) should be completed as a Transfer Out (for the department that is losing the employee) and Transfer In (for the department that is gaining the employee). Please notify the EUTF as soon as possible to ensure that EUTF has the correct employer information. Note: This applies to intra-departmental (Executive Branch), e.g., State Dept. of Budget & Finance to Dept. of Health; a different jurisdiction, i.e., UH to DOE; or within a county, e.g., Maui County Parks & Rec to Maui County Police Dept., etc. It does not apply to internal transfers, e.g., UH Dept. of Linguistics to UH Dept. of Hawaiian Studies; DOE Kailua High School to DOE Kaiser High School or within a department.

- **Change in Public Employer:** EUTF Admin Rule 4.08 (c) Continuation of Coverage: *When an employee terminates employment and is rehired by a different public employer within the same pay period or the next consecutive pay period, such as when the employee terminates employment with the state and is hired by a county or terminates one county and is hired by another county, the employee shall be allowed to change*

**EUTF's Mission:** We care for the health and well being of our beneficiaries by striving to provide quality benefit plans that are affordable, reliable, and meet their changing needs. We provide service that is excellent, courteous, compassionate, and informative.

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- *between plans, including adding or dropping dependents and changing tiers. For purposes of this rule, the different public employers are: 1) State, including executive, legislative, and judicial branches, Department of Education, University of Hawaii, Hawaii Health Systems Corporation, Office of Hawaiian Affairs, and all Charter Schools; 2) City and County of Honolulu; 3) County of Hawaii; 4) County of Maui, and 5) County of Kauai. Changes shall become effective at the beginning of the next pay period in which the termination of employment occurred, without a break in coverage.*

This life event is similar to that of a Termination of Employment and New Hire, where the employee has 30 days to submit an EC-1 form to their new employer in order to enroll in plans. The mid-year qualifying event on the EC-1 enrollment form should be indicated as a “Change in Public Employer” on both forms (the EC-1 from the employer who is terminating the employment and the EC-1 from the employer who is hiring the new employee).

- **Life Insurance Enrollment:** All employees eligible for EUTF benefits are eligible for enrollment in the EUTF Life Insurance plan regardless of whether they are enrolled in any other EUTF health benefit plan, because it is 100% employer paid. Employers should submit an EC-1 form for all EUTF eligible employees within 30 days of their hire or becoming eligible for EUTF plans, or as soon as possible. Employees who wish to waive the Life Insurance plan must complete and sign an EC-1 form.