Transfers, Change in Public Employer & Terminations

EUTF Outreach & Training HRO/CPO Webinar

This presentation is a brief summary and does not constitute a legal document or contract and is subject to change.
Agenda

- Objective
- Public Employer
- Transfers
- Change in Public Employer
- Terminations
- Review
Objective

This training will focus on employees who leave public employment for either another public employer or who terminate public employment. These include:

- Transfer of Public Employer (Transfers)
- Change in Public Employer
- Terminations
Public Employer
Public Employers include:

*Including:
Executive, legislative and judicial branches,
Department of Education
University of Hawaii
Hawaii Health Systems Corporation (HHSC)
Office of Hawaiian Affairs
Charter Schools
Transfers
Transfer of Public Employer

For employees who terminate/transfer employment with/from one department (e.g. DOE or B&F) and are hired by/move to another department (e.g. UH or DAGS) within the same public employer and within the same or next consecutive pay period.
Transfer of Public Employer

For employees who terminate/transfer employment with/from one department (e.g. DOE or B&F) and are hired by/within the same public employer and/or next consecutive pay period.

Example:

- John terminated employment with the State of Hawaii Department of Budget and Finance on June 6, 2021.
- John is rehired by the State of Hawaii Department of Health on June 7, 2021.
Transfer of Public Employer

For employees who terminate/transfer employment with/from one department (e.g. DOE or B&F) and are hired by/move to another department (e.g. UH or DAGS) within the same public employer and within the same or next consecutive pay period.

These employees are considered as having transferred employment and shall be treated as if continuously enrolled in their EUTF benefit plans.

Employees who transfer may not enroll or make any changes to their health coverage, add or delete dependents or change coverage tiers.
Transfer of Public Employer

- For transfers involving State, City and County of Honolulu and County of Hawaii employees, please submit an EC-1 or EC-1H to the EUTF within 45 days of the date of the transfer.

- An EC-1/EC-1H form is needed from both the former employer (Transfer Out) and the new employer (Transfer In).
Transfer of Public Employer

- No EC-1 forms needed for County of Kauai and County of Maui employee transfers unless a BU change is involved.
Completing the EC-1/EC-1H Form

Website: eutf.hawaii.gov

- Be sure to use current form
- Review form to ensure it is complete
- Sign, date and provide contact information
- Timely submission

Bargaining Unit Changes

If an employee’s transfer results in a change in bargaining unit, please submit an EC-1/EC-1H notifying the EUTF of the bargaining unit change.

Keep in mind that all bargaining unit changes need to be reported to the EUTF.
Change in Public Employer
Change in Public Employer

If an employee terminates employment and is rehired by a different public employer (e.g., State to County) within the same pay period or the next consecutive pay period, they are considered as having a Change in Public Employer.

If the employee is hired after their next consecutive pay period, they will be considered a New Hire.
Change in Public Employer

**Two EC-1/EC-1H form submissions needed**
Employees experiencing a change in public employer **MUST** have their previous employer submit an EC-1 terminating their employment and have their new employer submit an EC-1 in order to maintain enrollment in EUTF coverage under the new employer.

**Changes are Allowed**
Employees previously enrolled are allowed to make changes to their previous plan selections, including adding or deleting dependents and changing coverage tiers.

**Effective Date of Coverage**
Effective date of coverage will be the first day of the next pay period in which the change of public employment occurred, with no break in coverage.
Termination of Employment

For employees of the Executive Branch, University of Hawaii and Hawaii Health Systems Corporation (HHSC) who terminate employment

These employers no longer need to submit EC-1 forms to EUTF for Termination of Employment and Demographic changes.

These events will be reported to the EUTF through the Hawaii Information Portal (HIP) file. Employers must continue to submit EC-1 forms to void a Termination, for Transfers of Employer to another Public Employer and for all other life events.

EC-1 forms will no longer be needed for Bargaining Unit changes for Executive Branch and Hawaii Health Systems Corporation (HHSC). University of Hawaii will continue to submit EC-1 forms for Bargaining Unit changes.

An employee who terminates employment will continue health coverage until the end of the pay period in which the termination has occurred. COBRA continuation of coverage will be mailed to employees upon notification of their termination.
Termination of Employment

For employees NOT of the Executive Branch, University of Hawaii and Hawaii Health Systems Corporation (HHSC)

Form Submission for Terminations
An EC-1/EC-1H must be submitted to the EUTF as soon as possible in order to meet COBRA requirements, but no more than 30 days from the date of termination.

COBRA continuation of coverage
Once EUTF receives an EC-1/EC-1H requesting termination of plans (COB), COBRA continuation of coverage will be mailed out to the employee.

Coverage End Date
Employees who terminates employment will continue health coverage until the end of the pay period in which the termination has occurred.
Review

For employees who terminate/transfer employment with/from one department (e.g. DOE or B&F) and are hired by/move to another department (e.g. UH or DAGS) within the same public employer and within the same or next consecutive pay period:

Transfer of Public Employer (Transfers) within the same pay period

- For transfers involving State, City and County of Honolulu and County of Hawaii employees, please submit an EC-1 or EC-1H to the EUTF within 45 days of the date of the transfer.

- An EC-1/EC-1H form is needed from both the former employer (Transfer Out) and the new employer (Transfer In).

- No EC-1 forms needed for County of Kauai and County of Maui transfers unless a BU change is involved.

- No plan changes allowed.
Review

For employees who leave public employment for a different public employer within the same or next consecutive pay period:

Change in Public Employer
- EC-1 forms needed from both former employer and new employer.
- Plan changes are allowed.
- Plans will take effect first day of the pay period following the pay period which the change occurred.
For employees with Executive Branch, University of Hawaii and Hawaii Health Systems Corporation (HHSC) who terminate employment:

**Terminations of Public Employment**

- These employers no longer need to submit EC-1 forms to EUTF for Termination of Employment and Demographic changes.

- These events will be reported to the EUTF through the Hawaii Information Portal (HIP) file. Employers must continue to submit EC-1 forms to void a Termination, for Transfers of Employer to another Public Employer and for all other life events.

- EC-1 forms will no longer be needed for Bargaining Unit changes for Executive Branch and Hawaii Health Systems Corporation (HHSC). University of Hawaii will continue to submit EC-1 forms for Bargaining Unit changes.

- An employee who terminates employment will continue health coverage until the end of the pay period in which the termination has occurred. COBRA continuation of coverage will be mailed to employees upon notification of their termination.
Review

For all other employees who terminate employment:

Terminations of Public Employment

- For all other employees, an EC-1/EC-1H must be submitted to the EUTF as soon as possible in order to meet COBRA requirements, but no more than 30 days from the date of termination.

- Health coverage will continue until the end of the pay period in which the termination has occurred. COBRA continuation of coverage will be mailed to employees upon notification of their termination.