



REI PART-TIME FLEX ELIGIBILITY FAQ

New! Benefit Eligibility Video

Watch a [video](#) that explains the new part-time Flex benefit eligibility changes.

WHAT'S NEW FOR 2014

WHAT'S CHANGING?

- Many will be covered **SOONER**: New part-time employees are considered for coverage after working for REI for 12 months instead of 1,500 hours.
- Coverage is **LONGER** providing **MORE STABILITY**: Once employees are eligible for Flex benefits, their coverage is guaranteed for 12 months.
- Determining coverage is **EASIER**: Part-time employees' hours are reviewed annually so hours worked during busier times of the year are included, helping to minimize the seasonal impact on Flex benefits eligibility
- Planning for coverage is **MORE PREDICTABLE**: We have tools to help employees determine where and when to get coverage.

WHAT'S NOT CHANGING?

- Full-time employees—Nothing changes
- Part-time employees—Our 20-hour eligibility threshold remains the same, but how we measure hours to determine Flex eligibility is changing.
- We continue to offer the same great Flex plans to eligible employees. Click [HERE](#) to see what's covered.
- Part-time employees who are not eligible for Flex benefits can continue to get health care insurance through the government.



GENERAL ELIGIBILITY QUESTIONS

Q1) WHY DID WE CHANGE THE PROCESS FOR DETERMINING FLEX ELIGIBILITY?

A1) The new eligibility process is intended to make it easier for you to understand how and when to obtain health care coverage, whether it's through REI or elsewhere. The changes are also made to ensure REI is compliant with Health Care Reform since the government regulations are specific on how hours to determine eligibility are tracked for part-time variable-hour employees.

Q2) WHEN DOES THIS CHANGE TAKE EFFECT?

A2) The new eligibility rules take effect in October 2014.

Q3) HOW WILL I KNOW IF I'M ELIGIBLE?

A3) Eligibility should never be a surprise. This is why we've created the Employee Health Care Eligibility tool in Employee Self-Service (ESS) to help you track your eligibility throughout the year. We also have a [video](#) to walk you through the process. Once you do become eligible, you will receive an enrollment packet at work from HR. You will have 30-days to change or waive your coverage. If you don't make any changes, you will be automatically enrolled in the REI Flex Saver Plan.

Q4) HOW DO I ACCESS MY INFORMATION ON EMPLOYEE SELF-SERVICE (ESS)?

A4) You can access the Employee Health Care Eligibility button through Employee Self-Service (ESS) while at work through Snaplink or Storefront. If you want to access ESS from home, please check with your manager or store admin for instructions on how to do this.

Q5) HOW ARE MY AVERAGE WEEKLY HOURS CALCULATED?

A5) Average weekly hours are the average number of hours paid over a defined 12-month time period (we call this an evaluation of hours). We add all the hours you are paid (regular, overtime, vacation, sick, disability) during this time. After your 12-month evaluation is complete, your weekly average must be 20.00 hours or more to be eligible for Flex benefits. To track your status, go to Snaplink -> Employee Self-Service -> Employee Health Care Eligibility.

Q6) HOW OFTEN WILL MY INFORMATION BE UPDATED IN EMPLOYEE SELF-SERVICE?

A6) Your information will be updated every two weeks and will correspond with pay periods.



Q7) WHAT IS THE DIFFERENCE BETWEEN AVERAGE WEEKLY HOURS AND ROLLING AVERAGE HOURS?

A7) Your average weekly hours, or the hours tracked during a defined 12-month period, is now used to determine your eligibility for Flex benefits.

Your rolling average hours are tracked over the most recent rolling 26-week period. It is no longer used to determine eligibility for Flex benefits; however, it is still used to determine eligibility for other benefits (e.g., sick and vacation).

Q8) DOES THIS MEAN RLAV IS GOING AWAY?

A8) No. Your rolling average (RLAV) will still appear on your paycheck and is still used to determine benefits for non-Flex programs (e.g., sick and vacation time). However, it will no longer be used to determine Flex benefits eligibility.

Q10) WHAT IF I MEET THE ELIGIBILITY REQUIREMENTS UNDER THE OLD RULES DURING THE FINAL QUARTERLY AUDIT?

A10) If you meet the requirements under the old part-time eligibility rules (i.e., lifetime hours of at least 1,500 and rolling average is 20 hours or more) you will be eligible for coverage from October 1, 2014 to December 31, 2014.

The September 12, 2014 paycheck is the final quarterly audit and the last time we'll review eligibility under the old Flex eligibility rules. In mid-October, we'll let you know if you're eligible for coverage in 2015. In the meantime, check the Employee Health Care Eligibility in Employee Self-Service (ESS) to see how your hours are tracking for coverage in 2015.

Q11) CAN I ASK MY MANAGER FOR MORE HOURS IF I'M CLOSE TO REACHING THE THRESHOLD?

A11) Remember, your manager schedules hours based first on business need and then on employee performance. You should have regular check-ins with your manager regarding your availability to work.

Q12) IT'S GREAT THAT ONCE I BECOME ELIGIBLE FOR FLEX, I'M COVERED FOR A FULL 12-MONTHS. WHAT HAPPENS IF I DON'T HAVE ENOUGH MONEY TO PAY FOR MY FLEX BENEFITS THROUGH PAYROLL DEDUCTIONS?

A12) To ensure you can continue your benefits, even if you are unable to pay for them through payroll deductions, we are developing a way for you to pay the amount owed through a self-bill process. This way, you have the option to continue your benefits by paying for them with income from another source. More details about the self-bill process will be provided later this year.



Q13) WHAT HAPPENS IF I AVERAGE LESS THAN 20 HOURS PER WEEK?

A13) As a part-time employee, if you do not average 20 hours per week during your 12-month evaluation period, you will not be eligible for coverage through REI. Remember, your hours are evaluated each year and you may be eligible for Flex coverage in the future.

If you are no longer eligible for Flex, you can:

- Continue your REI coverage by electing COBRA coverage.
- Obtain coverage from the government. In many cases, coverage through the government will be more affordable because the government will help you pay for your insurance.

Click on the links for more details regarding [COBRA](#) and the [Marketplace](#).

Q14) HOW CAN I GET COVERAGE IF I AM NOT ELIGIBLE THROUGH REI OR ANOTHER EMPLOYER?

A14) Go to foryourbenefit-REI.com to learn more about other options and find links to the Government Marketplaces or visit healthcare.gov.

Q15) WHAT ARE THE KEY DATES I SHOULD KNOW ABOUT?

For REI's Flex coverage:

Mid-October 2014	Notification of eligibility under the new process
November 1–15, 2014	Open enrollment for 2015 coverage—enroll, make changes or decline coverage
January 1, 2015	Beginning of new “plan year” for 2015 coverage

For the Government Marketplace:

November 15, 2014–February 15, 2015 (Tentative)	Notification of eligibility under the new process
December 15, 2014 (Tentative)	Last day to enroll for coverage beginning January 1, 2015

Note: Dates for the Government Marketplace are subject to change. Be sure to check with either your state or Federal site for final dates. Go to healthcare.gov for the most recent information.



CHANGES IN EMPLOYMENT AND ELIGIBILITY

Q16) I HAVE JUST BEEN REHIRED. HOW DOES THIS AFFECT ME?

A16) The new process does change how we handle eligibility for part-time rehires. Be sure to use the Employee Health Care Eligibility button on Employee Self-Service to verify your specific evaluation and coverage dates.

If you were rehired as part-time and:

- Your break in service is less than 6 months: Your hours will continue to be tracked as if you never left the company. If you were covered prior to leaving REI, your coverage will be reinstated the first of the month following your rehire date.
- Your break in service is 6 months or longer: You will be treated as a new hire for benefit eligibility.

If you are rehired as a full-time employee, there is no change to our current process. You are eligible for benefits the first of the month following your rehire date.

Q17) WHAT HAPPENS TO MY BENEFITS IF I MOVE FROM FULL-TIME TO PART-TIME?

A17) It depends if you move to part-time during your first 12-months of employment.

Example of employee who has been with REI less than 12 months:

Lloyd was hired in September 2014 as a full-time employee and switches to part-time in January 2015. His coverage will end on February 28, 2015. In September 2015, we will review his hours to determine if he worked 20 or more hours during his first 12 months of employment (i.e., initial evaluation period). If his average weekly hours are 20 or more, he will regain eligibility.

Example of an employee who has been with REI more than 12 months:

Mary was hired in 2011 as a full-time employee and switches to part-time in January 2015. Her coverage will continue through December 31, 2015.

Since Mary is part-time, her hours will be reviewed in October 2015 (i.e., ongoing evaluation period) to determine if her coverage will continue in 2016.

We encourage you to use the Employee Health Care Eligibility button on Employee Self-Service to verify your specific eligibility dates.

Q18) WHAT HAPPENS TO MY BENEFITS IF I MOVE FROM PART-TIME TO FULL-TIME?

A18) If you're currently eligible for Flex and you change to full-time, you will continue to be covered. If you're currently not eligible for Flex, you will become eligible the first of the month following your status change.

Q19) WHAT HAPPENS IF I TAKE A LEAVE OF ABSENCE?

A19) If you take a leave of absence, we will ensure your average weekly hours are not affected during your time away from work. The time you are on leave will not be included in your average weekly hours' calculation. In other words, your average will be based on just the time you are at work during your evaluation period and not on leave. We encourage you to use the Employee Health Care Eligibility button on Employee Self-Service to verify your specific eligibility dates.