

# *ASNUNTUCK'S WORK-STUDY HANDBOOK*

## *RIGHTS AND RESPONSIBILITIES OF PARTICIPANTS AND SUPERVISORS*



## ASNUNTUCK COMMUNITY COLLEGE

### Notice of Non-discrimination:

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, [yzelinka@asnuntuck.edu](mailto:yzelinka@asnuntuck.edu) (860) 253-3092 and Kim Quinn, 504/ADA Coordinator, [kquinn@asnuntuck.edu](mailto:kquinn@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.Rev. 11/25/2015

# TABLE OF CONTENTS

	Page
Program Description-----	3
Eligibility-----	3
Work-Study Awards-----	3
Employment Practices-----	4
Employment Start Dates -----	4
Attendance-----	4
Work Hours-----	4
Time Cards-----	4
Payroll-----	5
Semester Breaks-----	5
Resignations-----	5
Termination-----	5
Employment Standards-----	7
Dress-----	7
Drug-Free Workplace-----	7
Wages-----	7
Employment Benefits-----	7
Work Breaks-----	7
Worker’s Compensation-----	7
Sick Leave Time for Student Employees-----	7
Affordable Care Act-----	8
Miscellaneous-----	8
Supervisor Guidelines-----	8
Hiring Procedure-----	8
Timecard Procedure-----	9
Award Adjustments-----	9
Employment Status Changes-----	9
Work-Study Contacts-----	10
-	
<b>APPENDICES:</b>	
Appendix A Pay Schedule-----	12
Appendix B Paid Sick Leave-----	13
Appendix C Affordable Health Care Act-----	15

## PROGRAM DESCRIPTION

The work-study program is a federal and state subsidized program designed to provide jobs on campus for students. Ideally, a student will work in a position that is related to his/her area of study. The Financial Aid Office oversees the work-study program and keeps track of each student's award and earnings.

Asnuntuck is allotted a limited amount of money every year to allocate for work-study positions. The wages vary depending on the job description posted on our college website.

## ELIGIBILITY

A student must be enrolled in or accepted for enrollment in an eligible program at an eligible institution, as a regular student in order to be employed under the work-study program. In addition, a student must have "financial need." Eligible students may apply for employment under the work-study program.

- A Free Application for Federal Student Aid (FAFSA) must be completed each school year to establish financial need.
- A change in total semester hours must be reported to the Financial Aid Office promptly. Failure to do so could result in immediate suspension from the work-study program. A student participating in the work-study program must be an active ACC student enrolled at least half-time (6 credits). If a work-study student's enrollment falls below half-time, that student is no longer eligible to participate in the work-study program; therefore, work-study employment will be terminated immediately and removed from the work-study program.
- Satisfactory academic progress must be maintained. Please review our SAP policy at <http://www.asnuntuck.edu/admissions/satisfactory-academic-progress>. If the student is NOT maintaining an appropriate GPA and the required completion rate, the student is subject to being removed from the work-study program.

## WORK-STUDY AWARDS

Award eligibility will vary from one student to the next depending upon fund availability and the demonstrated financial need as determined by the completion of the Free Application for Federal Student Aid (FAFSA) at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). The work-study award amount will indicate the maximum work-study earnings that may be earned during the academic year. The number of hours to work is determined by taking the award amount and dividing it by the appropriate hourly wage. This will represent the total hours a student can work to earn the full award. The total hours divided by the total number of weeks in the semester or academic year is the number of available work hours per week.

Example:

Total Award/Hourly Wage  $\approx$  Total Hours                      \$3000/\$11.00  $\approx$  272 hours

Total Hours Available/Total Weeks  $\approx$  Hours per Week            272/30  $\approx$  9 Hours/Week

Thus, a student with an award of \$3,000 would have to work about 9 hours per week to complete his/her work-study award for two fifteen-week semesters. Work-study is NOT available in the summer.

It is recommended that a student's work-study does not exceed 15 hours per week, except during scheduled vacation periods with permission of the Financial Aid Office and their supervisor. Unearned work-study money cannot be carried forward to another academic year.

## **EMPLOYMENT PRACTICES**

### **STUDENT START DATES**

An offer of employment is contingent upon the successful completion of a background check. Once a student's background check has been conducted and deemed successful by Asnuntuck Community College's Human Resources Office, he or she must complete work-study employment forms with the Financial Aid Office including the I-9 and W-4 prior to beginning work-study employment.

If a student has met the above criteria, the earliest employment start date for the fall semester is the first day of class. Students continuing on the work-study program from fall through spring may work during the semester break with permission of their supervisor and the Financial Aid Office. Remember your number of hours available for spring will then be reduced by the number of hours worked during the break. Students beginning work-study in spring may start the first day of spring classes.

### **ATTENDANCE**

Work-study students are expected to be consistently dependable, prompt and reliable in attendance and job performance, and to work with a cooperative and positive attitude. He/she must work the hours and times agreed upon by the student and supervisor. If a student must be absent from work, his/her supervisor should be notified as far in advance as possible.

### **WORK HOURS**

Work hours are to be scheduled with the supervisor. The work-study student is to adhere to this schedule unless advance permission has been received from the supervisor. Work-study students are not to work more than their award amount and are not allowed to work during their scheduled class times.

It is recommended that work-study students do not work more than fifteen (15) hours per week except during scheduled breaks. The Financial Aid Office and the supervisor must grant permission to work prior to the break.

### **TIME CARDS**

The student is to complete his/her time card daily. Federal regulations require that either the exact in and out times are recorded **OR** the total hours worked daily. We use total hours worked in 15 minute increments. For example, if you work 4 hours and 15 minutes, you would put 4.25 hours for that day.

Any corrections must be initialed by the student and the supervisor in ink. The supervisor is to submit the time cards to the Financial Aid Office by noon every other Friday. Time cards submitted by the student will not be accepted. The student and supervisor must sign the card in INK. Cards without the supervisor's signature will be held for payment until the appropriate signature is received. Failure to receive time cards by the appropriate time, incomplete timecards, and illegible timecards will result in the card being held until the next pay period.

## **PAYROLL**

Bi-weekly pay periods begin on Friday and end on Thursday, fourteen days later. Payday occurs two weeks later on Thursday. Paychecks will be distributed on Thursday afternoons between 3 and 4 p.m. in the Human Resources Office, or mailed on Friday. Pay information for those with direct deposit is available by logging on CORE-CT with your employee's identification number at <http://www.core-ct.state.ct.us/>.

## **SEMESTER BREAKS**

Normal breaks are semester break and Spring break. These breaks have not been included in the weeks you are expected to work. Work during semester break or Spring break must be approved by the Financial Aid Office and the Supervisor.

Students interested in working over the semester break must meet with their supervisor to find out if the supervisor has work available. If so, the supervisor sends a memo to the Aid Office one week prior to the semester break, to check your remaining hours (unearned portion) of your work-study award. Students register for the spring semester to be eligible to work over the semester break.

## **RESIGNATIONS**

Supervisors should forward a written copy or e-mail of all work-study student resignations to the Financial Aid Office. As a general rule, a minimum of two weeks' notice is acceptable. If there are less than four (4) weeks remaining in a semester, a two-week notice is acceptable only if (1) an emergency arises, or (2) the student is giving notice that he/she does not intend to return the following semester. Terminating employment during this period without appropriate notification could result in a one-semester suspension from the work-study program.

## **TERMINATION**

There are two types of termination: good standing and bad standing. Being placed on termination status could affect future work-study employment.

If a student is terminated in bad standing from their work-study employment, termination from the work-study program will be for a minimum of one semester. Causes for the two types of termination are as follows:

## **Termination in Good Standing**

### **(No loss of future work-study eligibility)**

1. Completion of Work-study award
2. Emergency medical or family reasons which can be substantiated
3. Terminations with an appropriate two-week notice
4. Other reasons approved by the supervisor and the Financial Aid Office

## **Termination in Bad Standing**

### **(Loss of future work-study eligibility)**

1. Refusal to work regularly scheduled hours; including nights and weekends requested and agreed upon by both the work-study student and the supervisor
2. Chronic absenteeism and/or tardiness without proper notice and approval by the supervisor
3. Insubordination
4. Any inappropriate employment conduct which includes inappropriate language or clothing, student theft, fraud, tampering with records, and breach of confidentiality
5. Any breach of the student's code of conduct
6. The Director of Financial Aid may determine that certain inappropriate behavior may result in immediate termination

## **Supervisor's Procedure for Student Termination**

The proper procedure for a supervisor to follow to terminate a student is as follows:

1. One verbal warning documented by the supervisor;
2. One written warning documented by the supervisor; and
3. A second written warning by the supervisor and given in a meeting with the Financial Aid Director.

Copies of all documentation must be submitted to the Financial Aid Office for the student's aid file. If termination is appropriate at this time, it must be approved by the Financial Aid Director.

*Asnuntuck Community College is under no obligation to replace lost work-study employment with other types of Financial Aid.*

## **EMPLOYMENT STANDARDS**

### **DRESS**

Appearance and dress must be appropriate for the work area. Individual offices may require a more professional look and work-study students must follow the request of the supervisor.

### **DRUG-FREE WORKPLACE**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited for all students.

### **WAGES**

Rates are determined by the work-study supervisor. Factors taken into consideration are position responsibility, requirements and experience. The present starting rate for all work-study student positions is \$11.00/hour.

## **EMPLOYMENT BENEFITS**

### **WORK BREAKS**

Students working for periods of at least 4 consecutive hours are allowed a 15-minute break. Breaks are to be taken at a time convenient to your work schedule.

Any work-study student working five (5) hours or more per day is allowed to take at least a thirty-minute lunch/dinner break without pay. However, the meal period may be waived by mutual consent of the work-study student and the supervisor.

### **WORKER'S COMPENSATION**

Worker's Compensation is provided for all work-study students at no cost to the student. Coverage is provided for medical expenses resulting from injuries incurred on the job. You are required to report any injuries to your supervisor immediately. Claim forms are available in the Human Resources Office.

### **SICK LEAVE TIME FOR STUDENT EMPLOYEES**

Effective January 1, 2012, Public Act 11-52 was passed that mandates sick leave to certain Service Workers. Student employees are considered to be Service Workers. In order to be eligible to use accrued sick time, you must complete 680 hours of employment from January 1, 2012, and you must work an average of ten or more hours a week in the most recently completed calendar quarter. If you reach the 680 hour threshold, you will be notified by Human Resources that you have earned sick leave. See Appendix B.

## **AFFORDABLE CARE ACT**

The Affordable Care Act requires all employers to provide existing employees with a notice of the availability of health coverage through public health exchanges-the new marketplace that will be available beginning on October 1, 2013. The New Health Insurance Marketplace Coverage Options and Your health Care Cover Notice are described in Appendix C. This notice provides some basic information and explains how coverage through the Exchange relates to coverage that is available to you.

Please visit [www.healthcare.gov](http://www.healthcare.gov) for additional information, including an online application for health insurance coverage. Connecticut residents can contact the Connecticut State Marketplace at [www.accesshealthct.com](http://www.accesshealthct.com) or by calling 855-805-4325 with any questions.

## **MISCELLANEOUS**

1. Work-study recipients must be willing to work!
2. Conversation during work hours should be restricted to business matters. Personal calls are not permitted except under special circumstances.
3. Proper phone etiquette is essential. Be courteous, helpful and friendly.
4. Information received while at work is confidential. Breaching this confidence may result in immediate dismissal.
5. Students violating any aspect of Software Protection Policy are subject to discipline.
6. Notify the Financial Aid Office about problems with your supervisor or work situation that cannot be resolved between you and your supervisor.
7. A student must fulfill all of the foregoing obligations in order to remain in good standing for future work-study employment. A student who fails to fulfill his/her responsibilities is placed in bad standing and is ineligible for work-study employment for a period of at least one semester (See Termination).
8. Decisions of the Financial Aid Administrator are final.

## **SUPERVISOR GUIDELINES**

### **HIRING PROCEDURE**

For a list of existing work-study positions, please contact the Financial Aid Office or visit <http://www.Asnuntuck.edu/StudentEmployment>.

A student who is interested in participating in the Work-Study program must check with the Financial Aid Office to determine student eligibility and may apply, once a student deems eligible for work-study. A student is required to submit a resume, cover letter, and three references to the Financial Aid Office for the position in which they would like to apply.



A student's eligibility must be determined each year, once their FAFSA is filed and their financial aid file is complete. This also means that any changes made to their financial aid file may cause them to gain or lose eligibility.

Open work-study positions will be posted for 2 weeks and the position will cease to be viewed online after the closing date. Thereafter, all eligible applicants' applications will be forwarded to the appropriate work-study supervisor for the supervisor to review and setup interviews. Please remember that all work-study students are to be treated as any other college employee with adherence to fair hiring practices; consideration must be given to each applicant.

Once an offer has been extended to a successful candidate, the work-study supervisor must contact the Financial Aid Office and inform that the position has been filled (See Student Start Dates herein for further procedures of successful candidates).

### **TIMECARD PROCEDURE**

The supervisor is directly responsible for the student's timecard, which must be turned into the Financial Aid Office by noon every Friday of pay week. The timecards need to be signed by the student and supervisor, and both the supervisor and the student must initial in ink any "time" changes. Do not put the schedule, just the total hours each day a student worked.

### **AWARD ADJUSTMENTS**

*A change in enrollment may result in a change in the amount of the work-study award. Award amounts may also be adjusted at any time during the school year, depending upon both supervisor and student approval. If an award amount is becoming too much for one student while another student may need more hours, a possible adjustment may be made. The Financial Aid Office must be contacted to ensure that both students are eligible for the changes to their award. If this situation should arise, contact the Financial Aid Office for further assistance.*

### **EMPLOYMENT STATUS CHANGES**

The supervisor is responsible to notify the Financial Aid Office of any changes in employment status for all Work-Study students.

## WORK-STUDY CONTACTS

Department	Contact	Telephone #
Academic Skills Center	Angelina Hinojosa	(860) 253-3175
Admissions	Jennifer Anilowski	(860) 253-3010
Business Office	Chad Glabach	(860) 253-3044
Center for Advising and Student Achievement (CASA)	Jill Rushbrook	(860) 253-3068
Disability Services	Kimberly Quinn	(860) 253-3045
Financial Aid	Beth Egan or Jody Weller	(860) 253-3030
Human Resources	Cheryl Cyr	(860) 253-3045
Information Center	Sherry Paquette	(860) 253-1206
Information Technology & Media Services	Jeff Clark	(860) 723-0744
Institutional Research	Qing Mack	(860) 253-3008
Library	Qiong Zou	(860) 253-3172
Manufacturing Technology Center	Marisa Rubera	(860) 253-3129
Marketing	Jessica Poirier	(860) 253-3066
Pantry	Sherry Paquette	(860) 253-1206
Reading Room	Pamela Keenan	(860) 253-3040
Registrar	Maria Ragno	(860) 253-3017
Science Laboratory	Michelle Coach	(860) 253-3141
Student Activities	Sherry Paquette	(860) 253-1206
WACC FM Radio		(860) 253-3030
Women's Leadership Institute	Sherry Paquette	(860) 253-1206

**Any problems or questions concerning the Work-Study Program should be directed to the Financial Aid Office.**

ACC reserves the right to change any of its policies of employment at any time without prior notice. This handbook does not constitute a contract of employment.

## **APPENDICES**

- A**      **WORK-STUDY PROGRAM PAY SCHEDULE**
- B**      **SICK LEAVE TIME FOR STUDENT EMPLOYEES  
OVERVIEW**
- C**      **AFFORDABLE HEALTH CARE ACT**

**WORK-STUDY PROGRAM**

**PAY SCHEDULE 2017 - 2018**

Payroll Period		Timecard Due*	Pay Date
August 18, 2017	- September 1, 2017	September 2, 2017	September 16, 2017
September 2, 2017	- September 15, 2017	September 16, 2017	September 30, 2017
September 16, 2017	- September 29, 2017	September 30, 2017	October 14, 2017
September 30, 2017	- October 13, 2017	October 14, 2017	October 28, 2017
October 14, 2017	- October 27, 2017	October 28, 2017	November 11, 2017
October 28, 2017	- November 10, 2017	November 11, 2017	November 25, 2017
November 11, 2017	- November 24, 2017	<b>November 23, 2017</b>	December 9, 2017
November 25, 2017	- December 8, 2017	December 9, 2017	December 23, 2017
December 9, 2017	- December 22, 2017	December 23, 2017	January 6, 2017
December 23, 2017	- January 5, 2018	January 6, 2018	January 20, 2018
January 6, 2018	- January 19, 2018	January 20, 2018	February 3, 2018
January 20, 2017	- February 2, 2017	February 3, 2018	February 17, 2018
February 3, 2018	- February 16, 2018	<b>February 16, 2018</b>	March 3, 2018
February 17, 2018	- March 2, 2018	March 3, 2018	March 17, 2018
March 3, 2018	- March 16, 2018	March 17, 2018	March 31, 2018
March 17, 2018	- March 30, 2018	March 31, 2018	April 14, 2018
March 31, 2018	- April 13, 2018	<b>April 13, 2018</b>	April 28, 2018
April 14, 2018	- April 27, 2018	April 28, 2018	May 12, 2018
April 28, 2018	- May 11, 2018	May 12, 2018	May 26, 2018
May 12, 2018	- May 25, 2018	May 26, 2018	June 9, 2018

\*A properly completed timecard for the two-week pay period **MUST** be returned to the Financial Aid Office AT NOON on the due date indicated.

Payroll checks are available in Room 144 after 3 PM on the Thursday preceding the pay date.

## **PAID SICK LEAVE FOR STUDENT EMPLOYEES OVERVIEW**

### **Accrual of Paid Sick Leave:**

Student Employees of the Connecticut State Colleges and Universities (CSCU) begin to accrue paid sick time beginning January 1, 2012 or upon hire, whichever is later, under the following terms and conditions:

1. Student Employees accrue one hour of paid time for every forty (40) hours actually worked.
2. The maximum accrual of sick time hours is forty (40) hours per calendar year.
3. Student Employees may carry over a maximum of 40 hours of unused sick time from one calendar year into the next but the employee shall not be able to use more than the forty (40) hours in one (1) calendar year.
4. Under no circumstances are Student Employees entitled to any payout for accumulated but unused sick leave.

### **Use of Paid Sick Leave:**

Student employees shall be entitled to the use of accrued paid sick leave upon the completion of their 680<sup>th</sup> hour of employment, measured from January 1, 2012 or from their date of hire if hired after January 1, 2012.

Sick leave must be taken in one (1) hour increments.

A maximum of forty (40) hours of sick leave may be used each calendar year.

Sick leave may only be used in lieu of previously scheduled hours.

## **Pay Rate for Sick Leave:**

Sick leave will be paid at the Student Employee's normal hourly rate at the time the leave is taken.

**B-2**

## **Reasons for Use of Paid Sick Leave:**

Student Employees may only use accrued paid sick leave for the following reasons:

1. To treat the employee's own illness, injury or health condition; for the medical diagnosis, care or treatment of the employee's own mental illness or physical illness, injury or health condition; or for preventative medical care for the employee.
2. For the treatment of the employee's child or spouse's illness, injury or health condition; the medical diagnosis, care or treatment of an employee's child's or spouse's mental or physical illness, injury or health condition; or preventative medical care for the employee's child or spouse.
3. For the employee's treatment or services related to the employee's status as a victim in a family violence or sexual assault incident, for the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to such family violence or sexual assault; to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

## **Notice:**

If the reason for the sick leave is foreseeable, the Student Employee must provide at least seven (7) days advance notice to their supervisor, or if the leave is not foreseeable, the Student Employee must provide as much notice as is practicable.

## **Documentation:**

Documentation signed by a health care provider indicating the need for the number of days taken may be required by the Student Employee's supervisor for leaves of three (3) or more consecutive days.

## **Reference: Pubic Act 11-52**

**AFFORDABLE HEALTH CARE ACT**



## New Health Insurance Marketplace Coverage Options and Your Health Coverage

---

### INTRODUCTION

The Affordable Care Act requires us to inform all employees about the Health Insurance Marketplaces, which were set up to make it easier for consumers to compare plans and enroll in health insurance coverage. If you are eligible for employee health benefits through the State of Connecticut you will most likely not save money by purchasing coverage through the Marketplace. However, if you are not eligible for job-based health benefits, you may want to consider purchasing coverage through the Marketplace, as explained below.

### PART A: General Information

When key parts of the Affordable Care Act take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplaces. In Connecticut, the state Marketplace is known as the Connecticut Health Insurance Exchange ("the Exchange"). You can find out more by visiting <http://www.accesshealthct.com/> or calling 855-805-4325. This notice provides some basic information and explains how coverage available through the Exchange relates to coverage that is available to you as an employee of the State of Connecticut.

#### Q—What is the Health Insurance Marketplace?

It is designed to help you find health insurance that meets your needs and fits your budget. The Exchange offers "one-stop shopping" to find and compare private health insurance options. Some individuals and families may be eligible for a tax credit that lowers their monthly premium right away as well as cost-sharing reductions that can lower their out-of-pocket expenses. Open enrollment for health insurance coverage through the Exchange begins in October 2013 for coverage starting as early as January 1, 2014. You can find out more by visiting <http://www.accesshealthct.com/> or calling 855-805-4325.

#### Q—Can I qualify for federal assistance that would reduce my health insurance and out-of-pocket expenses?

You may qualify to save money and lower your monthly premium by purchasing coverage through the Exchange, but only if (1) you are not eligible for coverage from your employer or (2) your employer's coverage doesn't meet certain standards.

#### Q—What are those standards?

If your employer health plan meets a "minimum value standard" and is "affordable" you will not qualify for federal assistance. An employer health plan meets the "minimum value standard" if it covers at least 60 percent of total allowed costs. It is considered "affordable" if the cost of single coverage (not including other family members) is no more than 9.5 % of your annual household income.



**Q—Does State of Connecticut employee coverage meet the minimum value standard?**

Yes.

**Q—What does “affordable” mean?**

Coverage is considered “affordable” if the employee’s share of individual-only coverage is no more than 9.5% of household income. For example, the employee share for individual-only coverage for the lowest-cost plan offered by the State of Connecticut is \$39.63 per month, or \$475.56 per year. If you are healthcare-eligible and earn \$5006 or more per year, the cost of coverage would be considered “affordable”.<sup>1</sup>

**Q—Does Eligibility for Employer Health Coverage Affect Premium Savings through the Marketplace?**

Yes, if your job-based health coverage meets the “minimum value standard” and is “affordable” you will not be eligible for either a tax credit or subsidy through the Marketplace and may wish to enroll in your employer health plan.

**Q—What happens if I am eligible for employer-based coverage but choose to purchase insurance through the Marketplace?**

If you purchase a health plan through the Marketplace instead of accepting your job-based health benefits you will lose the State of Connecticut contribution to your health coverage. Also, the employer contribution—as well as your employee premium share—is excluded from your income for Federal and State income tax purposes. If you purchase insurance coverage through the Exchange your payments for healthcare coverage will be made on an after-tax basis.

**Q—How Can I Get More Information?**

For more information about coverage offered by your employer, please check the Health Care Options Planner at <http://www.osc.ct.gov/benefits/openenroll.htm> or contact the Office of the State Comptroller, Healthcare Policy & Benefit Services Division, Central Benefits Unit.

The Exchange can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. You can find out more by visiting the CT Exchange at <http://www.accesshealthct.com/> or calling 855-805-4325. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area if you are not a Connecticut resident.

---

<sup>1</sup> This is an illustration based on annual earnings only. There are other factors that that may affect “affordability”, such as when an employee’s hours vary from week to week or an employee starts working mid-year.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name State of Connecticut, Office of the State Comptroller		4. Employer Identification Number (EIN) 06-6000798	
5. Employer address 55 Elm Street		6. Employer phone number	
7. City Hartford	8. State CT	9. ZIP code 06106	
10. Who can we contact about employee health coverage at this job? Central Benefits Unit, Healthcare Policy & Benefit Services Div.			
11. Phone number (if different from above) 860-702-3535		12. Email address osc.benefitcorrections@ct.gov	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
  - All employees.
  - Some employees. Eligible employees are:  
Full-time permanent employees, employees working 0.5 full-time equivalent (FTE), others pursuant to collective bargaining agreements or management contract

- With respect to dependents:
  - We do offer coverage. Eligible dependents are:  
Spouse of civil union partner, employee's children to age 26 (medical)
  - We do not offer coverage.

- If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](http://HealthCare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](http://HealthCare.gov) to find out if you can get a tax credit to lower your monthly premiums.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name State of Connecticut, Office of the State Comptroller		4. Employer Identification Number (EIN) 06-6000798	
5. Employer address 55 Elm Street		6. Employer phone number	
7. City Hartford	8. State CT	9. ZIP code 06106	
10. Who can we contact about employee health coverage at this job? Central Benefits Unit, Healthcare Policy & Benefit Services Div.			
11. Phone number (if different from above) 860-702-3535		12. Email address osc.benefitcorrections@ct.gov	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
  - All employees.
  - Some employees. Eligible employees are:  
Full-time permanent employees, employees working 0.5 full-time equivalent (FTE), others pursuant to collective bargaining agreements or management contract
- With respect to dependents:
  - We do offer coverage. Eligible dependents are:  
Spouse of civil union partner, employee's children to age 26 (medical)
  - We do not offer coverage.
- If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.
  - \*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](http://HealthCare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](http://HealthCare.gov) to find out if you can get a tax credit to lower your monthly premiums.