



Department of the Navy Civilian Benefits Center

Benefits Information for Employees Who Change From a Full Time to a Part Time Work Schedule

A part-time work schedule is employment of 16 to 32 hours a week (or 32 to 64 hours during a biweekly pay period in the case of a flexible or compressed work schedule). The effect of a part time-work schedule on each of the federal benefits programs is discussed below.

If you have questions please call the Benefits Line at 888-320-2917 and select menu option #4 to speak with a Customer Service Representative (CSR). CSRs are available from 7:30 a.m. until 7:30 p.m., Eastern Time, Monday through Friday, except on federal holidays. The TTY number is 866-359-5277.

You may also email your questions to navybenefits@navy.mil. You must include your full name, pay plan, grade, contact telephone number and the best time to call you but please do not include Privacy Act Information such as date of birth or social security number.

Federal Employees Group Life Insurance (FEGLI)

You are eligible to continue your FEGLI Basic and any optional coverage. The effect of your change in work schedule on the value and cost of your FEGLI is based on what options you have elected. An overview of FEGLI Basic insurance and the Options is described below:

- Basic – The value of Basic insurance is your annual basic pay, rounded up to the next \$1,000, plus \$2,000. Premiums are \$0.15 for each \$1,000 of your annual basic insurance amount.
- Option A - Standard - The value of Option A is \$10,000. Premiums are based on your age.
- Option B - Additional - The value of Option B is your annual basic pay, rounded up to the next \$1,000 with multiples of 1, 2, 3, 4, or 5 times your pay. Premiums are based on the value of Option B and your age.
- Option C - Family - The value of Option C is \$5,000 for your spouse and \$2,500 for each eligible dependent child with multiples of 1, 2, 3, 4, or 5 of coverage. Premiums are based on the value of Option C and your age.

When you change from a full-time to a part-time work schedule, the value of Basic and Option B will change because both are based on your annual basic pay (which is less since you are working fewer hours). The premiums for Basic and Option B will also decrease since they will be calculated based on your lower annual basic pay.

The value of Option A and Option C will not change since they are a standard amount. The premiums for Option A and Option C do not change until you reach a new age group.

You may cancel some or all of your life insurance coverage at any time, unless you have assigned your insurance. When you cancel basic insurance, you automatically cancel all optional insurance. Canceling optional insurance has no effect on basic insurance.

If you cancel your Basic, Option A - Standard or Option B - Additional insurance, you must wait 1 full year from the date of cancellation before you can apply to reenroll. The reenrollment process requires that you

have a medical exam, at your expense, and the Office of Federal Employees' Group Life Insurance will approve or disapprove your request. If you cancel your Option C - Family insurance you can reelect only if you have a qualifying life event.

If you are considering cancelling your insurance, remember that to continue life insurance into retirement you must be insured for the 5 years of service immediately before the date your retirement annuity starts, or for the full periods of service during which you were eligible to be insured if less than 5 years.

You can make changes to your FEGLI election by using the Employee Benefits Information System (EBIS) available at <https://www.portal.navy.mil/donhr/Benefits>. You must use your Department of Defense (DoD) Common Access Card (CAC) and be behind a .mil, .edu or .gov environment to access the Web site. When prompted, use your email certificate. You may also call the Benefits Line to make your election.

Federal Employees Health Benefits (FEHB)

Permanent part-time employees who work between 16 and 32 hours per week are entitled to continue to receive government contributions to their FEHB premiums but the amount of the contributions is prorated depending upon the number of hours in the work schedule. The amount of government contribution is determined by dividing the average number of hours you are scheduled to work during the pay period by the average number of hours worked by a full-time employee serving in the same or comparable position (normally 80 hours per biweekly pay period). Example: Faith is scheduled to work 36 hours during a biweekly pay period, and the Government contribution for her health benefits plan is \$61.38 biweekly for full-time employees. The government contribution for her health benefits is as follows:

$36 \text{ (hours scheduled during pay period)} \div 80 \text{ (hours worked by full-time employees)} = .4500$

$\$61.38 \text{ (government contribution/full-time employees)} \times .4500 = \$27.62 \text{ (government contribution/part-time employee)}$.

Since the total premium (government and employee share) for her health benefits plan is \$92.35, Faith's share of premiums is \$64.73 (\$92.35 - \$27.62).

If you change from a full-time to part-time work schedule (or the reverse) you may change your enrollment from self only to self and family and from one plan or option to another within 60 days of the effective date of the change in work schedule. Also during this 60 day time frame, you may change your FEHB Premium Conversion election (whether to pay FEHB premiums on a pre-tax or post-tax basis).

If health insurance premiums are withheld on an after-tax basis (you have waived participation in FEHB Premium Conversion), you may cancel your FEHB enrollment at any time. If health insurance premiums are withheld on a before-tax basis (you participate in FEHB Premium Conversion), you may cancel your FEHB enrollment only during the Benefits Open Season or in conjunction with a qualifying life event.

If you want to make changes to your FEHB call the Benefits Line.

Federal Employees Dental and Vision Insurance Programs (FEDVIP)

Your dental/vision coverage under FEDVIP will continue. Since all employees pay the full FEDVIP premium there will be no change in your deductions. If the premium exceeds your net pay, no premiums will be withheld from your salary. You must call BENEFEDS at 877-888-3337 to change to a direct payment billing.

You may cancel your FEDVIP enrollment only during the Benefits Open Season, unless you are deployed on active military duty, or transfer to an agency that offers its own dental and/or vision plan and that agency pays 50 percent or more of the premiums and you enroll in that agency's plan.

Federal Flexible Spending Account (FSAFEDS)

Your participation in FSAFEDS will continue. If your contributions exceed your net pay, no contributions will be withheld and your account will be terminated. Any expenses incurred before that will be reimbursed. If your pay increases during the same claim year, your account can be re-opened. If your pay increases after the claim year, you must wait until the next open season or experience a qualifying life event to re-enroll. For additional information call FSAFEDS at 877-372-3337.

Federal Long Term Care Insurance Program (FLTCIP)

Your long term care insurance under FLTCIP will continue. If the premium exceeds your net pay, no premiums will be withheld. You must switch to another payment plan by calling the Long Term Care Partners at 800-582-3337.

Retirement Plan

You will continue your current retirement coverage under either the Civil Service Retirement System (CSRS) or the Federal Employee' Retirement System (FERS). For calculating length of service for retirement eligibility purposes, you will receive full-time length-of-service credit while you are on a part-time work schedule. However, the retirement annuity calculation for periods of part-time service after April 6, 1986, is prorated to reflect the difference between full-time and part-time service.

Thrift Savings Plan (TSP)

You are eligible to participate in TSP but the amount withheld may change depending upon your election.

- **Regular Contributions.** If you have elected to contribute a percentage of your salary to regular TSP contributions, when your pay reduces as the result of changing to a part-time work schedule, the amount of your regular TSP contributions will also reduce. For FERS employees, the Agency Automatic (1%) and Agency Matching contributions will continue, but the amount will be calculated based on your reduced salary. If you have elected to contribute a fixed dollar amount to regular TSP contributions, the deductions will not change.
- **Catch-up Contributions.** Your catch-up contributions will not change since they are a specific dollar amount. If the amount of your catch-up contribution exceeds your net pay, no catch-up contributions will be withheld.

You can change the amount of your TSP regular or catch-up contributions at any time by using EBIS or by calling the Benefits Line.