



To: Clergy and Parish Administrators

From: Susan Abington, Finance Administrator; Linda Rex, Database Administrator
The Rev. Polk Van Zandt, Chair, Healthcare & Hospitalization Committee

RE: Employee Roster

Date: December 5, 2017

In order to comply with rules related to the Affordable Care Act, the Church Pension Group and Medical Trust are requiring our diocese to provide information about each congregation and its employees (including part-time) using the Employee Roster. In order to comply, we need your help!

Enclosed are three documents that you will need in order to update your Employee Roster:

1. *Printouts of your parish's current Employee Roster:* These documents include the employees of your parish who are on record with CPG/Medical Trust. Please review and update this information, using the forms and instructions provided. If an employee is listed but is no longer working for you, please cross the employee's name out and indicate their last day of employment. **IMPORTANT:** Be sure to include ALL employees of your church, including those who are full-time, part-time, eligible for benefits, ineligible for benefits, etc.
2. *Employee Roster Information Collection Form:* If you have employees who are not listed on the roster, please complete the attached information collection form for each employee. Every employee who works for your church, including those who are full-time, part-time, eligible for benefits, ineligible for benefits, needs to be included.
3. *Declining Health Coverage Form:* If you have an eligible employee who chooses to opt out of medical coverage because they have insurance elsewhere, please have them complete and sign this form and retain this signed form in their employee file. On the Employee Roster printout, indicate the source of medical coverage as directed in the instructions.

Once you have updated the roster, please return all forms (along with any information collection forms) to Linda Rex (see contact information below) at the diocesan office and we will input your information to the Church Pension Group Employee Roster.

Eligibility for Life Insurance and Disability Benefits

All employees who work 1,000 hours per year or more are eligible and should be enrolled for life insurance benefits. Employer- and employee-paid short-term and long-term disability benefits are also available. If your parish has an active agreement with Church Pension Group to provide disability coverage, it is important to ascertain whether or not your employees have been offered or provided short-term and/or long-term disability. If an employee should have been offered this coverage or life insurance and wasn't, please contact Susan Abington at 615-251-3322 or by email at sabington@edtn.org.

Who is Eligible for Medical Benefits?

Please remember that congregations of the Diocese of Tennessee are required to obtain medical insurance coverage through the Medical Trust of the Church Pension Group for all employees who work 1500 hours or more per year.

Individual employees may decline to be covered through the Medical Trust. Remember that the Affordable Care Act (ACA) may impose a penalty on individuals who do not have acceptable medical insurance and also prohibits employers from paying the premium of an employee who is purchasing coverage from another provider. Therefore, the Diocese of Tennessee anticipates that only employees who have health insurance through a spouse or through the military will decline medical benefits if they are working 30 or more hours per week.

Please be sure to have any employee who declines medical benefits complete the *Declining Health Coverage Form*. Penalties can be levied against organizations who fail to provide coverage to eligible employees.

Thank you for your assistance with this important task. When you have updated the Employee Roster information collection forms, please email them to Linda Rex at lrex@edtn.org, or mail them to the address below.

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