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| Procedure: | Health Care Reform Act Employee Tracking Policy & Procedure | Procedure No.: | PA3015.1 |
| Authority: | College President | Associated Policy Reference No.: | PA3015 |
| Procedure Owner: | VP Admin & Finance | Responsible Party: | Personnel Affairs/HR |
| Approved: | December 3, 2015 | | |
| Revised: | September 15, 2016 | | |

Existing and New Full Time Employees:

As part of the New Health Care Reform Act we will make available the Health Insurance Benefit Plan to all employees hired as full time (with intent of working 30 hours or greater). There is currently no waiting period.

All Existing Full Time & Variable Hour Employees (as of Oct 1st):

As part of the new Health Care Reform Act, we have created the twelve (12) month Standard Measurement Period (SMP) of October 1st through September 30th. We will then compile and analyze the data during our three (3) month Standard Administrative Period (SAP) of October 1st through December 31st.

Lastly, the final “Average Hours Worked” (AHR) data will determine eligibility for Health Insurance Benefit Plan for the twelve (12) month Standard Stability Period (SSP) of January 1st through December 31st.

Newly Hired Variable Hour Employees (hired during the SMP):

As part of the new Health Care Reform Act we will use a twelve (12) month Initial Measurement Period (IMP) for all variable hour employees hired after the beginning of the Standard Measurement Period (SMP) of October 1st. The Initial Administrative Period (IAP) will be concurrent with the last month of the Initial Measurement Period (IMP). Lastly, the final “Average Hours Worked” (AHW) data will determine eligibility for Health Insurance Benefit Plan for the following Initial Stability Period (ISP), which will begin the first day following the completion of twelve (12) months of employment and continue for twelve (12) months regardless of hours worked.

Example of newly hired variable hour tracking: Hire date of October 1, 2015

Initial Measurement Period (IMP): October 1, 2015 – September 30, 2016

Initial Administrative Period (IAP): October 1, 2016 – December 31, 2016

Initial Stability Period (ISP): January 1, 2017 – December 31, 2017

Minimum Average Hours Worked (MAHW):

If the Employee has worked an average of **30 hours** or more during either applicable Measurement Period (SMP or IMP), they will be eligible for the Medical Benefit Plan the following applicable Stability Period (ISP or SSP).

Procedure:

We will list and track all Variable hour employees. After each pay period the number of hours and days worked will be logged for hourly employees. This data will be used in the applicable Administrative Period (SAP or IAP) to determine Health Insurance Benefits Plan eligibility.

Overlap Note:

A new variable hour employee will automatically enter into the following Standard Measurement Period thus overlap will occur in the tracking process.

| Action <i>(Created, Reviewed, Retired)</i> | Date | Initials | Position Title |
|--|-------------|-----------------|---|
| <i>Updated Template</i> | 04/23/2020 | KP | <i>Secretary – VP Student Development</i> |
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