

Who is responsible for tracking if an employee is qualified for coverage?

Throughout this process, DHRM will assist managers with tracking their non-benefited employees. At the end of the 12-month Measurement Period, the manager and employee will be notified of qualified and non-qualified status. Determining work schedules and staffing are the manager's responsibility.



What options do I have in managing my workforce and my budget?

The requirements of the ACA focus on the determination of "full-time" employment. Recognizing personnel cost, schedules, and work completion, a manager may adjust their employee's hours to maintain part-time status.

What do I do next?

Beginning May 1, 2014, DHRM will begin the measurement of non-benefitted employees. DHRM will work with managers and supervisors throughout this measurement period tracking employees hours worked/paid.

Where can I get more information?

You may visit <https://sites.google.com/a/utah.gov/aca/> for more information. The website provides resources and tools for tracking new hires and a FAQ sheet with further details of this Act.

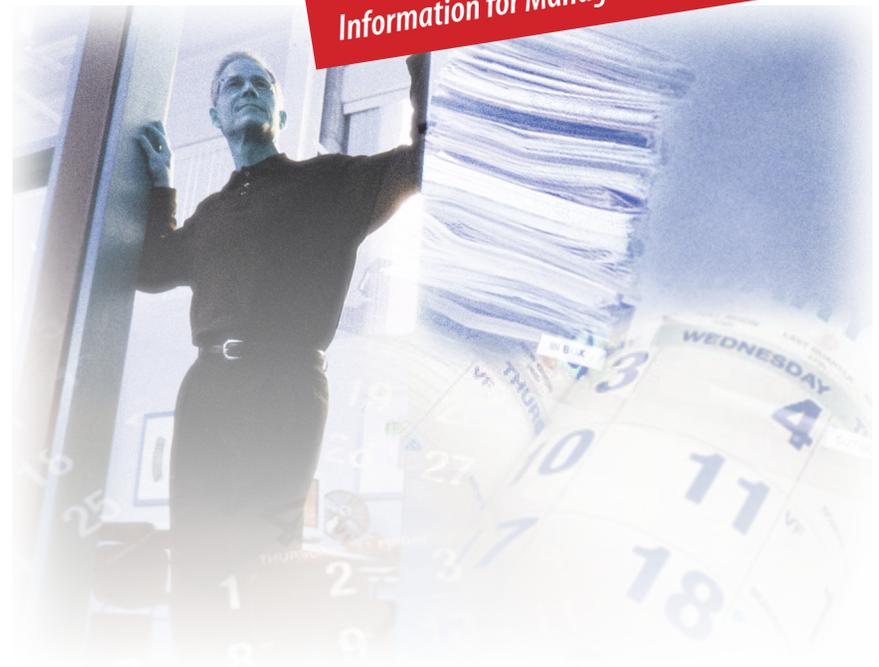


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Affordable Care Act

Insurance Coverage Requirement

Information for Managers and Supervisors



The **Affordable Care Act (ACA)**, signed in 2010 requires employers to offer health care insurance coverage to full-time employees. An employee is considered "full-time" if they average 30 or more hours per week.

This brochure is intended to help explain how the State of Utah is identifying "full-time" employees and what you, as a manager, need to know so that you can manage your staff and budget.

The Department of Human Resource Management (DHRM) is charged with managing the requirements of the ACA, and has developed the following guidance for state agencies.

Affordable Care Act

Insurance Coverage Requirement

Who is affected?

Employees who have already been offered a benefits package that includes retirement, leave, medical, and dental benefits will not be tracked or affected for the purposes of coverage under the ACA.

Part-time employees who consistently work less than 30 hours per week will be tracked, but will not be offered health insurance under the ACA. Only employees who average 30 or more hours a week, over a pre-determined 12 month period, will be qualified for health insurance coverage under the ACA.

Defining "Full-time"

Being qualified for this new coverage hinges on the criteria of averaging 30 or more paid hours per week. To account for weekly or seasonal variations, the "average" will be based on hours worked/paid per week as measured over a 12-month period (known as the Measurement Period).

What are the important dates to note?

The state will begin tracking paid hours for ongoing employees on May 1, 2014. If an employee is qualified for coverage, the coverage would begin July 1, 2015.



How will the "average" be measured?

Starting May 1, 2014, non-benefitted ongoing employees hours will be tracked over a 12-month Measurement Period. If the working/paid hours average 30 or more hours per week, the employee will be offered health care reform medical benefits. If an employee occasionally works 30 hours or more in a week, but the average over the 12-month is less than 30 hours, the employee will not be eligible for coverage.

Are newly hired employees measured the same as ongoing employees?

Ongoing employees are measured for 12 months starting May 1, 2014. New employees will also be measured for 12 months, but on a cycling process that begins on the 1st of each month, following their hire date.

Are qualified part-time employees offered the same plans as other benefitted employees?

Yes. Once offered coverage, the qualified employee may be covered for 12 months (known as the Stability Period). If during the next measurement period, the employee does not qualify, the insurance coverage will end at the completion of the 12 months of coverage. It is possible that an employee may cycle on and off coverage.