

Affordable Health Care

I. Purpose

The purpose of this policy is to establish guidelines for determining if temporary employees and part-time permanent employees are eligible to be offered essential health coverage in accordance with the Patient Protection and Affordable Care Act of 2010.

II. Definitions

1. **Service Hours:** Each hour for which an employee is credited for the performance of services and, if applicable, hours for which an employee is entitled to payment during which no duties are performed due to paid leave, such as vacation, holiday, disability, jury duty, military leave or leave of absence.
2. **Eligible Employee:** An employee whose service hours are an average of 30 or more per workweek during the established measurement period.
3. **Existing Employee:** For health care eligibility purposes, an employee who has worked with no breaks in service.
4. **New Employee:** For health care eligibility purposes, an employee who has never been employed with the College or an employee who has a break in service.
5. **Initial Measurement Period:** The period of time for which a new employee's hours are recorded and measured to determine eligibility for health coverage.
6. **Standard Measurement Period:** The period of time which an existing employee's hours are recorded and measured to determine eligibility for health coverage.
7. **Administrative Period:** The period of time after the measurement period during which health coverage is offered to eligible employees.
8. **Stability Period:** The period of time after the Administrative Period for which health coverage is provided to eligible employees that accept coverage.
9. **Breaks in Service:** A period of time during which an employee does not work.
10. **Multiple Assignments:** When an employee works under multiple classifications and/or cross-over between departments.
11. **Seasonal Employee:** An employee who is employed on a temporary basis for a defined season, such as registration.
12. **Independent Contract Employee:** An individual contracted to perform a service for the College for which there is no employer/employee relationship as determined by Internal Revenue Service guidelines.
13. **Temporary Agency Employee:** A temporary assignment contracted by the College through a staffing firm.

III. Employment Categories

See College policy. ([Policy 301-01-03BP](#))

IV. Health Plan Eligibility

1. **Full-Time Temporary Employees** will be eligible for an offer of health coverage at the time of hire or beginning of an assignment if there is an expectation the

assignment will last more than one (1) month or at the time it is determined the assignment will last more than one (1) month

2. **Part-time Temporary Employees** will be eligible for an offer of health coverage at the end of the measurement period if eligible.
3. **Permanent Part-Time Employees** will be eligible for an offer of health coverage at the end of the measurement period if eligible.
4. Employees hired through a **temporary agency** are not eligible for coverage by the College.
5. **Independent contractors** are not eligible for coverage by the College.

V. Measurement Periods

a. Standard Measurement Period: period used to determine if existing temporary employees and part-time permanent employees are eligible for health coverage.

Curriculum Faculty	August 21, 2014 – December 18, 2014
Curriculum Instructional Paraprofessionals	August 21, 2014 – December 18, 2014
College and Career Readiness Instructors	August 21, 2014 – December 18, 2014
Continuing Education Instructors	August 1, 2014 - November 30, 2014
Staff	August 1, 2014 - November 30, 2014

b. Initial Measurement Period: period used to determine if new temporary employees are eligible for health care.

Curriculum Faculty	Six (6) months from date of hire
Curriculum Instructional Paraprofessionals	Six (6) months from date of hire
College and Career Readiness Instructors	Six (6) months from date of hire
Continuing Education Instructors	Six (6) months from date of hire
Staff	Six (6) months from date of hire

VI. Administrative Period

Established period during which health coverage is offered to eligible employees.;

Existing Employee	30 days from date eligibility is determined
New Employee	30 days from date eligibility is determined

VII. Stability Period

Established period during which health coverage is provided to eligible employees excepting coverage identified during the measurement period. Following the stability period, covered employees will be evaluated to determine if health coverage should continue based on service hours.

Existing Employee	Six months from the date eligible
New Employee	Six months from the date eligible

VIII. Established Breaks in Service

Established breaks in service, such as semester, summer, spring and holiday breaks are not considered when calculating total service hours.

IX. Non-Established Breaks in Service

For health coverage eligibility purposes, the College will review breaks in service, periods for which an employee is not credited with service hours, to determine if an employee is an existing employee or new employee. If a break in service is longer than the period of previous employment or if a break is for twenty-six (26) consecutive weeks the employee will be considered a new employee and the initial measurement period begins.

X. Total Service Hours Calculation

1. **Temporary Staff, Curriculum Instructional Paraprofessional, and Permanent Part-time Employees** service hours are calculated one for one.
2. **Adjunct Faculty service hours will be calculated in accordance with College policy. (Policy 305-01-01BP)**
3. **College and Career Readiness Instructors, and Continuing Education Instructors** service hours are calculated based on a contact hour. Unless otherwise approved, an additional 1.25 hours will be credited per contact hour for performing work time required outside of direct classroom instruction. Credited time which is less than 1.25 hours must be approved by the Coordinator, Director and/or Dean, the Human Resources Director and appropriate Vice President.

XI. Multiple Employment

1. **Multiple Classifications:** When an employee has various assignments, such as instructional and staff, the dean/director will work with Human Resources to determine which classification is primary.
2. **Cross-Over:** Unless an exception is granted, part-time employees may only be employed by one department/division at a time. Prior approval from Human Resources must be received prior to any service hours worked. If approval is granted the departments must work together in scheduling service hours to ensure that service hours credited are in accordance with policy.

XII. Annual Eligibility Review

Existing curriculum faculty, curriculum instructional paraprofessionals, and college and career readiness instructors will be evaluated on a semester basis to determine health care eligibility status.

Existing continuing education instructors and staff will be evaluated on a semi-annual basis to determine health care eligibility.

XIII. Opting Out Procedure

If an employee is determined to be eligible for health coverage, the employee may choose to opt out through the State Health Plan online portal system. Re-hired state retirees who are re-employed in a position requiring the College to offer coverage under the Affordable Care Act will no longer be eligible for retiree health insurance under the North Carolina State Health Plan.

Policy Number: 302-04-08BP

Adopted: January 27, 2015

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