



## Reminder on ACA Measurement Period for Variable Hour Employees

As another school year begins and employees and their roles change, remember you must determine if each employee is considered ‘**full-time**’ as defined under the ACA ( as averaging 30 hours of service per week). To avoid potential penalties under the ACA, employers must offer ‘substantially all’ of its full-time employees (at least 95%) health plan coverage. To avoid **any** potential penalty, the coverage offered must be considered ‘affordable’, generally using one of three safe harbors available.

**It can be challenging to determine the full-time status of employees who do not work a traditional full-time schedule.** Such employees generally include those initially employed to work a flexible schedule, work in multiple positions or different parts of the organization, or work a part-time schedule (fewer than 30 hours of service). The nature of their employment is such that at the time of their initial employment, based on the facts and circumstances on the employee's start date, the employer cannot determine whether the employee is reasonably expected to work full-time. For these variable hour employees, employers are permitted to defer an offer of coverage and apply “look-back measurement periods” to count hours of service and determine eligibility for an offer of coverage. Now is a good time to review what you have in place and begin measuring variable hour employees.

Resources can be found [here](#) on the VEHI website to assist districts in this area. In addition, the Gallagher Benefits Team at [VEHIhelp@ajg.com](mailto:VEHIhelp@ajg.com) is available to assist you.

This notification has been sent to School Business Officials, Human Resources, and Health Members.

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