

City of Shoreline Affordable Care Act and Revisions to the Personnel Policies

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September 29, 2014



Overview

- The City's existing policy:
 - provides health coverage to regular part time employees who work 20 or more hours a week
 - does not provide health coverage to extra help
- Next year, extra help employees who average more than 30 hours a week may be eligible for health coverage under the ACA employer mandate



Circumstances leading to health coverage for extra help employees

- Non-seasonal extra help **averaging 30 or more hours a week** in a measurement period of the first 3 months and 12 months of employment become eligible for health coverage



Illustration of Measurement and Stability Periods

	Period 1	Period 2	Period 3	Period 4	Period 5
Measurement Period: Did employee average 30+ hours per week?	Yes	No	No	Yes	Employee Resigned
Stability Period: Is employee eligible for health coverage from the prior measurement period?		Yes from Period 1	No from Period 2	No from Period 3	Yes from Period 4

City of Shoreline - Current Situation

- Some non-seasonal extra help employees average 30 or more hours in a measurement period but very few
- Just two (2) employees in the first 28 weeks of 2014 averaged 30 or more hours



Proposed Change to Employee Handbook

- Creation of three employment status definitions of extra help:
 - Seasonal
 - Variable Hour
 - Less than 20
- Housekeeping changes



Seasonal Extra Help

Definition:

- Work that is seasonal beginning approximately the same season of each calendar year, customarily less than six months in duration

Maximum Hours:

- 1,040 hours a year with no limit on weekly hours if all work is seasonal

Break in Service Requirement Before Rehire:

- 13 weeks, or longer than the employee was employed, or HR approval



Variable Hour Extra Help

Definition:

- Work that is not seasonal but is intermittent and/or hours that are unpredictable from week to week

Maximum Hours:

- 1,040 hours a year an average of 29 per week during the first 3 months of employment and during 12 months of employment

Break in Service Requirement Before Rehire:

- 13 weeks, or longer than the employee was employed, or HR approval



Less Than 20 Ongoing Extra Help

Definition:

- Work that is ongoing and consistent with few hours but regularly scheduled each week

Maximum Hours:

- 1,040 hours a year and an average of 20 per week during the first 3 months of employment and during 12 months of employment

Break in Service Requirement Before Rehire:

- 13 weeks, or longer than the employee was employed, or HR approval



Housekeeping Changes

- Add a definition of “Break in Service”
- Move the definitions for full time and part time regular employees from alphabetical order to inclusion in Employment Status Definitions
- Renumber sections



Recommendation

- No Action Needed Tonight
- Staff recommends that Council adopt Resolution No. 363 amending the Employee Handbook when it is brought back to Council on October 13

