Good afternoon,

In case you have not received prior messages, our office wanted to inform you of Penn State’s procedures related to compliance with the Patient Protection and the Affordable Care Act (ACA). These procedures will primarily impact employees working in “casual” positions classified as Wage Payroll or Fixed-Term II (FTII). Full-time student employees are not affected by these changes.

In summary, new employees in these classifications will need to be hired within the new definitions for part-time employees shown below. Current employees should not have their scheduled hours decreased unless the business needs dictate such a change; if they meet the requirements of ACA within 2014, they will be offered ACA compliant health care in 2015. If you and/or your employees hire or supervise individuals who work in these position classifications, please follow the instructions shown below. Also, please forward this e-mail to your employees who hire or supervise individuals so that they are aware of the information as well.

After review, please let me know if you have any questions.

Thank you.

Erikka Runkle

Interim HR Director

College of Ag Sciences

**FIXED-TERM II AND WAGE PAYROLL PROCEDURES EFFECTIVE JANUARY 1, 2014:**

Full-time, PSU Student Wage Payroll Employees:

* May work up to 40 hours per week. Any hours worked over 40 hours per week require pre-approved overtime pay.
* If employees meet the requirements of ACA, they will be offered an ACA compliant health plan in 2015.

Wage Payroll Employees (not full-time, PSU students):

* If hired 1/1/2014 or after:
	+ New employees should be limited to 24 hours or less per week (Sunday-Saturday workweek).
	+ May also work up to 40 hours per week for up to 16 consecutive weeks once per calendar year.
	+ Simultaneous assignments in multiple units/colleges must be approved by initial hiring unit shown in payroll system.
* If hired prior to 1/1/2014:
* If currently working in excess of 24 hours per week, may continue to work hours in excess of 24 hours per week provided that the business needs require such service.
* Positions working in excess of 24 hours per week, should, however be examined to determine if Fixed Term I or Standing positions should be created and posted.
* Employees who meet ACA requirements will be offered an ACA compliant health plan in 2015.

Fixed Term II Employees (salaried):

* If hired 1/1/2014 or after:
* Positions should be reviewed with Human Resources to determine if positions should be FT2 (salaried) or wage payroll (hourly).
* Should be limited to working less than 75% FTE
* If working 75% FTE or greater, position must be filled and posted as FT1 or Standing classification
* If hired prior to 1/1/2014:
* If currently working 75% FTE or greater, employees may continue to work that schedule provided that the business needs require such service.
* Positions working 75% FTE or greater, should, however be examined to determine if Fixed Term I or Standing positions should be created and posted.
* Employees who meet ACA requirements will be offered an ACA compliant health plan in 2015.

Current Part-time Benefits (covered by HR Policy HR05):

* Individuals who achieve eligibility for healthcare, earned time, and holiday time provided by HR 05 as of June 30, 2014 will continue to be offered those benefits in accordance with the current policy.
* Individuals who have not achieved eligibility for healthcare, earned time, and holiday time provided by HR 05 as of June 30, 2014 will no longer be eligible to attain such benefits.