

OR # _____

**State of Oregon
Affordable Care Act (ACA)
Newly Hired Temporary Employee
Offer of Coverage Worksheet**

This worksheet is used to document the agency's reasonable expectations regarding the "full-time" status of a newly hired temporary employee.

PLACE A COPY OF THIS COMPLETED FORM IN THE EMPLOYEE FILE

1. AGENCY NAME:

2. EMPLOYEE NAME:

2. DATE OF HIRE:

3. EXPECTED DURATION OF EMPLOYMENT:

4. Did the newly hired temporary employee work for any State of Oregon agency* in the last 12 months?

- YES – Proceed to #5
- NO – Proceed to #7

**Agency means any executive, judicial or legislative branch agency and the Lottery, Cover Oregon, Corrections Enterprises and Boards and Commissions. .*

5. Was the newly hired temporary employee in a standard or initial measurement period at any agency?

- YES – Proceed to #7. (Note total previous hours worked here _____)
- NO – Proceed to #6

If you are unsure, please contact the prior agency or run the ACA report on the DataMart. For Lottery (maybe others) who are not supported by PPDB and OSPS, you will have to call the prior agency.

6. Is the newly hired temporary employee in a current standard or initial stability period at any agency?

- YES – Employee continues to be eligible for benefits. **Enter appropriate benefits eligible REPR in PPDB and provide PEBB enrollment form with immediate eligibility noted**
- NO – Proceed to #7

Note: a break in service only ends the stability period if it was at 13 week break in service, or a break in service of at least four (4) weeks but longer than the prior period of employment

7. Does the agency expect the newly hired temporary employee to work at least 30 hours per week at the time of hire?

- YES – The offer of coverage must happen to be effective the first of the 4th month*. **Enter 167 or 168 PA code in PPDB. Pend 210 PA in accordance with ACA Calendar. Provide EE Temp Benefit Information and PEBB enrollment form with coverage eligible date noted. Document offer and keep file copy.**
- NO – Proceed to #8

**See ACA Calendar of eligibility dates. IMPORTANT: The offer of coverage must be documented and captured in the employee file.*

8. Is the newly hired temporary employee replacing a full-time (at least 30 hours) position?

Example: The temporary employee is filling in for a permanent position while the employee occupying that position is on leave.

- YES – The offer of coverage must happen to be effective the first of the 4th month*. **Enter 167 or 168 PA code in PPDB. Pend 210 PA in accordance with ACA Calendar. Provide EE Temp Benefit Information and PEBB enrollment form with coverage eligible date noted. Document offer and keep file copy.**
- NO – Proceed to #9

**See ACA Calendar of eligibility dates. IMPORTANT: The offer of coverage must be documented and captured in the employee file.*

9. Was the position advertised as or otherwise documented as (through a contract or job description) as requiring hours of service that would average 30 (or more) hours of service per week?

- YES – The offer of coverage must happen to be effective the first of the 4th month*. **Enter 167 or 168 PA code in PPDB. Pend 210 PA in accordance with ACA Calendar. Provide EE Temp Benefit Information and PEBB enrollment form with coverage eligible date noted. Document offer and keep file copy.**
- NO – Proceed to #10

**See ACA Calendar of eligibility dates. IMPORTANT: The offer of coverage must be documented and captured in the employee file.*

10. Is the position considered variable hour? A variable hour employee is defined as an employee for whom the agency cannot reasonably determine based on the facts and circumstances upon the date of hire will work on average at least 30 hours per week.

Example: The temporary employee will work 15 hours one week, 30 hours the next week and 20 hours the following week.

- YES – The agency will measure the employee over the 12 month Initial Measurement (look back) Period. **Enter 167 or 168 PA code in PPDB. Run the standard ACA report on a monthly basis to track.**
- NO – Employee is considered a “part-time” temporary employee (works under 30 hours/week or 130 hours/month) and not eligible for benefits. **Enter 167 or 168 PA code in PPDB.**

Definitions

Full-time employee - someone who works on average 30 hours or more per week, or 130 hours in one calendar month

Variable hour employee - based on the facts and circumstances at the date the employee begins providing services to the employer (the start date), it cannot be determined that the employee is reasonably expected to work on average at least 30 hours per week

Standard Measurement Period (SMP) – November 1 – October 31 of each year

Initial Measurement Period (IMP) - the 12 month look back period used to determine each newly hired employee’s “full-time” status for the subsequent Initial Stability Period. The IMP is used for employees hired after the SMP. It begins on the date of hire and continues through the employee’s 12 month anniversary.

Stability Period - the look-forward period for which an employee’s status as determined during the SMP or the IMP as “full-time” or not. Standard Stability Period is January 1- December 31. Initial Stability Period is the 12 month period following the initial administrative period.