



Oregon

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MEMORANDUM

To: Agency Human Resources and Payroll Managers

From: Madilyn Zike, Chief Human Resources Officer

Date: February 27, 2015

Subject: Policy and Process Clarification
50.070.01 (ACA)

Recently PEBB, OSPS, CHRO and the EHRS PPDB Group met to clarify a handful of unique situations related to the ACA to ensure consistent application across state government.

The following outlines a few scenarios, the policy interpretation and suggested agency processes:

- **Change in status during a stability period for a permanent benefit eligible employee:**
 - Job Share – Full-time benefited employees who choose to job share during a stability period should be offered the choice of either a part-time plan (with subsidy) or full-time plan (no subsidy and they pay the difference).
 - Full-time benefited employees who accept a part-time position during a stability period should be offered the choice of either a part-time plan (with subsidy) or full-time plan (no subsidy and they pay the difference).
 - Hours fluctuations versus a status change during a stability period are treated like any other change for permanent employees. If the agency makes a change in PPDB from FT to PT or PT to FT, the change will be reflected in benefit eligibility and the premium contribution. If there is no change in the PPDB system the employee's benefit eligibility does not change, they are not offered a change in benefit.

- **What is the system process for a variable hour employees who has met the 1,560 hours at the end of the 12 month initial measurement period?**
 - Newly eligible employees have 30 days from the date of eligibility or hire date to enroll in benefit plans. Enrollments are effective the first of the month following submission of enrollment forms to the agency. The 210 PA code and

representation and benefit code changes are entered into PPDB to effectuate the change.

- *Please Note: Variable hour employees must meet the 1,560 hours AND 12 months before becoming benefit eligible. Once the employee has met this standard and enrolled in benefits they are in an initial stability period.*
- **Temporary employees moving from full-time to part-time or part-time to full-time who are not in a stability period.**
 - This is considered a change in status. For example, an employee (in an initial or standard measurement period) who works for five months at 32 hours per week was offered and accepted health insurance. The assignment changes to 16 hours per week. The employee should be terminated in PPDB and rehired in PPDB with a non ACA representation and benefit code. [The best practice would be to complete a new worksheet.](#) If the employee worked at least 80 hours during the month of the change in status, they are entitled to continue coverage for the month following the PPDB termination (same rule as any other termination).
 - Conversely, a temporary employee works 20 hours per week for five months when the assignment changes to 30 hours per week. [A new worksheet should be completed,](#) ~~the~~ the employee should be terminated in PPDB from the non ACA eligible position and rehired in PPDB using a code 167 or 168. Following the ACA Temporary Employee PEBB Eligible Benefit Calendar, the 210 PA code and representation code changes are entered into PPDB so the employee benefits can be entered the third month following the change in status.
 - *Please Note: The initial measurement period continues to be tracked from the original date of hire as long as there is not a 13 week break in service.*