



## **Affordable Care Act (ACA)**

### **Employee FAQ**

1. Are there any changes for employees who are already benefits eligible?

No. Current benefit eligible employees and benefit eligible positions will remain benefit eligible.

2. What is the limitation on hours?

Student employees, civil service extra help, graduate assistants and all other employees who are not benefit eligible will be restricted to 28 hours of work per week. The work week will commence at 12:00 a.m. on Monday and conclude at 11:59 p.m., Sunday. For employees who do not track hours, their work hours will still need to be limited to ensure they do not exceed 28 hours/week. Appointments that do not require the tracking of hours should not exceed an FTE of 0.75.

3. Am I restricted in the number of positions that I can hold?

No. Employees will still be permitted to hold more than one position but it is the employee's responsibility to inform all supervisors of the existence of the multiple positions and to ensure that work scheduled during any week in all positions does not exceed 28 hours.

4. Can I work more hours during holiday, summer and other breaks?

No. The 28 hours/week limitation will remain in place even during break periods.

5. Do I need to change the way I report my hours?

No. Time reporting processes are not affected by this change. In addition to the time reporting process, Supervisors and Human Resources will be tracking hours to ensure that the 28 hours/week limitation is followed.

6. I have insurance from another source. Am I still restricted to 28 hours per week?

Yes. The ACA requires that the university offer coverage to any full-time employee without regard for whether or not that employee has coverage from another source.