



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

### **Supervisor FAQ**

1. What do I need to do?

Supervisors are expected to discuss these changes with their employees and reduce the hours these employee types are scheduled to work each week to fall within the 28 hours/week limitation.

2. What if the employee has more than one position?

Employees with more than one position are expected to share this information with their supervisor but supervisors should also be asking employees if they have multiple positions and then work with the other supervisor(s) to adjust the employee's schedule accordingly.

3. I have certain positions where I need a person for more than 28 hours per week. What can I do?

If you need additional extra help or student workers to fill a position, contact Human Resources and they will assist in meeting your staffing needs. If you need to hire additional extra help position(s) to meet your needs, you will be required to get hiring exemption approval before the position can be filled.

4. What if we have an employee that exceeds the 28 hours/week restriction?

Human Resources will be monitoring time reporting records, as a back-up to your monitoring of your employee, to ensure employees are not averaging more than 28 hours/week. However, if an employee inadvertently exceeds the 28 hour/week limit, supervisors should make adjustments in future weeks to ensure the average hours/week do not exceed 28/week overall. In other words, once an employee exceeds the average, supervisors should further reduce the number of hours worked until the average of the employee hours worked does not exceed 28 hours/week. If an employee exceeds the hours permitted and the University receives a penalty under the ACA, the Department may be held responsible for that financial penalty.