



THE DIOCESE OF YAKIMA • PASTORAL OFFICE
LA DIÓCESIS DE YAKIMA • CENTRO PASTORAL

Memo

To: Pastors, Principals and Bookkeepers

From: Melody Gulley
Benefits Administrator

Date: April 29, 2014

RE: Counting Hours for the Affordable Care Act – Employee Categories

To ensure we maintain communication regarding Counting Hours each week we will review one of the different types of employee categories. This week we will review Full-time employees.

For this week: Definition of a Full- time Employee

A full-time employee is an employee you hire to work at least 30 hours per week.

1. If you hire an employee to work 30 or more hours per week, they are to be immediately enrolled in the medical insurance plan. The rule is: If the new full time employee is hired on the first of a month, their coverage is effective the first of that month. If they are hired the 2nd through the 31st of the month, their coverage becomes effective the first day of the following month.
2. In addition a variable hour employee can be determined to have full time hours after the 12 month measurement period if they average 30 hours per week during that measurement period.

To review what we covered in previous weeks please refer to the Diocese of Yakima website (select HR under the black menu bar, all are memos located under the title Benefits Information section). For your convenience you may also access the following link (<http://www.yakimadiocese.org/index.php/ministries/human-resources>). Next week we will continue to review additional employee categories.

Thank you and abundant blessings!
