




Pay or Play

What is an FTE?

- Monthly hours of all part time employees (up to 120) are totaled/120
- PLUS –
- Full time employees (working 30 hours/week)

 **Example:** 30 part time employees working 25 hours/week (750 hours/120) = 6.25 FTEs *PLUS* 45 full time employees = 51.25 FTEs



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Include each hour paid or entitled to payment for performance of duties AND each hour paid or entitled to payment when no duties are performed (vacation, holiday, illness, disability, layoff, jury duty, paid leaves, etc.)







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-  For employees paid on an hourly basis, must use actual hours
-  For employees not paid on hourly basis, may use:
 - Actual hours
 - Days-worked equivalency: 8 hours for each day if credited with at least one hour that day
 - Weeks-worked equivalency: 40 hours each week if credited with at least one hour for that week



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-  **How to determine Full Time Status:**
 - Reasonable Expectations
 - Measurement Periods
 - Stability Periods
 - Administrative Periods
-  **Keep in mind – 90-Day Waiting Period Rules!**



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Measurement Period

- Look back period of 3-12 months chosen by employer
- Results apply for next Stability Period
- Uniform and consistent for all employees in same class
 - Permitted classes are union/non, salaried/hourly, different entities, different states





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Stability Period

- Period for which results from prior Measurement Period apply to employee
- Minimum = 6 months
- Maximum = number of months in Measurement Period
- Change in full-time status during Stability Period irrelevant





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Administrative Period

- Period of up to 90 days between end of Measurement Period and beginning of Stability Period
- Used to communicate eligibility and enroll employees determined full-time in prior Measurement Period
- Overlaps with prior Stability Period for on-going employees

