



Affordable Care Act Guidelines for Part-time Non-Teaching Employees

As previously communicated, the Affordable Care Act (ACA) requires employers to provide health insurance coverage to employees who work on average 30 hours per week during a 12 month period. Due to funding limitations, the Commonwealth of Virginia adopted a provision in the 2013 Appropriation Act that limits part-time employees to working no more than 29 hours per week on average over the course of 12 months. We have been told by the Department of Human Resource Management (DHRM) there will be no exceptions to this provision.

The Commonwealth of Virginia adopted a 12 month measurement period of May 1 through April 30 to determine the average number of hours that a part-time employee is working. At JMU, part-time employees include adjunct faculty, wage and some part-time non-teaching employees (also referred to as PNT). Based upon the aforementioned limitation now included in the Code of Virginia, wage employees paid hourly have been limited to 29 hours per week on average during the measurement period.

The Human Resources office continues to work with the Division of Academic Affairs to determine adjunct faculty work hour limits.

Effective January 1, 2014, any newly hired part-time non-teaching (PNT) employee should be limited to working no more than 29 hours per week on average over the course of the measurement period. VP approval will be required if a person hired into a PNT position is expected to be renewed annually, and the employee is expected to work more than 29 hours per week.

Employees hired into the PNT category will be contacted to review and sign a memo of understanding related to work hours and assignments. It is not necessary to take action in this regard. HR will initiate contact with the supervisor and all impacted employees. Please note: employee part-time hours are cumulative for **all** part-time work performed for JMU. As such, the employee and employer should take into account all work assignments when completing the memo of understanding.

Full-time employees who concurrently work in a part-time capacity will not need to sign a memo of understanding.

Please direct your questions to the [HR consultant](#) assigned to your department. You may also contact me directly with questions or concerns.

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