

To: Mayor Harris and the City Council
Fr: Ron Chandler
Dt: November 7, 2013
Re: Changes to the North Ogden City Employee Policies and Procedures Manual

The Affordable Care Act requires employers with 50 or more full-time employees to provide health insurance or face financial penalties. It defines “full-time employees” as ongoing employees who work at least 30 hours per week.

In the case of seasonal employees, a seasonal employee may work more than 30 hours per week and be ineligible for health insurance benefits if the average hours worked per week during the employment period is less than 30 hours. This situation applies to our aquatic center employees who work more than 30 hours per week from time-to-time but work less than 30 hours week when averaged over their employment period.

The attached resolution modifies the City’s personnel policies so we comply with the Affordable Care Act.

The following show the provisions in our manual with the language that is stricken (~~strike out~~) and added (red). The resolution is a clean copy.

Chapter 1.5.1. **Full-time employment** is the employment type of most City employees. For employees who have not been classified as exempt under FLSA, full-time employment shall begin on the date of hire. Full-time employment is: a) ongoing employees who work at least ~~40~~ 30 hours per week and b) ~~43 hours per week for police officers~~ and is not classified as part-time and or seasonal employment. Full-time employees qualify for all regular benefits.

Chapter 1.5.4. **Part-time employment** means employment for less than the number of hours described under full-time employment above and cannot work more than ~~32~~ 29 hours per week. Applicants for part-time employment must meet the qualifications of the position for which they are employed. Part-time employees do not qualify for regular benefits.

Chapter 1.6.1. **Seasonal employment** may mean full-time employment by the City, ~~which does not exceed six months~~ for a period between three (3) to twelve (12) months in any calendar year if the average hours worked during the employment period does not exceed twenty-nine (29) hours per week. Seasonal employees may be hired by the department heads without following all of the procedures described in Policy 1.2, provided that the creation of the seasonal position has been approved by the City Manager. Applicants for seasonal employment must meet the minimum qualifications for the position for which they are employed. Seasonal employees do not qualify for regular benefits.