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**IN THE COMMISSIONERS COURT  
OF  
WISE COUNTY  
ORDER SETTING POLICY  
FOR AFFORDABLE CARE ACT MEASUREMENT PERIODS**

**1. NEW EMPLOYEES**

New employees fall into several categories:

1. Full-time at hire date (do not need to measure)
2. Part-time at hire date (measure)
3. Seasonal employee at hire date (measure)

**A. INITIAL MEASUREMENT PERIOD (IMP)**

The *Initial Measurement Period* is the period that an employer chooses to apply to new hires. This period is used to determine whether newly hired part-time and seasonal employees work enough hours to qualify as full-time employees.

The *Initial Measurement Period* for **Wise County** begins on a new non full-time employee's hire date and will end 12 months later. For example, if a part-time employee is hired on April 1, 2015, then that employee's **IMP** will begin on April 1, 2015 and will end March 31, 2016. The *Initial Measurement Period* and the *Initial Administrative Period* combined may not extend beyond 13 months.

**B. INITIAL ADMINISTRATIVE PERIOD (IAP)**

The *Initial Administrative Period* is the period of time during which the employer performs measurement and determines whether health care coverage should be offered.

The *Initial Administrative Period* for **Wise County** begins immediately following the end of the *Initial Measurement Period* and ends immediately before the start of the *Initial Stability Period* but is no longer than 1 month plus a fractional month. For example, if a part-time employee's **IMP** ends on March 31, 2016 then that employee's **IAP** begins on April 1, 2016 and ends April 30, 2016. During this period the Wise County Treasurer's Office will determine if the employee is eligible for health care coverage (paid an average of thirty (30) or more hours during their **IMP**). If eligible, the employee must be offered health care coverage.

### **C. INITIAL STABILITY PERIOD (ISP)**

The *Initial Stability Period* is the period of time lasting 12 months during which the employee is either:

- 1) Considered full-time and must be offered benefit coverage, or;
- 2) Is not considered full-time and no coverage must be offered (i.e. no penalties)

For new part-time and seasonal employees, the **ISP** must begin after their **IMP** and any **IAP**. For those determined to be full-time employees, their **ISP** must be the same length as the *Standard Stability Period*.

The *Initial Stability Period* for **Wise County** is 12 months beginning immediately after the *Initial Administrative Period* ends. For example, if during the **IAP** (April 1, 2016 thru April 30, 2016) it is determined that a part-time employee is paid an average of thirty (30) hours or more per week during their **IMP**, then that employee is eligible and **must** be offered health care coverage. If the employee accepts the health care coverage then their coverage begins May 1, 2016 and will end April 30, 2017 (their **ISP**) unless they continue to be paid an average of thirty (30) hours per week during the *Standard Measurement Period*, in which case, the employee **must be** offered health care coverage again.

### **2. CURRENT EMPLOYEES**

A current employee is one who has been employed for at least one complete *Standard Measurement Period*.

#### **A. STANDARD MEASUREMENT PERIOD (SMP)**

The *Standard Measurement Period* is the period that an employer chooses to apply to current employees. This period is used to determine whether part-time and seasonal employees work enough hours to qualify as full-time employees.

The *Standard Measurement Period* for **Wise County** begins October 1 each year and will end September 30. For example, in FY 2016 the **SMP** begins October 1, 2015 and will end September 30, 2016.

#### **B. STANDARD ADMINISTRATIVE PERIOD (SAP)**

The *Standard Administrative Period* is the period of time during which the employer performs measurement and determines whether health care coverage should be offered. This period begins immediately following the *Standard Measurement Period* and ends immediately before the *Standard Stability Period*.

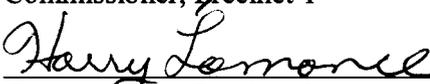
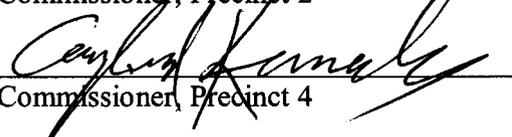
The *Standard Administrative Period* for **Wise County** begins October 1 each year and will end October 31. For example, in FY 2016 the **SAP** begins October 1, 2016 and will end October 31, 2016. During this period the Wise County Treasurer's Office will determine if the employee is eligible for health care coverage (paid an average of thirty (30) or more hours during the **SMP**). If eligible, the employee **must be** offered health care coverage.

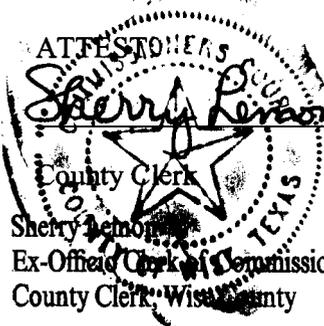
**C. STANDARD STABILITY PERIOD (SSP)**

If an employer determines that an employee averaged at least 30 hours per week during the **SMP**, the employer must treat an employee as a full-time employee during a subsequent *Standard Stability Period*. If an employee accepts the health care coverage, the **Standard Stability Period** is 12 months beginning immediately after the *Standard Administrative Period* ends regardless of the employee's number of hours of service during the SSP.

The *Standard Stability Period* for **Wise County** begins November 1 each year and ends October 31. For example, if during the **SAP** (October 1, 2016 thru October 31, 2016) it is determined that a part-time employee is paid an average of thirty (30) hours or more per week during their **SMP**, then that employee is eligible and **must be** offered health care coverage. If the employee accepts the health care coverage then their coverage begins November 1, 2016 and will end October 31, 2017 (their **SSP**) unless they continue to be paid an average of thirty (30) hours per week during their next *Standard Measurement Period*, in which case, the employee **must be** offered health care coverage again.

Read and adopted this 15 day of June, 2015

 _____ Commissioner, Precinct 1	 _____ County Judge
 _____ Commissioner, Precinct 3	 _____ Commissioner, Precinct 2
	 _____ Commissioner, Precinct 4

ATTESTORS  
  
Sherry Lemonby Amanda Knox Chief Deputy  
County Clerk  
Sherry Lemonby  
Ex-Officio Clerk of Commissioners Court  
County Clerk, Wise County