

Financial Management Circular: #2013-05
Effective Date: October 15, 2013
General Subject: Part-time and Intermittent Employment
Authority: IC 4-12-1-13(f)
IC 4-15-2.2
31 IAC 5-1-1(3)
31 IAC 5-2-4(c)
26 USC 4980H

Application: This circular applies to employment subject to the jurisdiction of the State Personnel Department

WHEREAS, the federal Patient Protection and Affordable Care Act (PPACA) establishes that employers share responsibility for offering health coverage to an employee who is employed on average at least 30 hours of service per week.

Section 1: Part-time

- (a) "Part-time appointment," defined in 31 IAC 5-1-1(3) to require at least half-time but less than full-time work, must be administered consistent with PPACA's definition of "full-time" [IRC Section 4980H(c)(4)(A)].
- (b) Persons appointed part-time are only authorized and permitted to work, on average, less than 30 hours per week.
- (c) The less than 30 hours weekly can be averaged over the pay period. However, part-time appointments at the Department of Natural Resources, that primarily consist of seasonally variable responsibilities, will be averaged from October 15 to October 14, instead of being averaged over the pay period.

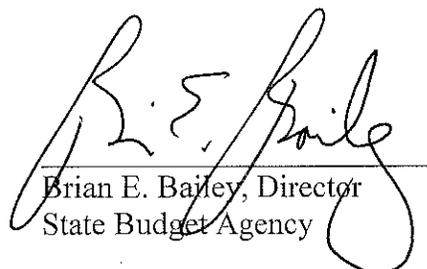
Section 2: Intermittent

- (a) Any amount of time spent performing work on a calendar day constitutes one "working day" for purposes of the 180 working day limit in 31 IAC 5-2-4(c).
- (b) The annual 180 working day limit is applied during the period October 15 to October 14 of the subsequent year.
- (c) Any exceptions previously granted to the 180-day working limit for intermittent appointments are rescinded.

Section 3: The State will apply the on-average-less-than-30-hours-weekly PPACA test against attendance records to determine eligibility for health coverage.



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