



Human Resources
6200 University Center (A)
Tallahassee, FL 32306-2410
(850) 644-6034

MEMORANDUM

To: President, Provost, Vice Presidents, Deans, Directors, and Department Heads
From: Renisha Gibbs, Interim Assistant Vice President and Chief Human Resources & Diversity Officer
Date: August 30, 2013
Re: Update - 2010 Patient Protection and Affordable Care Act (ACA)

The Affordable Care Act requires employers to offer affordable health care coverage to employees who work 30 hours on average per week. Federal guidelines will require the University to determine eligibility by measuring hours worked during specific periods starting in 2015. However, in accordance with recently amended Florida Statute, OPS employees at any state agency working over 30 hours per week will be eligible for state health insurance benefits effective January 2014. As a result, agencies, universities and other state entities, must work with the Division of State Group Insurance (DSGI) and People First to ensure the eligible employees are offered access to state benefits plans.

To comply with the Florida statute regarding benefits for OPS employees, Florida State University will be offering State of Florida Group Health Insurance coverage as a benefit for all eligible OPS employees including graduate assistants and adjunct faculty, starting on January 1, 2014. If the employee elects coverage, their coverage will continue for a 12-month period, as long as they continue to remain employed.

DSGI has indicated that OPS employees will be eligible to enroll in single or family coverage. Employees and employers will share the premiums for coverage. Currently, the employer share for single coverage is \$537.74 per month and the employer share for family coverage is \$1149.14. Departments should budget for 12 months of coverage utilizing these costs. However, if an eligible OPS employee is working at multiple State of Florida agencies, the agencies will share the cost of the employer premium, prorated based on FTE.

Please review the information below regarding the ACA and its impact on business operations at the University, specifically the budgeting of OPS expenses beginning in January 2014.

- Existing OPS employees will be offered coverage if they have worked an average of at least 30 hours per week (0.75 FTE) during the six month look back period of April 1, 2013 through September 30, 2013.
- Eligible employees can then participate in the normal State of Florida Benefits Open Enrollment Period in late 2013, with health insurance coverage, if selected, to begin effective January 1, 2014.

- Any new OPS employee hired after April 1, 2013 with a “reasonable expectation” to work a minimum of 30 hours per week (0.75 FTE) will be offered the opportunity to enroll during Open Enrollment for January 2014 coverage.
- Any new OPS employee hired after January 1, 2014 with a “reasonable expectation” to work a minimum of 30 hours per week (0.75 FTE) will be eligible to enroll in a plan within 60 days of initial employment.
- After October 1, 2013, the FTEs of all actively employed OPS workers will be continuously evaluated during an annual measuring period, currently defined as October 1 through September 30, to determine future health insurance plan eligibility.
- After October 1, 2013, new hires who do not initially meet the “reasonable expectation” criteria will be measured for a 12 month period beginning on their start date.
- Once deemed eligible to receive this health insurance coverage, an employee will be entitled to receive the coverage benefit for 12 continuous months as long as they continue working for the state, known as the stability period. If enrolled, coverage will be maintained throughout the entire stability period, regardless of any changes in hours worked during the stability period.

In the near future, the Office of Human Resources will be notifying supervisors who appear to have eligible OPS employees to assist with the budgeting process. Should you have any questions or concerns about the implementation of the OPS Health Insurance Plan, please contact the FSU Human Resources Benefits Office at (850) 644-4015 or email insben@fsu.edu. This notice, posted on the main Human Resources site [<http://hr.fsu.edu>], will be updated as new information is released.

DEFINITIONS

New hire measurement period – the 12-month period beginning on the first day of the first month following an OPS employee’s start date in which the average hours worked weekly will be measured to determine eligibility for coverage.

Open Enrollment (OE) measurement period – the 12-month period from October 1 through the following September 30 in which the average hours worked weekly will be measured to determine eligibility for coverage for the subsequent stability period (plan year).

Reasonable expectation – the employee is hired at .75 FTE (30 hours per week) or more.

Stability period – the 12-month period following a measurement period during which eligible employees who enroll in coverage must be covered.

- Following the new hire measurement period, the stability period is dependent upon the hire date.
- Following the OE measurement period, the stability period is January 1 through December 31.

CC: Eric Algoe, Associate Vice President, Finance and Administration
Phaedra Harris, Director, Human Resources
Linda Lieblong, Associate Director, Benefits