

Administrative Regulations

City of Iowa City

Title: Policy regarding limitation on hours worked
by hourly (variable hour and seasonal) employees

A.R. Number: **Effective Date:** 4/2015 **Page:** 1 of 1

Supersedes: N/A **A.R.:** N/A **Dated:** N/A



I. Purpose

This policy establishes a limit on allowable hours of work by hourly (variable hour and seasonal) employees.

II. Policy

To protect the City of Iowa City from Employer Shared Responsibility penalties under the Patient Protection and Affordable Care Act, hours worked by hourly employees during an established measurement period are subject to one of the following limitations:

1. LESS THAN thirty (30) hours per week
2. LESS THAN six (6) months of employment

This policy is to be administered in conjunction with any negotiated labor contracts and is not intended to supersede any contractual provisions regarding hourly employees.

III. Procedures

The City of Iowa City will utilize a twelve-month measurement period for all new and ongoing hourly employees in accordance with healthcare reform legislation to determine whether employees are to be considered full-time for the purpose of compliance with the healthcare reform play or pay provisions.

The initial measurement period for new hourly employees will be the twelve month period beginning with their date of hire.

The standard measurement period for ongoing temporary employees will be October 15 – October 14 annually.

Hours worked by hourly employees are to be closely monitored to ensure that hourly employees average less than thirty hours per week throughout the twelve month measurement period. If an hourly employee's hours cannot be reduced to keep the average within the established limit, employment is to be terminated prior to the completion of the applicable measurement period. Employees hired into seasonal positions may work more than thirty (30) hours per week as long as the position they hold has a defined, predicable season which is less than six (6) months. If an hourly employee is terminated and then rehired, the employee may not be treated as a new hire with a new initial measurement period unless they have been separated from service for the lesser of 13 consecutive weeks or for a period of time that exceeds their prior period of employment..

This policy is to be administered in conjunction with any negotiated labor contracts with employees being subject to whichever limit is most restrictive.

IV. Responsibility

Department Directors are ultimately responsible for ensuring compliance within their department. Any questions should be directed to the Human Resources Division.

Approved:

A handwritten signature in black ink, appearing to read "Thomas L. Markus", written over a horizontal line.

Tom Markus, City Manager