



EMPLOYEE HOURS MANAGEMENT AND ACA COMPLIANCE PROCEDURE

PERSONNEL | 300.385A

Last Evaluation

03/25/2026

Executive Staff Approval

05/20/2026

1. Procedure Purpose

The purpose of this procedure is to support compliance with the Affordable Care Act (ACA) by establishing guidelines for scheduling, monitoring, and managing employee work hours in support of institutional ACA compliance. It outlines expectations and accountability for employees and supervisors to ensure part-time hours remain within established limits.

Because eligibility for health coverage under the Affordable Care Act (ACA) is based on hours worked, consistent scheduling and monitoring of part-time employee hours are required. Mountainland Technical College (MTECH) establishes a scheduling limit below the ACA threshold to support compliance and provide consistency across departments.

2. Definitions

Definitions related to employee classifications and hours of service are outlined in the MTECH Affordable Care Act Policy.

3. References

MTECH Work Hours policy

MTECH Affordable Care Act (ACA) Health Care Eligibility Policy

MTECH Employee Categories and Definitions Policy

MTECH Corrective Action Policy

4. Procedure

4.1 Hour Guidelines

Part-time employees may be scheduled up to 28 hours per week. This limit provides a buffer below the ACA full-time threshold of 30 hours per week. Consistent application across departments is required.

4.2 Change in Employment Status

- 4.2.1 Employees requesting a change from full-time to part-time status must receive prior approval from Human Resources. Approval will be determined in collaboration with department leadership based on organizational needs, position availability, and overall benefit to the college.
- 4.2.2 Employees who are in their initial measurement period and have been employed in a full-time capacity for less than one year are not eligible for a voluntary change to part-time status.
- 4.2.3 Departments may be limited in their ability to immediately replace a full-time position that has been reduced to part-time status. Temporary delays in backfilling may be required to mitigate budget and operational impacts.
- 4.2.4 Employees who transition from full-time to part-time status will remain eligible for medical benefits in accordance with the Affordable Care Act (ACA) and applicable College policy.

4.3 Shared Responsibility

Maintaining compliance is a shared responsibility between employees and supervisors:

- 4.3.1 Employees are expected to monitor their scheduled hours and avoid exceeding limits without prior approval.
- 4.3.2 Supervisors are responsible for scheduling, reviewing hours worked, and maintaining employee workloads to prevent overages.

4.4 Monitoring

- 4.4.1 Hours are reviewed on an ongoing basis by Human Resources. Any instance of an employee exceeding the 28-hour guideline will be evaluated for cause and frequency.

4.4.2 Exceptions must be approved in advance by Human Resources.

4.5 **Corrective Action**

To ensure consistency and compliance, the following actions may be taken when hour limits are exceeded:

4.5.1 First Occurrence

- Conversation with the employee and supervisor
- Review of scheduling practices
- Adjustment of upcoming schedule (e.g., reduced or removed shifts in the following period if needed to maintain compliance)

4.5.2 Repeated Occurrences

- Written warning for the supervisor
- Review of scheduling processes and expectations
- Continued schedule adjustments as necessary

4.5.3 Ongoing or Significant Issues

- Escalation through standard disciplinary processes for supervisors
- Additional oversight or scheduling approval requirements by the department Director
- Further action as appropriate in accordance with MTECH Corrective Action Policy

5. **Evaluation History**

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