SANDHILLS COMMUNITY COLLEGE	HUMAN RESOURCES AFFORDABLE CARE ACT MEASUREMENT PERIODS	PROCEDURE 5.10.10

Adopted: August 26, 2026

Sandhills Community College uses the look-back measurement method to determine full-time employee status for purposes of the employer shared responsibility provisions of the Affordable Care Act (ACA). This procedure applies only to ACA compliance and does not change an employee's College classification, appointment status, or eligibility under any benefit plan except as required by applicable law and the governing plan documents.

I. ONGOING EMPLOYEES

1. An ongoing employee is an employee who has been employed for at least one complete Standard Measurement Period.
2. The Standard Measurement Period is the eleven-month period beginning December 1 and ending October 31 of the following year. Human Resources will review the employee's hours of service during this period.
3. The Administrative Period is November 1 through December 31. During this period, Human Resources determines ACA full-time status, provides required notices, and completes enrollment administration.
4. The Stability Period is January 1 through December 31. An employee determined to be full-time during the associated Standard Measurement Period will be treated as full-time for ACA purposes during the Stability Period, subject to applicable law.

II. NEW EMPLOYEES

1. If, on the employee's start date, the College reasonably expects the employee to average at least thirty hours of service per week, Human Resources will determine eligibility under the applicable ACA rules and benefit-plan requirements without using an Initial Measurement Period to delay the applicable offer of coverage.
2. A new variable-hour, seasonal, or part-time employee whose ACA full-time status cannot be determined on the start date will be evaluated using an Initial Measurement Period beginning on the employee's first day of employment and continuing for twelve consecutive months.
3. The Administrative Period following the Initial Measurement Period begins when the Initial Measurement Period ends and continues through the end of the first calendar month beginning on or after that date.
4. The Initial Stability Period is twelve consecutive months beginning on the first day of the month following the Administrative Period. The employee's ACA status during that period will be based on the hours of service credited during the Initial Measurement Period.
5. A new employee will also be evaluated under the Standard Measurement Period applicable to ongoing employees. The Initial and Standard Measurement Periods may overlap. When the associated stability periods overlap, Human Resources will apply the result required by applicable law so that an employee who qualified as full-time under either applicable measurement period receives the required treatment.

III. FULL-TIME STATUS FOR ACA PURPOSES

1. An employee who averages at least thirty hours of service per week, or at least 130 hours of service per calendar month, during the applicable measurement period will be treated as a full-time employee for ACA employer shared responsibility purposes during the associated stability period.
2. Hours of service will be credited and calculated in accordance with Internal Revenue Code section 4980H and its implementing regulations. Human Resources is responsible for maintaining the applicable records and determining ACA status.

IV. ADMINISTRATION

1. Human Resources will administer this procedure consistently with applicable law, the terms of the College's health benefit plans, and any requirements of the plan administrator or coverage provider.
2. The President or authorized designee may approve prospective adjustments to the measurement, administrative, or stability periods when necessary to maintain legal or plan compliance. Any adjustment will be documented and communicated to affected employees.

Legal References: Internal Revenue Code § 4980H; 26 C.F.R. §§ 54.4980H-1 and 54.4980H-3.