

DIRECTIONS for ADDENDUM

The Affordable Care Act has established guidelines for the amount full-time employees (*defined as those regularly working 30 or more hours per week*) can pay for employee insurance in order to be deemed affordable. While the law requires that family coverage also be made available, there are no affordability mandates for employee +1 or family coverage.

In order to be compliant with the law, the parish is required to calculate the appropriate employer/employee contribution levels to health insurance premiums. As you will see, it is the parish's responsibility to select one, *and only one*, of three contribution options.

The following six steps *must* be completed before the Addendum for Health Insurance Benefits is provided to employees.

- Step 1:** Fill in the monthly total cost information for the Parish's PPO1 plan and Blue Care Network plan for Employee, Employee +1, and Family coverage.
- Step 2:** Choose one of the three options for determining full-time employee contribution toward *PPO2 employee coverage* and delete the other two options. These options are:
1. Full-time employees make no contribution because the Parish pays 100% of the employee coverage premium.
 2. Full-time employees pay 9.5% of the lowest full-time hourly wage that would possibly be paid by the Parish (not the lowest full-time wage actually paid by the Parish).
 3. Full-time employees pay 9.5% of their hourly wage.
- Step 3:** For the Option selected, determine the percentage the Parish will contribute toward PPO2 employee +1 and family coverage and fill in the blank provided in the option selected by the Parish. *There is no obligation for a Parish to make any expenditure toward employee +1 or family coverage, thus, the percentage can range from 0% to 100%, depending on the Parish's preference.*
- Step 4:** For the Option selected, complete the two examples using the percentages selected by the Parish in Steps 2 and 3.
- Step 5:** Determine whether the Parish will make any contribution toward healthcare premiums for part-time employees. Be sure to select/delete the inapplicable sentence.
- Step 6:** Delete ALL material shown in bolded brackets, including the brackets themselves