

# Memo

To: Town Commission  
From: Stefan Massol, Director of Support Services  
Date: August 31, 2020  
Re: Revised definition of full-time employee

The Town of Belleair's Personnel Policies currently define a full-time employee as one "whose position regularly requires a work week consisting of at least thirty-five (35) hours." The Affordable Care Act requires that the Town make an offer of insurance coverage to those employees with an average of 30 or more hours worked per week.

Town staff is proposing that the minimum hours threshold for benefits eligibility be reduced from a yearly average workweek of 35 hours to 30 hours. The hours to be worked would be subject to departmental staffing needs for each individual position, and subject to change at the discretion of the Town. Rates of accrual for all leave types would be the same, whether hours in a given workweek were 30, 40 or higher. Full benefits would also be provided at the same levels as for other full-time employees.

This action amends Section III and Section XIII. These changes would be applied temporarily by this management memorandum, to be included in the revised personnel policies manual currently being developed.