

THE AFFORDABLE CARE ACT

Guidelines for scheduling part-time employees

GENERAL INFORMATION

The Affordable Care Act, signed into law in March 2010, has established health care eligibility which will impact the work schedules of our part-time faculty (adjuncts) and some part-time employees.

The College has carefully reviewed options to bring Stark State College into full compliance with the Affordable Care Act while taking into consideration the impact on student success and the financial well-being of the College.

To avoid penalties under the Affordable Care Act, Stark State College will implement changes to work schedules for adjunct faculty members and some part-time staff, *effective Jan. 1, 2013*:

- 1) The new law defines benefit-eligible employees as those working 30 hours or more per week.
- 2) With the new definition, the College must limit hours of adjuncts and some part-time employees
- 3) To be in compliance, schedules will be adjusted to insure that those employees with part-time or adjunct status will not be assigned more than an average of 29 hours per week during successive measurement periods of January to June and July to December and thereafter.
- 4) Academic Deans and Department Chairs will oversee the management of adjunct faculty hours. Administrative Deans and Department Heads will oversee management of part-time staff hours.
- 5) The College will track and record the hours reported by part-time employees spent on College business utilizing Web Time Entry during the defined measurement periods.

We recognize and deeply appreciate the important role and contributions our dedicated part-time employees play in the success of our students. Supervisors will review all part-time positions and make every effort to provide each part-time employee with the maximum authorized hours for their position.

As further information unfolds about the Affordable Care Act regulations, we will modify these procedures and, where necessary, make changes while valuing employees, students and the need to protect the financial well-being of the College.

THE AFFORDABLE CARE ACT
Guidelines for scheduling part-time employees
Page two

ADJUNCT FACULTY – HOURLY DETERMINATIONS

- 1) Determine if teaching position should be under contract or hourly.
- 2) Determine the number of hours needed to deliver each course under contract, including time spent to prep, teach, grade papers, meet with students, etc.
- 3) If faculty member works under two or more departments (teaching, advising, tutoring), determine the primary department where hours will be assigned and monitored.
- 4) Review all *Work-Outside-Of-Contract* agreements to determine the number of hours needed in 2013 to complete the agreements.
- 5) Academic Deans and Department Chairs review and agree upon hourly determinations.

ADJUNCT FACULTY - CONTRACTS

- 1) Contracts will be revised to reflect the number of authorized hours and start/end dates.
- 2) Faculty sign off on acknowledgement that they understand:
 - they must report their hours spent under contract.
 - they are responsible for monitoring their hours used for College business.
 - they are responsible for not exceeding the maximum number of hours (779) allowed under the Measurement Period.
 - they have received instructions for time reporting system.
 - that failure to report time will delay paychecks.

ADJUNCT FACULTY - SCHEDULING PROCEDURES

Human Resources will create and maintain a MASTER AUTHORIZATION SCHEDULE that will include:

- all jobs for part-time employees (both permanent and seasonal)
- projection of average hours per week

ADJUNCT FACULTY - CONTROL PROCEDURES

- 1) Human Resources, in consultation with Department Chairs, will assign part-time faculty to a Primary Department Chair.
- 2) Primary Department Chair will authorize work up to a maximum number of hours.
- 3) Department Chair will submit the hours authorized to HR for the Master Authorization Schedule.
- 4) Secondary Department Chairs or Administrative Deans/Department Heads may then authorize additional hours, contracted or hourly, by notifying Human Resources.
- 5) Administrative Deans/Department Heads must seek approval of the Primary Department Chair prior to authorizing work between semesters.
- 6) Accepting the additional hours in the Spring could impact the amount of allowable hours in the Summer.
- 7) Human Resources will review actual hours reported on a biweekly basis and notify the Primary Chair if a part-time faculty member is on pace to exceed maximum hours allowed.
- 8) Primary Chair, in conjunction with Secondary Chair/Department Head/Manager will determine any reduction to part-time faculty member's hours and report the reduction in authorized hours for each job to Human Resources.
- 9) If all efforts fail to get the part-time faculty member's hours below the maximum allowable hours for that measurement period:
 - health insurance will be offered for the remainder of the current semester
 - further assignments will be restricted
 - contractual or hourly work will not be offered until after the next full measurement period after the current semester.

PART-TIME STAFF - SCHEDULING AND CONTROL

- 1) Division Vice Presidents and Department Heads/Managers will review all contracted part-time positions to determine if position should be hourly or contractual.
- 2) Conversion of contracted staff to hourly employees should be done for payroll purposes but contracts should remain in place to preserve staff member's job.
- 3) Department Head/Manager is responsible for monitoring reported hours.