

## Affordable Care Act

1. **Part-time hourly employees** who work more than 125 hours per month are considered full-time under the law and entitled to health benefits. Three new “look back” tracking periods for ***all*** part-time employees have been implemented:
  - 1.1. Initial measurement period – begins the first of the month following the date of hire and goes for 12 months.
  - 1.2. Standard measurement period – May 1 to April 30, with a 60 day administrative enrollment period to determine eligibility, coverage begins July 1.
  - 1.3. Stability measurement period – Once qualified a part-time employee is entitled to 12 months of health care beyond the qualification period. The department is responsible for the cost of health insurance.
  - 1.4. Breaks in service of 26 weeks or more, a new measurement will be established. Breaks in service of less than 26 week, all (full-time, if applicable and part-time) hours will be averaged and included even though not worked.
  - 1.5. Compliance reporting will come in two parts:
    - 1.5.1. Banner hourly time system, for all part-time hour-by-hour work.
    - 1.5.2. On-line adjunct teaching agreement system.
2. **Penalty for non-compliance** – \$2,000 times the number of full-time employees, currently 1153, or \$2,306,000.
3. **Full-time Faculty/Staff/Administrative Implications**
  - 3.1. Full-time employees who leave the College, who leave for any reason including retirement and wants to be re-employed (either part-time staff or teach adjunct) must have a 26-week break in service or the above measurement periods will apply.
  - 3.2. Full-time early retirees who already have health insurance as a part of the early retirement package can work part-time staff or teach adjunct immediately as they already have health insurance.

# HUMAN RESOURCES

January 1, 2015



## 4. Full-time Temporary Appointments

- 4.1. Temporary Faculty: If a full-time temporary is hired from a current adjunct or from outside the institution, a 26-week break in service would be necessary or they qualify for 12 months of additional health care.
- 4.2. Temporary Staff/Administrative: A part-time employee could not be given a full-time temporary appointment and then return to part-time staff a 26-week break in service is necessary or they'd qualify for 12 months of additional health care.
  - 4.2.1. New Full-time temporary appointments will need to be pre-approved by the AVP/Director, VP, and HR prior to offer to look at eligibility.

## 5. Final Rule on Adjunct Faculty, 2/14/14

- 5.1. "(a) 2 1/4 hours of service (representing a combination of teaching or classroom time and time performing related tasks such as class preparation and grading of examinations or papers) per week for each hour of teaching or classroom time (in other words, in addition to crediting an hour of service for each hour teaching in the classroom, this method would credit an additional 1 1/4 hours for activities such as class preparation and grading) and, *separately* [emphasis added],"
- 5.2. "(b) an hour of service per week for each additional hour *outside of the classroom* [emphasis added] the faculty member spends performing duties he or she is required to perform (such as required office hours or required attendance at faculty meetings)."
  - 5.2.1. Note: Required training was included under old teaching agreement, now shifted to hour for hour. Department meetings were included under old teaching agreement, now shifted to hour for hour.

## 6. Implementation

- 6.1. The law on this issue begins January 1, 2015. By rule, an employer may begin with their 2015 health insurance plan year and for the first year only; the employer may adopt a 6-month review period. Caution: that means an employee can more easily become qualified on the shorter period.
- 6.2. Health care may not be immediate for the part-time employee; Human Resources will notify the supervisor when it becomes effective and the associated cost.