

## **Adjunct Faculty (Part-time Instructional) FAQ's**

### **1. What is The Affordable Care Act (“ACA”)?**

- a. The Affordable Care Act is a federal law passed in March 2010. This Federal Law requires employers to offer health insurance coverage for all full-time employees. As this new law now affects part-time employees, Salt Lake Community College is allowing part-time employees to work up to 125 hours a month based on supervisory approval.

### **2. How does the Affordable Care Act impact Salt Lake Community College part-time instructors? Why the recent changes to compensation policies?**

- a. The IRS determined that it is necessary to credit an adjunct faculty member of an institution of higher education with:
  - i. “(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.
  - ii. Separately, (b) an hour of service per week for each additional hour outside of the classroom the faculty member spends performing duties he or she is required to perform (such as required attendance at faculty meetings, and trainings).”
- b. With this recent decision from the IRS, the adjustment to policy and procedures for Adjunct Instructors was necessary while still continuing to provide the necessary trainings and professional development opportunities for our valued instructors.

### **3. What are the methods of compensation for Adjunct Faculty?**

- a. Contact Hour – Used for instructional courses and is paid through the Adjunct Teaching Agreement. Each contact hour is credited for 2.25 clock hours towards the monthly totals as per the Internal Revenue Service regulation (see question 2bi).
  - i. A contact hour is defined as 1 hour in contact with the students per semester.
  - ii. i.e.: 3 contact hours = 3 hours per week per 15-week semester.
- b. Hourly Timesheet – Adjunct Faculty are paid for all other work on an hourly basis by submitting clock hours into a timesheet. Please check with your Associate Dean/Program Director for departmental procedures.

- i. It is fully understood and agreed that due to the policies and procedures encompassed within the Affordable Care Act, any utilization/reimbursement for non-teaching hours, i.e. mandatory training, professional development, performance, and/or any hourly related duties, *will necessitate prior written approval from the Associate Dean.*

**4. What are the current workload limits for Adjunct Faculty?**

a. Teaching Agreements:

- i. All Adjuncts compensated through the teaching agreements are limited to 11 contact hours based on all full and part semester terms.

b. Hourly Instruction (Timesheets):

- i. The limit for all part-time hourly, including Adjunct Hourly positions is 125 clock hours per month based on supervisory approval. The 125 clock hours includes the cumulative total of all part-time staff, and Adjunct positions.

c. Adjunct Faculty Workload Limits

- i. Please refer to [http://i.slcc.edu/hr/docs/Adjunct\\_Faculty\\_Workload\\_Limits\\_5.pdf](http://i.slcc.edu/hr/docs/Adjunct_Faculty_Workload_Limits_5.pdf) for the number of non-instructional hours available by term and contact hour.

**5. May I work a part-time staff position in addition to teaching classes?**

- a. Yes. You may have multiple job assignments as long as you do not exceed the part time limits established by College policy (125 hours per month). Please refer to the Adjunct Faculty Workload Limits for the number of non-instructional hours available by term and contact hour.
- b. The part-time position may be classified as part-time staff position and the pay rates follow the part-time staff hourly rate schedule.

**6. Do the workload limits change based upon the term/block I am teaching? And why?**

- a. Yes. The reasons for the limits differing based on the term is the fact that the actual class hours are longer, although the contact hours are the same. Consideration of the actual clock hours in the classroom is necessary in determining the weekly hours worked for ACA reporting.
  - i. Example 1: Fall and Spring Semester (15 week): 9 Contact hours allows the employee to work 37 hours per month for hourly training and/or additional assignments.

- ii. Example 2: Summer Semester (12-week): 9 Contact hours allows the employee 5 hours per month for hourly training and/or additional assignments. Please refer to the Adjunct Faculty Workload Limits [http://i.slcc.edu/hr/docs/Adjunct\\_Faculty\\_Workload\\_Limits\\_5.pdf](http://i.slcc.edu/hr/docs/Adjunct_Faculty_Workload_Limits_5.pdf) for the number of non-instructional hours available by term and contact hours.

**7. What job duties am I compensated for through the SLCC Adjunct Teaching Agreement?**

- a. Adjunct Faculty are compensated for completing the primary assignments in teaching, and performing tasks such as class preparation and grading of examinations, assignments, papers, and other class related activities for the classes assigned on the Adjunct Teaching Agreement.

**8. If I am asked to substitute for a class period, how am I compensated?**

- a. From time to time you may be asked to cover for another class. Since the work performed is not paid through the Teaching Agreement, you are paid for substituting the class on an hourly rate. It is also reasonable to expect to be paid for any preparation before the class. Please ask your Associate Dean regarding expectations for class preparation.
- b. It is fully understood and agreed that due to the policies and procedures encompassed within the Affordable Care Act, any utilization/reimbursement for non-teaching hours, i.e. mandatory training, professional development, performance, and/or any hourly related duties, *will necessitate prior written approval from the Associate Dean.*

**9. How am I compensated for required trainings, departmental meetings, professional development workshops, etc.?**

- a. Any course and specialty trainings for the development of adjunct instruction, and attendance at departmental meetings will be compensated at the hourly training/overload rate. These hours are submitted through an hourly timesheet in Banner per department procedures.
- b. Please check with your Associate Dean/Program Director for departmental procedures and approvals for submitting hours for trainings.
  - i. It is fully understood and agreed that due to the policies and procedures encompassed within the Affordable Care Act, any utilization/reimbursement for non-teaching hours, i.e. mandatory training, professional development, performance, and/or any hourly related duties, *will necessitate prior written approval from the Associate Dean.*

**10. May I teach in different academic programs and or departments?**

- a. Yes, if you are qualified to teach in other disciplines. You have the responsibility to keep within the part-time limits established by College policy, not to exceed 125 hours in a calendar month for all work assignments. You will be expected to apply for the position in the other department and complete a SLCC Adjunct Application online to the specific position at: <https://jobs.slcc.edu>.

*For additional information, please contact James Broadbent - HR Director, Faculty Services at ext. 4672, Jill Tew – HR Specialist at ext. 3784.*