



Excerpt

Sent: Tuesday, April 09, 2013 08:25

To: DEPARTMENT-CONTACTS-L@listserv.gmu.edu

Subject: Instant HR/Payroll: Update on Health Care Reform and Part-Time Employees and some April Calendar Notes

Update on Health Care Reform and Part-Time Employees

Adjuncts

The General Assembly has approved Governor McDonnell's amendment to the budget language regarding the Affordable Care Act (ACA) and how adjunct hours are calculated. The amendment reads:

"...Adjunct faculty at institutions of higher education may not (a) work more than 29 hours per week on average over a twelve month period, including classroom or other instructional time plus additional hours determined by the institution as necessary to perform the adjunct faculty's duties; or (b) meet or exceed, on average over a twelve month period, 75% of the course load for a full-time non-tenure-track teaching faculty member at that institution..."

The method to calculate the total hours worked by an adjunct faculty is to credit adjunct faculty members with one hour of teaching in the classroom and two hours of work outside the classroom for each credit hour. This approach provides a reasonable approximation as well as predictability and ease of administration.

Since we do not know the standard measurement period (calendar year or academic year), please be mindful of the cumulative impact of your adjuncts' total hours. Additional work outside of teaching will still need to be calculated as part of the overall limit to the 29 hours worked on average.

Adjunct faculty hours worked will be calculated as follows:

1-credit hour will equal 3 hours worked (1 hour in classroom and 2 hours non classroom)

Examples

1. 3-credit hours will equal 9 hours of work
Adjunct A teaches 3 3-credit courses. This will mean 27 hours worked which keeps Adjunct A under the 29 hour limit
2. 4-credit hours will equal 12 hours of work
Adjunct B teaches 1 3-credit course (9 hours) and 1 4-credit course (12 hours). This will mean 21 hours worked which keeps Adjunct B under the 29 hour limit.
3. Over 29 hour limit
Adjunct C teaches 1 4-credit course (12 hours) and 2 3-credit (18 hours). This will mean 30 hours worked which places Adjunct C over the 29 hour limit. Adjunct C *cannot* teach all 3 classes.
4. Adjuncts with additional assignments
Adjunct D teaches 2 3-credit courses (18 hours) and is working on developing curriculum content (12 hours/week). This means 30 hours worked which places Adjunct D over the 29 hour limit. Adjunct D *cannot* work on the additional assignment.



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Non-student wage employees

Non-student wage employees will not be allowed to work more than 29 hours on average per week over a twelve month period. We are still waiting on guidance as to what the standard measurement period will be.

Student part-time employment and the Affordable Care Act

We are waiting for responses to comments made to the U.S. Department of the Treasury and the Internal Revenue Service asking to adopt safe harbor methods which higher education employers may use for determining when students work on campus. We will communicate the response from the federal agencies as soon as we have an update