

Procedure 5.0301

Affordable Care Act Procedure

I. Definitions:

- a. Service hours: Each hour for which an employee is credited for the performance of services and, if applicable, hours for which an employee is entitled to payment during which no duties are performed due to paid leave, such as vacation, holiday, disability, jury duty, military leave or leave of absence.
- b. Standard/Initial Measurement period: The period of time for which an employee's hours are recorded and measured to determine average hours worked. This period can be 3 months but no more than 12 months from the date of hire or from the first of the month following the date of hire.
- c. Administrative period: The time after the Standard/Initial Measurement Period that it takes to enroll an eligible employee in the health plan. This period can be no more than 90 days, and combined with the Measurement Period cannot exceed 13 months from the date of hire.
- d. Stability period: The period of time after the Administrative Period for which health benefits are provided to eligible employees. This period can be 6 months but not more than 12 months, and cannot be shorter than the Measurement Period and cannot be longer than the Measurement period plus 1 month.
- e. Break in service: A period of time for which an employee does not work.
- f. Workload formula: Workload formula recognizes teaching and service contributions of all curriculum faculty members and non-credit instructors and helps ensure equity in workload assignments. The formula is based on contact hours and includes classroom instruction time, time spent on advising students, class preparation work, course development, office hours, committee work, and other duties as assigned or required by the college.
- g. Credit bearing courses: Curriculum courses for which credit hours are earned and can be applied to degrees, diplomas, and certificates at the community college.
- h. Non-credit bearing classes: Classes that provide lifelong learning opportunities for personal enrichment and career building, such as Basic Skills (College and Career Readiness), Community Education, Business Development and Workforce Training, for which curriculum academic credit is not earned. Prep-time is typically lower than that required for credit-bearing courses.
- i. Seasonal Employee: An employee who is employed on a temporary basis for a defined season, such as registration or grounds keeping.

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- j. Independent Contract Employee: An individual who is contracted to perform a service for the college for which there is no employer/employee relationship; the college has the right to control or direct only the result of the work and not what will be done and how it will be done. The earnings of a person who is working as an independent contractor are subject to Self-Employment Tax.
- k. Temporary agency employee: An employee assigned to work at the college through a staffing firm.

II. Part Time Faculty (Adjunct) Hours Limit

Part-time curriculum faculty should be limited to no more than 14 contact hours per semester.

Should a Dean be aware that a part-time employee is working in more than one area on campus (tutoring, Continuing Education, other staff position, etc.), the Dean should contact Human Resources to confirm that employee will not exceed the part-time hours limit.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Affordable Care Act Policy](#)

History

Senior Staff Review/Approval Dates: *02/03/15, 02/05/2018*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*