



Part-time Employment Guidance -- The Affordable Care Act + VRS

BACKGROUND

The Affordable Care Act includes a requirement that employers offer Health Insurance coverage for employees who work an average of 30 hours or more per week during the “measurement period”. For the Commonwealth of Virginia, the measurement period is May 1 through April 30. Cumulative hours worked during the measurement period will be evaluated (May-June) to determine if the 30 hour per week average has been exceeded. According to the recently implemented Manpower Control Act, by law, all Commonwealth of Virginia state agencies are required to stay below the 30 hour per week average limit due to funding limitations. These work hours may include any combination of hours associated with the following job classifications: Part-time non-teaching (PNT), Part-time wage (1500 hr positions), Student wage (Federal Work Study is exempt), Graduate Assistants/Teaching Assistants and Adjunct Instruction. *Note: tracking part-time work hours for a full-time employee working in a part-time role, will be necessary for administrative and eligibility purposes. Should the FT employee choose to leave their FT position, and retain any part-time roles they might already have; the ability to measure health insurance eligibility remains in place. This tracking requirement will be reviewed once the ePAR has been fully implemented.*

A separate, but related legislative action by the VA General Assembly; requires that certain part-time non-teaching (PNT) roles scheduled for 20 or more hours per week may be eligible for Virginia Retirement System benefits.

UPDATED PAR FORM PROCEDURES TO TRACK HOURS WORKED

No practice is currently in place to track/monitor work hours associated with part-time roles other than General Wage positions and Student positions (both are required to track hours with time-cards). The PAR form now includes a box labeled “For Part-time, Non-Teaching Employees Only”. The anticipated weekly and TOTAL number of hours to be worked by the employee for the timeframe indicated on the PAR should be entered here:

WHEN HIRING FOR ANY PART-TIME ASSIGNMENT:	
The <u>average number of hours per week</u> must be indicated here →	Hours per Week: <input type="text"/>
The projected <u>total number of hours</u> for this assignment must be indicated here →	Hours Total: <input type="text"/>
Part-time employees are limited to working no more than 29 hours per week on average (a total of 1,500 hours maximum) over the course of the measurement period, May 1-April 30. Part-time hours are cumulative for all part-time work performed at JMU.	

MANPOWER CONTROL PROGRAM ([section 4-7.01](#))

By law, all Virginia State Agencies are required to limit part time employment at JMU to no more than 29 hours per week (on average). An employee who works an average of 30 hours or more a week in a single part-time role or combined with other part-time roles at the university; will be eligible for health insurance benefits under the Affordable Care Act. The responsibility to manage/limit the part-time work falls to the hiring department with oversight and support provided by the Provost’s Office and HR.

EMPLOYEE RESPONSIBILITY

A memo of understanding (or Adjunct faculty letter/contract) will be signed by the employee and supervisor for any part-time work at the university to document acknowledgement of the job responsibilities and estimated work hours involved. The estimated work hours represent a “good faith” projection of the hours required to complete the tasks/assigned duties. The responsibility for managing the number of hours worked to remain in compliance with the Manpower Control Act is shared between the supervisor(s) and the employee. Employees should provide advanced and timely notification to their supervisor of additional part-time work that might cause them to exceed their 1500 work hour limit.

HIRING PROCEDURES FOR PART-TIME NON-COVERED (NO BENEFITS) POSITIONS...

Prior to/during interview specify number of work hours job requires -> select top candidate -> contact HR to determine current status of employee and anticipated cumulative hours worked per year -> proceed if cumulative work hours is anticipated to be less than 1500 hours per year -> complete hiring paperwork including a “memo of understanding” -> select proper job classification (see below) -> monitor hours worked to ensure that cumulative work hours remains under 1500

ACCOUNT CODE CHANGES...

Salaried [Covered]...

[NEW] 112140 – PT Sal [PTS] (> 20 but < 30 hrs per week; regular schedule; job is recurring – VRS \$)

[NEW] 112160 – Quasi NT-Sal [QNT] (> 30 by < 40 avg hrs per week; regular schedule; job is recurring – VRS \$ + Health Ins \$)

Hourly [Non-covered]...

[NEW] 112130 – Recurring NT-Sal [RNT] (< 20 hrs per week; regular schedule; job is recurring)

114100 – Wages General (< 30 avg hrs per week; regular schedule; job is recurring; time card requirement)

114200 – Wages, GA/TA (per GA/TA contract; < 20 hrs per week)

114400 – Wages, Student (< 30 avg hrs per week; regular schedule; job is recurring; time card requirement)

114500 – Adjunct Instructor (< 10 three credit hour courses per year; or 30 credit hours taught per year)

114530 – Temp NT-Sal [TNT] (< 30 hrs per week [or 1500hrs/yr]; temporary/limited scope and schedule; job is not recurring; <9 months in duration)

[NEW] 114531 – Adjunct Summer Instructor (same as 114500; per summer guidelines* < 4 three credit hour courses per summer)

[NEW] 113115 – FT Bonus-Award/Recog (Award/Recognition bonuses for FT employees – no work hours)

[NEW] 113125 – PT Bonus-Award/Recog (Award/Recognition bonuses for PT employees – no work hours)

[NEW] 113900 – Special Payments for Academic Services (special payments – no work hours)

* Ref. Summer Guidelines approved February 2009

HOURS ASSIGNED TO PART-TIME PERSONNEL TRANSACTIONS

INSTRUCTION – STANDARD METRICS FOR ALL AA UNITS			
Personnel Transaction	Account Code	Calculation/Example	Notes
Adjunct faculty - classroom instruction	114500 ADJUNCT	Per credit hour (semester): 1CH x 1 course x 16WKS x 3HR = 48hrs Per 3 credit hour course (semester): 3CH x 1 course x 16WKS x 3HR = 144hrs	3 work hours = 1 hour in class + 2 hours outside of class <i>Double/Triple/Quadruple size sections & Independent Studies - the metric to convert the work to “clock hours” will be determined on a case-by-case basis. Generally, a multiplier of .5 can be used (cumulatively) to adjust the work hour metric for the size of the course being offered (i.e. Double section 3crhr course = 144x1.5; Triple section 3crhr course = 144x2.0, etc.)</i> <i>Graders/Readers will be classified as Adjunct faculty and assigned work hours using per crhr metrics (left).</i>
Adjunct faculty - lab instruction	114500 ADJUNCT	Per <u>contact</u> hour (semester): 1cH x 1 course x 16WKS x 2HR = 32hrs Per 3 <u>contact</u> hour course (semester): 3cH x 1 course x 16WKS x 2HR = 96hrs	2 work hours = 1 hour in lab + 1 hour outside of lab NOTE: contact hours specific to CSM and CISE lab courses are assigned by the college and generally reflect work hours per week equivalent to twice the number of “contact hours”.
Adjunct faculty - private lessons	114500 ADJUNCT	Private lesson per student (semester): 2CrHr = 1student x 16WKS x 1.5HR = 24hrs 1CrHr = 1student x 16WKS x .75HR = 12hrs	School of Music & Music Theatre – Private Lessons: 2 CrHr = 1 contact hour and .5 preparation per wk 1 CrHr = .5 contact hour and .25 preparation per wk
Supervising student teachers	114500 ADJUNCT	per student (8 week block): 1student x 8WKS x 1.1HR = 8.8	1 (ST) X 3 (visits) X 3 (hours) X 1 (eight-week block) = 9 clock hours of “instruction/planning” over an eight-week period 9 hours /8 (weeks in a block) = 1.1 hours of instructional planning per week in an eight-week block