

Summary of Most Significant Changes to Employee Categories Policy in the BOR/USG Human Resources Administrative Practice Manual: Classification, Compensation, and Payroll

	Current (Before)	Proposed Change (After)	Business Reason for Change
1.	The use of the term “classified” employee(s) in the policy.	Replace “classified” with the term “staff” employee(s) in the policy.	The use of the term classified is an antiquated term associated with civil service personnel systems. The most commonly used term across USG institutions for non-faculty is “staff.”
2.	Definition section only references Types of Employees and Types of Employment	Revised the Definition Section to add or expand definitions for: 1) Student Employees, 2) Regular, 3) Salary Basis, 4) Temporary, and 5) Benefits Eligible, including definitions for full benefits eligible, partial benefits eligible and non-benefits eligible.	There has been no consistent, single USG policy that brings clarity to these definitions; therefore, the revised Definitions section of the policy has been expanded to bring into one policy location the definitions normally associated employee categories of employment, which was originally intended.
3.	In the current policy, there is no cap on the number of hours a temporary may work within a 12-consecutive month period.	A “Temporary” may not exceed 1,300 hours worked in a 12-consecutive month period from date of the employee’s hire. This encompasses all hours worked for all jobs during this period for the determination of health benefits eligibility.	Under the ACA, an employee who exceeds 1,508 hours worked in a 12-consecutive months period and has regularly worked an average of 30 hours per week will be consider health benefits eligible. The establishment of the 1,300 cap in the HRAP is to ensure that the 1,508 hour threshold as specified in the ACA is not exceeded, thereby, resulting in the employee having to be made eligible for health insurance. The 1,300 limit provides a buffer for delayed reporting of hours (“the lag period”) for payroll processing and in cases of joint employment across USG institutions. A cap higher than 1,300 hours increases the risk that employees will exceed the 1,508 hours and become federally mandated to be eligible for health benefits under the ACA.
4.	In the current policy, a 30-day break-in-service is required after 12-consecutive months of employment.	A “Temporary” must have a 26-week break in service at the conclusion of a 12-consecutive month period.	The 26 week break in service is required under the ACA to distinguish between a new hire and rehire for purposes of tracking hours. If rehired before the 26 weeks have lapsed, an employee is considered a rehire and their previous hours tracked will be brought forward and included in the review of a full 12 month period. Effectively there is no longer a break in service from the perspective of ACA. If an employee is hired after the 26 week break in service, they will be treated as a new hire and their hours tracked will restart. This ensures that the employment of a temporary employee does not result in a continuous employment relationship and is truly short in

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			duration.
5.	In the current policy, a Temporary must be approved after 6-months to continue employment for a second 6-month period.	A "Temporary" would be approved to work up to 1,300 hours in a 12-consecutive month period without having to be approved after their first 6-months of employment.	The requirement to approve a "Temporary" for a second 6-month employment period is being replaced by the ACA requirement to track and record hours worked in determining health benefits eligibility.
6.	This did not exist prior to the ACA.	The revised policy cites the "Contact Hours to Standard Hours Worked Conversion Chart", which has been established to convert contact hours for employees who teach only to hours worked for purposes of determining health benefits eligibility.	The IRS regs require the treatment of out of classroom prep time as part of actual hours worked. Using the IRS guidance, the USG has established the "Contact Hours to Standard Hours Worked Conversion Chart" as included below.
7.	In the current policy, there is no mention of ACA.	The revised policy under each section for "Employee Categories: Types of Employment" has a description of the type of employment e.g. Faculty, as well as, a description of the Requirements of the ACA.	The "Employee Categories: Types of Employment" section provides greater detail regarding the ACA under that particular category of employment which is not defined anywhere else in BOR policy.
8.	The current definition of Student Employees has no mention of the number of hours a student employee may work.	The revised definition of "Student Employees" mirrors the parameters of the "Temporary Employees" definition by setting a cap of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours worked averages to 25 hours per week; however, institutions may elect to implement stricter guidelines for fewer hours.	The ACA covers all categories of employment in terms of tracking and record keeping hours worked in determining health benefits eligibility, which includes "Student Employees." In addition, there is no federal or state law that restricts the numbers of hours a student may work with the exception of International students and restrictions placed on federal work study.
9.	This was not officially documented prior to the ACA.	The revised policy includes the "Contact Hours to Standard Hours Worked Conversion Chart."	Based on IRS Guidance, the University System of Georgia has adopted the "Contact Hours to Standard Hours Worked Conversion Chart."

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Contact Hours to Standard Hours Worked Conversion Chart

Hours Per Week

Contact Hours per week	Classroom/ Contact Hours	Prep/ Grading Hours	Office/ Meeting Hours	Standard Hours Worked	FTE/ Effort
1 Contact Hours	1	1.25	.5	2.75	.07
2 Contact Hours	2	2.5	1	5.5	.14
3 Contact Hours (1 course)	3	3.75	1.5	8.25	.21
4 Contact Hours	4	5	2	11	.28
5 Contact Hours	5	6.25	2.5	13.75	.34
6 Contact Hours (2 courses)	6	7.5	3	16.5	.41
7 Contact Hours	7	8.75	3.5	19.25	.48
8 Contact Hours	8	10	4	22	.55
9 Contact Hours (3 courses)	9	11.25	4.5	24.75	.62
10 Contact Hours	10	12.5	5	27.5	.69
11 Contact Hours	11	13.75	5.5	30.25	.76
12 Contact Hours (4 courses)	12	15	6	33	.83