



Affordable Care Act Guidelines

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**Georgia
Tech**  **Human
Resources**

Fundamentals

- Patient Protection and Affordable Care Act (PPACA)
 - Also known as:
 - The Affordable Care Act (ACA)
 - “Obamacare”
 - Health Care Reform (HCR)
- Employers with > 50 Full-Time Employees (FTE):
 - Must offer coverage to “Full-Time” employees
 - 30 hours/week or more
 - Must offer “affordable” coverage
 - Must contribute to the cost of insurance
 - Employer penalties for non-compliance



Impact on Board of Regents

- Board of Regents reviewed various policies, processes, data, etc.:
 - Insurance
 - Affordability?
 - Minimum Value Standards?
 - Revised the USG Employee Category Policy and the definitions of employment and employee types
 - Non-compliance implications
 - Reporting and collecting data amongst the USG institutions
- Communicated policy system-wide via workshops
- Developed initial communication templates



Impact on Georgia Tech

- Timekeeping requirements for non-health benefit positions:
 - Students
 - Part-Time Faculty
 - Graduate Assistants, GRAs and GTAs
- Updated Employment Policy



Time Tracking Requirements

- For purposes of benefit eligibility; not connected to time tracking for the purpose of pay.
- Previously, we only tracked time for individuals in non-exempt positions and paid on a bi-weekly schedule.
- Georgia Tech now has to track time for those individuals, **PLUS**:
 - All employees, regular or temporary, who are not *health benefit* eligible
 - Part-time Regular Faculty who work less than 30 hours per week or less than .75 FTE (unless they perform “teaching-only” duties, in which case they will use a BoR approved conversion chart)
 - Graduate Assistants ~ GRAs and GTAs



What has changed in the policy?

- Employee categories:
 - Faculty
 - Students
 - Staff
 - Eliminated Limited Term
- Employment Status:
 - Definition of a regular staff employee has expanded
 - Temporary employment requirements and characteristics



Categories	Classification	Employment Status	Time Allocation	Comments	ACA Implications	Categories to Track
Faculty	Academic Research	Regular Temporary	Full-time Part-time	Post Docs - Research Faculty and should be Regular Status	Conversion chart method of crediting hours for Part-time Faculty and Temporary Faculty	Part-time Faculty Temporary Faculty
Staff	N/A	Regular Temporary	Full-time Part-time		Start tracking hours for all non-benefits eligible employees. Those who are currently receiving health benefits do not need to have hours tracked (for benefits purposes)	Regular Part-time Temporary Full-time Temporary Part-time
Students	Student Graduate Students ~ GAs, GTAs, GRAs, Federal Work Study	Temporary	Part-time	Must be temporary and includes all graduate assistants and student workers	Continue to track bi-weekly student employees but initiate graduate student	Students Part-time (including monthly and bi-weekly)

Changes to Faculty Status

- Time Tracking requirements:
 - Part-time faculty ~ Part-time Regular Faculty who work less than 30 hours per week or less than .75 FTE (unless they perform “teaching-only” duties, in which case they will use a BoR approved conversion chart)
 - Temporary Faculty are not benefits-eligible



Faculty Employment Category

Regular Faculty are employed on a continuous basis and whose duration of employment may also be defined by agreement, contract, term, and/or restricted funding source(s). Regular Faculty may be full-time or part-time. Those faculty with a work commitment of half-time or greater are partial or full benefits eligible and those who work less than 20 hours per week are non-benefits eligible.

Regular Faculty who are not hired through a competitive search will typically be given a “term” appointment for one academic or fiscal year, and may be reappointed for one (1) additional year, not to exceed a total duration of 2 years.

Regular Faculty who have a full-time (1.0 FTE) appointment may be tenured, on tenure track or hold a non-tenured position in accordance with Sections 8.3.7 and 8.3.8 of the Policy Manual of Board of Regents of the University System of Georgia.



Part-Time Faculty Policy Changes

- As of July 15, 2014, the definition of part-time faculty changed in the BOR Academic & Student Affairs handbook
- Part-time faculty are non-tenured faculty employed at a single USG institution or at more than one USG institution and are subject to the following conditions:



Part-Time Faculty Policy Changes

1. Are employed as-needed, on a per-course, per semester limited term basis at the discretion of the institution and will receive no compensation unless a part-time assignment is given
2. Are not accruing time toward tenure
3. Are required to sign a letter of agreement for each appointment period and are not issued contracts
4. Are not the same as adjunct (courtesy) faculty appointments
5. Are not eligible for USG benefits, unless the part-time appointment is regular and .5 FTE or greater, in which case the benefits offered will be based on FTE in accordance with the Employees Categories policy in the Human Resources Administrative Practices Manual
6. Are required to work an average of less than 30 hours per week over the academic year. Hours worked per week are based on Contact hours. See conversion chart to determine the number of contact hours that can be assigned to the part-time faculty to meet the less than 30 hours per week condition



Part-Time Faculty Policy Changes

- A faculty member employed at an institution at a .75 FTE or greater, other than in a temporary status based on the definition in the Employee Categories policy in the Human Resources Administrative Practices Manual, http://www.usg.edu/hr/manual/employee_categories, must be considered benefits eligible and treated accordingly.
- http://www.usg.edu/academic_affairs_handbook/section4/C681



Part-Time Faculty Agreement Forms

- To address items #3 and #6, part-time faculty must complete an agreement form for each appointment
- To confirm that work is being done at less than 30 hours per week, we must refer to the conversion chart in the Employee Category policy



Part-Time Teaching Faculty Agreement Form

Original form to be submitted to Provost Office for filing prior to first class day of semester

To:	Date:
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(Please print Instructor's full name)

Based upon this appointment, this agreement applies specifically to the credit course(s) described below:

Term:		Begin Date:		End Date:			
CRN	Course	Contact Hours	Standard Hours Worked	Days	Times	Location	Compensation
Total							

Department Chair/Supervisor: _____ **Date:** _____

CONDITIONS OF THIS AGREEMENT

This agreement is based upon and subject to the following conditions:

- The Affordable Care Act requires employers to track employee hours worked/paid. Based on the course(s) listed above, it is expected that your total of contact hours will equate to standard hours worked. Please let your department chair or supervisor know immediately if your job requires additional hours worked so that it can be approved in advance and recorded. If you do not notify your department chair or supervisor of any changes to your schedule, we will expect that you are averaging the number of hours per week noted above. (see Human Resources Administrative Practices Manual Employee Categories Policy, http://www.usg.edu/hr/manual/employee_categories, for additional information)
- A part-time faculty member working or teaching at more than one USG institution must notify each institution of the appointments, disclose the number of credit hours being taught at each institution and may have his/her employment limited by the institutions.
- Satisfactory Enrollment – in the event that the course enrollment falls below the minimum, the decision to proceed with the course will be determined by the Institution. We cannot guarantee that you will teach particular courses, that you will be scheduled to teach, or that you will actually teach in any given semester.
- Employment must meet Academic & Student Affairs Handbook, Section 4.2 – Definition of Part-Time which is subject to the following conditions:
 1. Are employed as-needed, on a per-course, per semester limited term basis at the discretion of the institution and will receive no compensation unless a part-time assignment is given
 2. Are not accruing time toward tenure
 3. Are required to sign a letter of agreement for each appointment period and are not issued contracts
 4. Are not the same as adjunct (courtesy) faculty appointments
 5. Are not eligible for USG benefits, unless the part-time appointment is regular and .5 FTE or greater, in which case the benefits offered will be based on FTE in accordance with the Employees Categories policy in the Human Resources Administrative Practices Manual
 6. Are required to work an average of less than 30 hours per week over the academic year. Hours worked per week are based on Contact hours. See conversion chart to determine the number of contact hours that can be assigned to the part-time faculty to meet the less than 30 hours per week condition
- Other institution-specific conditions as attached

This agreement is made expressly subject to the applicable State and Federal laws and to the statutes and regulations of this institution and the Bylaws of the Policies of the Board of Regents which are available for your inspection upon request. Acceptance of this appointment under the terms set forth herein is indicated by signing this agreement.

Are you currently employed or anticipate being employed at another USG Institution? ___ Yes ___ No If yes, please attach list of institution(s) and the anticipated number of credit hours being taught per institution.

Signature of Part Time Instructor

Date



Conversion Chart

- Part-time Faculty are required to work an average of less than 30 hours per week over the academic year. Hours worked per week are based on **Contact hours**. See conversion chart to determine the number of contact hours that can be assigned to the part-time faculty to meet the less than 30 hours per week condition
- http://www.usg.edu/academic_affairs_handbook/section4/C681
- Part-time faculty teaching studios, labs, or other courses for which the conversion chart presents difficulties will have to track their hours using an OHR system.



Agreements

- The Part-time Faculty Agreement will be available on the Faculty Affairs website.*
- Have the part-time employee sign the completed agreement with their offer letter.
- Hold on to the agreements until you have one for each of your part-time faculty members.
- Colleges then submit completed and signed agreements to the Institute all at once.

*We are hopeful that in the future that all of this will be electronic.



Changes to Student Category

- Student
 - Must be temporary
 - Must be enrolled in school (exception is summer semester)
 - F-1 and J-1 must not work more than 20 hours per week
 - May not exceed 1,300 hours worked in a 12-consecutive month period or 12-months of consecutive employment **whichever comes first**
 - Not subject to the **federal** re-employment restriction requiring a break-in-service after 12-consecutive months of employment



Example of Students Work Schedule

Summer Semester

- May – July
- 40/hours * 13 weeks =
- 520 hours

Fall Semester

- August – December
- 20/hours * 22 weeks =
- 440 hours

Spring Semester

- January – April
- 20 hours * 17 weeks =
- 340 hours

Total Hours for
12 months =
1,300 hours

Possible Questions

- How will this impact our students/co-ops?
 - Co-ops and interns are applicable to student category
 - They are subject to 1,300 hour restriction and not the 26-week break in service as long as they are enrolled in school



Changes to Temporary Employment Status

- A temporary employee:
 - Is non-benefits eligible
 - Does not have an expectation of long-term employment (cannot exceed 12 months)
 - May be full-time or part-time
 - May not exceed a total of 1,300 hours worked in a 12-consecutive month period from date of hire
- Once either the 1,300 hours or 12-months has been reached, the temporary must have a 26-week break-in-service
 - 1,300 hours can be accumulated in any combination during the 12 month period across other GT departments and USG schools



Changes to Temporary Employment Status

- What should I do?
 - Temporaries will be limited to 1,300 or 12 month cap effective May 1, 2014
 - Determine if any current temporaries should be regular (full-time/part-time) employees
 - Consult with your HR team



Possible Questions

- How do I track the hours for the temporary hired on May 1, 2014 or after?
 - Hours will be tracked via a biweekly timesheet.
 - We are working on alternatives that will be both efficient and effective across Institute. We will announce a collection period and process in the near future.



Possible Questions

- What is impact to the temporary hiring process?
 - Temporaries may be hired via Taleo as of July 1, 2015 or via a Staffing Agency
 - A temporary should not have an expectation of long-term employment
 - Georgia Tech is an equal opportunity employer – we have made a commitment to the federal government and others that we will conduct open and competitive hiring processes



Possible Questions

- What if I need my Tech Temp full-time past 1,300 hours?
 - Tech Temps cannot work beyond 1,300 hours
 - If you need them to work past 1,300 hours, you should consult with finance and HR regarding options to transfer the Tech Temp to a regular status position
 - Tech Temps will be hired with a future “Term” row in PeopleSoft
- Are there any alternatives to letting them go?
 - There are no alternatives after the temporary works reaches their one-year anniversary date



Possible Questions

- What benefits must we offer them?
 - We must offer healthcare coverage once the employee works 1,300 hours in a non-benefitted position
- What happens to Temporary Research job codes?
 - RF is reviewing job title and job code options



Elimination of Limited Term Employment

- Employees currently designated as “limited term” will complete their assigned “terms”
 - Review offer letter/agreement to verify the terms of the agreement
 - End Date of agreement
 - Financial impact
 - FTE and FT/PT allocation
- At the end of the expiring term, managers should assess the business situation and consult with an HR Consultant



What do I do now?

- Assess your current employee roster
- If you are currently using significant amount of temporary and limited term employees, you will need to collaborate with your financial manager(s) and HR leaders to re-think your use of labor and associated costs



Reminders

- Policy changes are effective May 1, 2014 and August 1, 2014
- GT ACA Subcommittee is currently working on solutions to track hours for the following classifications of individuals:
 - Graduate Students
 - Temporary workers
 - A small number of other salaried staff members who are not currently benefits eligible
 - Resident Assistants
 - Drafting memos, FAQs, project teams, etc.
- ACA website ~ <http://www.ohr.gatech.edu/aca>
 - ACA Workshop Materials
 - Marketplace Information
 - Key Points to Remember
- Stay tuned for updates and/or changes





Questions about the **Affordable Care Act?**

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