Federal Regulation

Due to requirements with the Affordable Care Act (ACA), Northwestern must track hours worked for adjuncts and non-benefits-eligible occasional teaching faculty. The federal government has indicated hours-based equivalents that departments must use when submitting paperwork for these individuals:

- **2.25 work hours** to be counted for each “classroom hour” (not credit hour) of time
- **1.00 office work hour** per class, per week

**Example:** One class that meets 3 hours per week would equate to 7.75 ACA-eligible hours per week:

3 (classroom hours) x 2.25 (work hours) + 1 (office work hour) = 7.75

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Reporting Calculation

To determine the weekly ACA-eligible hours for an adjunct or occasional faculty member:

(A) Total Classroom Hours per Week: _________ x ACA Factor: 2.25 = _________ total “work” hours / week

(B) Number of Classes: _________ x Office Work Hour: 1.0 = _________ total “office work” hours / week

(C) Total from (A): _________ + Total from (B): _________ = _________ ACA-Eligible Hours / Week

<table>
<thead>
<tr>
<th>Example</th>
<th>Classroom Hours</th>
<th>Total Work Hours (Classroom x 2.25)</th>
<th>Office Work Hours</th>
<th>ACA-Eligible Hours (Standard Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>One 3-hour/wk Class</td>
<td>3 / week</td>
<td>6.75 / week</td>
<td>1 / week</td>
<td>7.75 / week</td>
</tr>
<tr>
<td>Two 3-hour/wk Classes</td>
<td>6 / week</td>
<td>13.50 / week</td>
<td>2 / week</td>
<td>15.50 / week</td>
</tr>
<tr>
<td>Three 3-hour/wk Classes</td>
<td>9 / week</td>
<td>20.25 / week</td>
<td>3 / week</td>
<td>23.25 / week</td>
</tr>
<tr>
<td>Four 3-hour/wk Classes</td>
<td>12 / week</td>
<td>27.00 / week</td>
<td>4 / week</td>
<td>31.00 / week</td>
</tr>
</tbody>
</table>

*These examples are based on the classroom hours and course load indicated. Use the calculation above for situations that do not appear in this chart.*

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Completing Paperwork

**Standard Hours:** The **ACA-Eligible Hours per Week** must be indicated in the **STD HOURS** field on the Position Data side of the Position Data/Appointment Form:

![Work Location](image)

**Changes in Hours:** Departments must remember to submit a new Position/Appointment Form if the course load (or classroom hours) changes for an adjunct during his/her active employment.

**Unpaid Status:** When an adjunct enters unpaid status, **STANDARD HOURS** should be changed to “1” (it cannot be zero); this amount will have a negligible impact on the employee’s ACA eligibility. Upon re-entering paid status, **STANDARD HOURS** must be updated accordingly.

*rev 1/12/15*