

**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:  
 $3 \text{ (classroom hours)} \times 2.25 \text{ (work hours)} + 1 \text{ (office work hour)} = \mathbf{7.75}$

**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

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

*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.*

**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 Department #:   Std Hours:  Reports To:  Location:

**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.