

2-36 Patient Protection and Affordable Care Act

In accordance with the Patient Protection and Affordable Care Act (ACA) , COA offers full-time employees affordable health insurance coverage that meets or exceeds the minimum requirements of the Act. For purposes of the Act, full-time employees are defined as those that work at least 30 hours per week. For COA employees who are part-time, the college shall meet the ACA requirements by allowing regular, part- time staff employees to work up to 25 hours per week. Adjunct faculty who are paid by course or contact hour are allowed up to 27 hours of service per week, as based on the type of position and the duties associated with it to align with current ACA guidelines.

A. Part-time faculty (adjunct)

1. Curriculum adjunct faculty

Part-time instructors may work up to 27 hours of service per week. For part-time instructors teaching lecture classes in Curriculum areas, the hours of service per week are to be determined based on a 1:1.25 ratio PLUS an added hour for each section for office time to meet with students. For example, an adjunct who teaches a 3-hour course would have a total course load of 7.75 hours per week for the purposes of ACA. This is calculated by multiplying the number of hours of the course times 1.25 hours and adding this to the course hours and adding one hour for office time: $(3 \times 1.25) + 3 + 1 = 7.75$. See Chart below for calculations.

Curriculum Courses – Lecture	
Course Credit hours (1 credit hour = 1 contact hour)	Hours of Service calculation with prep time plus one hour of office time per course
0	
1	3.25
2	5.50
3	7.75
4	10.0
5	12.25
6	14.50
7	16.75
8	19.00
9	21.25

Curriculum Courses – Lecture	
Course Credit hours (1 credit hour = 1 contact hour)	Hours of Service calculation with prep time plus one hour of office time per course
10	23.50
11	25.75

2. Clinical, Curriculum Lab Courses, Continuing Education Adjunct Faculty

Part-time faculty may work up to 27 hours of service per week for the college. For those instructors who teach in the areas above, the hours of service are determined based on a ratio of 1:0.25, which means for every contact hour an additional quarter of an hour must be added to the hours taught. There is no additional time added for office hours for these instructors, as the nature of these courses is different from lecture. For example, an adjunct instructor who has a 3-hour lab would have a total course load of 3.75 hours: $3 + (3 \times 0.25) = 3.75$ for the purposes of ACA. See chart below for calculations.

Clinical, Curriculum Lab Courses, Continuing Education Adjunct Faculty	
Course hours	Hours of Service calculation with prep time
0	
1	1.25
2	2.50
3	3.75
4	5.0
5	6.25
6	7.50
7	8.75
8	10.00
9	11.25
10	12.50
11	13.75
12	15.00
13	16.25
14	17.50
15	18.75
16	20.00
17	21.25
18	22.50

Clinical, Curriculum Lab Courses, Continuing Education Adjunct Faculty	
Course hours	Hours of Service calculation with prep time
19	23.75
20	25.00
21	26.25

3. Combination assignments of lecture and lab/clinical Adjunct faculty

A number of faculty assignments require calculations that combine the above categories. Faculty assignments which include a lecture course with a lab section, or faculty assignments that have a lecture, lab and clinical section will need to be determined by totaling the hours per week for all activities based on the categories of type of instruction. For example, an instructor who teaches a 4-credit Biology course comprised of 3 contact hours of lecture and 3 contact hours of lab would have a total of 11.5 hours of service ($7.75 + 3.75$). An instructor who teaches a 1 credit course with a 2-credit hour lab would have a total of 5.75 hours of service ($3.25 + 2.50$). An instructor who teaches a 2-credit lecture, a 3-credit lab and a 3-credit clinical section would have a total of 13 hours of service ($5.50 + 3.75 + 3.75$).

4. Any additional work that is required by the college/and program accreditation should be accounted for on an hour for hour basis, as needed and noted on the contract. This would include required office hours, committee work, faculty meetings, or other activities that are required by the college and approved by the supervisor.

B. Basic Skills, HSE, ESL Instructional Staff

COA hires staff members for courses in these areas. The nature of these courses is such that time for record-keeping is provided. Instructional staff in this area may not work more than 25 total hours.