May 6, 2015

MEMORANDUM

TO: Part-time Faculty
FROM: Human Resources
RE: Federal Guidelines to Track Time Worked

Beginning on January 1, 2014, the Affordable Care Act (“ACA”), also referred to as Health Care Reform, requires all individuals to have health insurance coverage or pay a penalty. The law also requires employers to offer medical coverage to employees who work an average of 30 hours or more per week during a defined measurement period. In addition, employers are required to report their health coverage data to the Federal government. The measurement period is defined as a period in which non healthcare eligible employees’ time worked is measured to determine if they worked an average of 30 or more hours for the purpose of healthcare eligibility. As a result, the University System of Georgia (USG) will need to take actions to ensure compliance with the law by establishing standard tracking periods for all employees. The initial measurement period established for the University System of Georgia will be May 1, 2014 – October 31, 2014. This initial period will allow the USG system to determine healthcare eligibility for the 2015 calendar year. Future measurement periods will be defined as a 12-month measurement period.

Effective May 1, 2014, all hours worked must be tracked to include hours worked at other USG institutions. The tracked hours worked include contact, preparation/grading, office meeting, site visits, committee meetings, and community education. For part time faculty, who only teach, the University System has determined a reasonable method for converting credit hours or contact hours to standard hours worked for the purposes of determining healthcare eligibility. A standardized conversion chart has been developed and included with this memo. These hours will be reported to the Office Human Resources by Academic Affairs, therefore no action is required of you. Clinical Instructors will continue to submit hours based on the current process. Deans and Department Heads are required to validate and approve reported hours.

A list of Frequently Asked Questions (FAQs) has been developed to provide more details about the hours worked reporting requirement. You may also contact your direct supervisor or Human Resources at 678-359-5011 for additional information.

Sincerely,

Gordon State College
Human Resource Department