The Patient Protection and Affordable Care Act (ACA) includes requirements or mandates for both individuals and employers. These requirements have varying effective dates as defined in the law. As part of the employer mandate for 2014, the university is required to offer health insurance to full-time employees and establish a measurement period and track hours worked for any employees not offered health insurance. OHIO’s measurement period will begin on August 16, 2014 and continue through March 31, 2015.

The Employer Mandate

The Employer Mandate applies to all employees of the university, including Group III adjunct faculty, temporary administrative and classified staff, early retirees, returning retirees, students including graduate appointments, etc.

Under the Employer Mandate, the university must:

1. Offer health insurance at the date of hire or August 16, 2014, whichever is later, for any employee who is reasonably expected to work an average of at least 30 hours per week for the measurement period.

   NOTE: For employees who are hired with a contract of six months or longer who you do not reasonably expect to work an average of at least 30 hours per week, the contract will need to be reviewed within the first three months. If the employee is averaging at least 30 hours per week, either the workload will need to be adjusted or the employee will need to be hired under a new benefits eligible contract and offered health insurance.

2. Establish a “measurement period” to track hours worked for employees not offered health insurance.

3. With the start of the measurement period, begin tracking the workload of all employees not offered health insurance to determine if they end up working an average of at least 30 hours per week during the measurement period. If an employee ends up working an average of at least 30 hours per week annually and will continue to be employed in any capacity, they must be offered health insurance.

   NOTE: The following faculty and staff are currently eligible for benefits and offered health insurance, and are not included in the effort to track workloads as described in this communication:
   - Group I, Group II, Group IV faculty
   - Full and Part Time Administrator, Classified Staff, AFSCME members, and FOP members with appointments of 9 months or greater.

   For all other employees of the university, guidelines have been established for the calculation and tracking of hours during the measurement period.
Initial Measurement Period:

The initial measurement period has been established, and will start August 16, 2014 and end March 31, 2015.

Beginning August 16, 2014, hours worked for all non-benefits eligible employees (e.g., adjunct faculty, temporary staff, and students not currently eligible for employer provided health insurance) will need to be tracked and reported. Temporary staff and student workloads will be tracked via the WorkForce time reporting system. Group III Adjunct Faculty workload will be calculated based on credit hours.

Individuals who meet the average of at least 30 hours per week during the measurement period and continue to be employed by the university in any capacity will be offered benefits including health care with an effective date of July 1, 2015. These qualifying individuals will need to be employed via Group II or Group IV contracts for faculty, or full-time and part-time benefits eligible appointments for Administrators and Classified Staff starting July 1, 2015.

Group III Hiring and Measuring hours worked:

For Group III Adjunct Faculty:

The Affordable Care Act allows the university to calculate hours worked based on credit hours.

Following University Policy 18.009 - Faculty Responsibility and Evaluation, the university established a workload metric equating each credit hour to 2.67 overall hours worked. With this metric in place, an Adjunct Faculty member reasonably expected to teach an average workload of 11.25 credit hours or more for the measurement period must be hired as a Group II or Group IV faculty member (11.25 credit hours x 2.67 = 30 hours).

A Group III Adjunct Faculty member who ends up teaching an average of 11.25 credit hours or greater for the measurement period will be eligible for health insurance if they continue to be employed in any capacity after the measurement period. These qualifying individuals must be employed via Group II or Group IV faculty contracts if they continue to be employed.

Group III Adjunct Faculty contracts will continue to be eligible for contracts/appointments via the EMS system. Only instructors of record should receive Group III Adjunct Faculty Contracts. When entering contracts into the EMS system, the course(s) to be taught must be entered. Other individuals supporting instruction (facilitators, graders, etc.) must be hired via Temporary Salaried/Exempt contracts.

Group III Staff (formerly Group III Administrators):

Group III Staff will be eligible for contract/appointments via the EMS system and can be paid on a salaried basis, following the current practice.
The Affordable Care Act requires that the university track the actual hours worked by all non-benefits eligible employees, including Group III Staff. Although Group III Staff will continued to be paid on a semi-monthly salaried basis, they will be required to log in to the WorkForce System and report their hours worked according to the biweekly pay schedule.

Any Group III Staff member who ends up working an average of at least 30 hours per week for the measurement period will be eligible for health insurance if they continue to be employed in any capacity after the measurement period.

These qualifying individuals must be employed as a full-time or part-time benefits eligible administrator or classified staff appointment, if they are continually employed.

For Graduate Appointments:

For students with graduate appointments, average hours worked will be based on the number of hours listed in the graduate appointment letter. For graduate students also working in student hourly positions, the hours listed on the appointment letter and actual hours worked in the student hourly position will be combined when calculating average hours worked.

Students with graduate appointments can work no more than 20 hours per week during the fall and spring semesters and no more than 28 hours per week during all other periods of the year (summer, breaks, etc.).

A graduate student that ends up working an average of at least 30 hours per week for the measurement period will be eligible for health insurance, if they continue to be employed in any capacity after the measurement period. These qualifying individuals must be employed as a full-time or part-time benefits eligible administrator or classified staff appointment, if they are continually employed.

For Student Hourly Employees:

For student hourly employees, average hours worked will be based on hours worked as reported in the WorkForce time keeping system.

Student employees can work no more than 20 hours per week during the fall and spring semesters and no more than 28 hours per week during all other periods of the year (summer, breaks, etc.).

Resident Assistant’s (RA) hours will be tracked as 20 hours per week during each semester. If the RA works as a student hourly employee during breaks, the hours worked for both positions will be taken into consideration when determining overall average hours worked.

A student that ends up working an average of at least 30 hours per week for the measurement period will be eligible for health insurance, if they continue to be employed in any capacity after the measurement period. These qualifying individuals must be employed as a full-time or part-time benefits eligible administrators or classified staff appointment, if they are continually employed.
Health Insurance:

Individuals who qualify for health insurance by working an average of at least 30 hours per week during the measurement period and who continue to be employed must be hired in benefits eligible positions. Those include Group I, Group II, and Group IV faculty appointments, and full-time or part-time regular administrative or classified staff appointments. As such, these individuals will be eligible for the university’s employee health plan, and other benefits (educational benefits, sick leave, vacation, etc.) as dictated by policy.

Hiring departments for qualifying individuals will be charged for benefits in the same fashion they are charged for any and all benefits eligible faculty and staff.

For further details, see the guidelines posted on OHIO’s Affordable Care Act webpage:

http://www.ohio.edu/hr/benefits/aca.cfm