

MEMORANDUM

TO: Department Chairpersons and Deans
FROM: Kevin Reynolds, Chief Human Resource Officer
DATE: November 29, 2012
SUBJECT: Part-time Faculty Employment

A provision under the Patient Protection and Affordable Care Act (PPACA) requires employers to share in the responsibility of providing health insurance to full-time employees. With the implementation of the PPACA, the IRS has defined “full-time” as an employee who, on average, works at least 30 hours per week. If the employer does not offer the benefit, the IRS can impose a significant financial penalty per employee. In order to track the hours and eligibility of benefits, the University is establishing the following set of rules for the employment of part-time instructors. The latest rules released by the IRS allow the university to use a 12-month period to define the work. Therefore, YSU will factor summer into the academic year.

The relevant time period for calculating the maximum number of hours a part-time faculty member can teach will be Fall, Spring, and Summer. Effective this academic year, part-time faculty will not be allowed to teach more than **24 hours over Fall, Spring, and Summer**. When making part-time assignments for Spring and Summer 2013, chairs must take into consideration the number of hours each part-time faculty member taught in Fall 2012. There will be **NO EXCEPTIONS to the 24 hour limit**. If a part-time faculty member exceeds 24 hours during Fall, Spring, and Summer, he/she will not be allowed to teach at YSU during the next full year.

For part-time faculty who also work in other areas such as ELI and the Writing Center (regardless of the type of contract), the total number of clock hours that they will be allowed to work during Fall, Spring, and Summer is 1,512 hours. To convert workload hours to clock hours, YSU will use a multiplier of 63. For example: if a part-time faculty member teaches 6 hours during the Fall and 6 hours during the Spring, that load would equate to 756 clock hours ($6 + 6 = 12 \times 63 = 756$). Therefore, that part-time faculty member could still work for 756 hours in other jobs ($1512 - 756 = 756$).

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