

ADJUNCT WORK HOURS POLICY

Adjuncts are valuable contributors to the Wright State community and are part of our non-traditional contingency workforce. Adjuncts are generally contracted to teach 9 credit hours or less per semester and are not medical benefit eligible.

The Affordable Care Act (ACA) employer mandate requires employers to offer medical benefits to employees who work a consistent 30+ hours per week. Therefore, Wright State is limiting credit hours taught by adjuncts to 9 credit hours per semester. (In the calculation of credit hours per semester laboratory credit hours count the same as classroom credit hours.) Thus the expectation is adjuncts consistently work no more than 27 hours per week, and therefore would remain non-medical eligible. This calculation is derived in part from the safe harbor guidelines using 2.25 hours per credit hour plus .75 hours per credit hours for office hours and mandatory meetings.

Colleges are responsible for tracking adjunct credit hours and determining whether an adjunct is teaching in more than one department or College. Human Resources will be performing a “look-back” analysis of all paid adjuncts in accordance with ACA and will annually assess whether an adjunct achieved a medical eligible status under ACA.

In specific departments and programs there are adjuncts engaged in teaching support activities that require their hours to be tracked to determine whether they qualify as medical eligible under this ACA mandate. In these cases, consistent with our work hour policy for graduate and undergraduate students, we expect the adjunct’s hours worked to be no “more than” an average of 28 hours per week (392 hours per semester). They will be considered medical eligible under this ACA mandate if they consistently work 30+ hours per week. Departments or programs with adjuncts engaged in this specialized teaching support role need to provide procedures for tracking the hours worked by “hourly” adjuncts. These tracking procedures and any exceptions must be approved by the Dean (or designee), the Associate Provost for Faculty and Staff Affairs and Human Resources.

In the event an adjunct reaches medical eligible status based on credit hours taught, hours worked or some combination of both the University is required by the ACA to offer the adjunct medical benefits. Also, if a College or School knowingly hires an adjunct into a position that represents a medical eligible status at hire based on the definitions above, the University will offer the adjunct medical benefits within 90 days after the date of employment.

For medical-eligible adjuncts, like other non-traditional employees, the University offers the High Deductible Health Plan (HDHP) without HSA employer funding for employee or employee plus dependent coverages. Any College(s)/School(s) that employs an adjunct who elects the HDHP plan upon exceeding the expected work hours will be responsible for the full unfunded medical costs of the HDHP plan.