

**Contact Hours to Standard Hours Worked Conversion Chart for  
Non-health Benefits Eligible Faculty – for purposes of ACA**

**Proposed Conversion: 1.25 Prep/Grading hours + .5 Office/Meeting hours per each Classroom/Contact hour per week**

Contact Hours per Week	Class room/ Contact Hours	Prep/ Grading	Office/ Meeting Hours	Standard Hours Worked	FTE/ Effort
1 Contact Hour	1	1.25	0.5	2.75	0.07
2 Contact Hours	2	2.5	1	5.5	0.14
3 Contact Hours (e.g. 1 course)	3	3.75	1.5	8.25	0.21
4 Contact Hours	4	5	2	11	0.28
5 Contact Hours	5	6.25	2.5	13.75	0.34
6 Contact Hours (e.g. 2 courses)	6	7.5	3	16.5	0.41
7 Contact Hours	7	8.75	3.5	19.25	0.48
8 Contact Hours	8	10	4	22	0.55*
9 Contact Hours (e.g. 3 courses)	9	11.25	4.5	24.75	0.62*
10 Contact Hours	10	12.5	5	27.5	0.69*
11 Contact Hours	11	13.75	5.5	30.25	0.76**
12 Contact Hours (e.g. 4 Courses)	12	15	6	33	0.83**

*\*Regular part-time faculty eligible for leave accrual and retirement at .5 FTE and above*

*\*\*Regular faculty are fully benefits eligible at .75 and above (includes health and voluntary benefits and retirement and leave)*

**Definitions**

- **Contact Hours:** Hours associated with teaching or equivalent work e.g. studio or lab hour requirements
- **Prep/Grading Hours:** Hours associated with preparing for classroom/contact hours and hours spent grading class work
- **Office Meeting Hours:** Hours associated with performing required duties, such as office hours, or attendance at faculty meetings
- **Release time:** Faculty that have been approved to do research or lab work in lieu of teaching – use conversion chart to determine hours worked per week, i.e. released from 1 course would be equivalent to 8.25 hours per week research or lab work, released from 2 courses would be equivalent to 16.5 hours per week of research or lab work
- **Distance/on-line courses:** Treated the same as classroom courses for the hours worked per week conversion

**Tracking Requirements – applies to non-health benefits eligible faculty only**

- Faculty working at two or more institutions through joint staffing agreements must have hours worked tracked across all institutions to determine health benefits eligibility
- For faculty teaching courses with other duties in addition to teaching (i.e. site visits, committee meetings), if the additional hours can be determined as occurring on an average weekly basis, they should be added into the 'standard hours' per week/FTE in payroll in addition to the hours above
- Faculty teaching courses with a variable hour component i.e. contact hours vary each week due to student needs or other meeting requirements, if the number of variable hours per week is able to be determined, these hours are added to the 'standard hours' per week/FTE in payroll in addition to the hours per the chart above; if the department is unable to establish an average hours per week for the variable component, any variable hours must be approved in advance and added to employee's timesheet

- Faculty with 100% research or clinical responsibilities, if an average hours worked per week is able to be determined, based on grant requirements, this amount is entered in the 'standard hours' per week in payroll; if the department is unable to establish an average hours per week, the faculty member must track hours worked on a weekly basis;
- If a faculty member determines that he/she needs to work additional hours above the Standard Hours Worked conversion or additional hours in any of the above pre-determined hours scenarios, he/she needs to have the additional hours approved in advance and added to his/her timesheet
- If none of these situations apply and the faculty member is working variable hours each week, he/she will be required to track the hours on a weekly basis
- *Graduate Assistants and Graduate Research Assistants will track hours worked*

**Notes:** Additional hours worked that are recorded on the employee's timesheet will be used to determine health benefits eligibility under the ACA, **not** for salary or pay purposes. Exceptions to any of the above items should be discussed and documented through the institution's Human Resources office.

A System-wide committee with CHRO & VPAA representation will be formed to meet quarterly to discuss implementation of the new Employee Categories policy and Faculty Hours Worked Conversion Chart and provide feedback and recommendations for adjustments.