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**Calculating Hours of Work for Adjunct Instructors**

In February 2014, Affordable Care Act Regulations provided guidance on a method for determining adjunct faculty credit hours as hours of work. Calculate one credit hour of teaching or classroom time as one hour of work and calculate an additional 1.25 hours of work for activities outside of the classroom such as class preparation, student contact and grading. ECC will use the 2.25 calculation for hours worked for lecture, arranged, and independent study courses effective with the fall 2014 assignment sheets. The calculation for ECC is 1.87 hours of work which is based on a 50 minute class for a one credit hour course. (5/6 of an hour x 2.25 factor = 1.87 hours of work).

* ECC one credit hour lecture course (classroom, online, web enhanced, and/or hybrid instruction) will be considered 1.87 hours of work.
* ECC one credit hour arranged or independent study course will be considered 1.87 hours of work.
* ECC one credit hour lab course will be considered 2.0 hours of work which is based on lab time and outside lab preparation.
* ECC one credit hour art studio or music theory courses will be considered 2.0 hours of work which is based on student contact.
* ECC one credit hour physical education course will be considered 2.0 hours which is based on student contact.
* ECC one credit hour internship and/or clinical will be 1.66 hours of work which is based on student contact and instruction.

Adjuncts with no DESE license to teach and no PSRS membership qualify for PEERS retirement if working 20 or more hours per week.

Adjunct instructors with active PSRS membership or with a DESE license to teach qualify for PSRS retirement contribution if working 17 or more hours per week. Contribution to social security is not required.

Adjunct instructors that are PSRS/PEERS retirees are limited to 550 hours worked for the academic year (August through May).

Since 2008, calculating retirement eligibility for adjunct instructors was based on a one credit hour lecture class equals 50 minutes (5/6 hour) of Instruction (classroom, online, web enhanced, hybrid) plus an estimated 50 minutes of outside class time.

One credit hour lecture class was equal to an estimated 1.66 hours of work per week.

**Hours of Work Calculation Chart**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lecture, Arranged, Independent Study Credit Hour(s)** | **Factor** | **Work Hours a Week\*** | **Social Security** | **Retirement: PSRS/PEERS** |
| 1 | 1.87 | 1.87 | YES | NO |
| 3 | 1.87 | 5.61 | YES | NO |
| 6 | 1.87 | 11.22 | YES | NO |
| 9 | 1.87 | 16.83 | YES | NO |
| 12 | 1.87 | 22.44 | YES/NO PSRS | PEERS membership if no DESE Certificate or PSRS membership |
| **Lab, Studio Art, Music Theory, Physical Education Credit Hour(s)** | **Factor** | **Work Hours a Week\*** | **Social Security** | **Retirement: PSRS/PEERS** |
| 1 | 2.0 | 2 | YES | NO |
| 3 | 2.0 | 6 | YES | NO |
| 6 | 2.0 | 12 | YES | NO |
| 9 | 2.0 | 18 | YES | PSRS membership |
| 12 | 2.0 | 24 | YES/NO PSRS | PEERS membership if no DESE Certificate or PSRS membership |
| **Internship/Clinical Credit Hour(s)** | **Factor** | **Work Hours a Week\*** | **Social Security** | **Retirement: PSRS/PEERS** |
| 1 | 1.66 | 1.66 | YES | NO |
| 3 | 1.66 | 4.98 | YES | NO |
| 6 | 1.66 | 9.96 | YES | NO |
| 9 | 1.66 | 14.94 | YES | NO |
| 12 | 1.66 | 19.22 | YES/NO PSRS | PSRS membership |

\*Summer course hours worked would be double since the class is taught in 8 weeks versus 16 weeks.

Example: one (1) credit hour lecture class of eight weeks is equal to 1.87 x 2 for an estimated total of 3.74 hours of work a week.