



# Benefits Eligibility Determination for Non-Tenure Track (NTT) Faculty

Note this applies only to paid NTT faculty and not to adjunct faculty defined per Rice policy as unpaid faculty.

The Affordable Care Act (ACA) provides a safe harbor calculation that Rice uses to determine whether paid NTT faculty who are not benefits eligible under policy 403-96 must still be offered the opportunity to enroll in Rice medical insurance, as required by the ACA. This form will be used to demonstrate whether paid NTT faculty are benefits eligible, non-benefits eligible, or non-benefits eligible but eligible for Rice medical insurance under the ACA. Effective December 1, 2015, **NTT personnel action forms (PAF) must be submitted with a completed and approved Benefits Eligibility Determination for Non-Tenure Track (NTT) Faculty form before the PAF can be processed.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Employee ID # (if known) \_\_\_\_\_ Department: \_\_\_\_\_

**Will the NTT faculty member work and be paid by Rice? If not, this form does not need to be completed.**

### 1) Determining benefits eligibility per Rice Policy No. 403-96 – will this NTT faculty member have:

- a one (1) year appointment or longer, **AND**
- teach a total of three (3) courses or more during the one (1) year appointment (or carry an equivalent workload of teaching three (3) courses or more during the one (1) year appointment)?

YES – will have one (1) year appointment or longer and teach three (3) courses or more (or equivalent workload) during the year appointment.

NO – will not have one (1) year appointment and/or teach three (3) courses or more (or equivalent workload)

If the answer to #1 is “yes,” this NTT faculty member is eligible for Rice benefits under Rice’s benefit eligibility policy 403-96. Skip item #2 and provide your certification of this information via signature of this form. This form must be attached to the PAF and submitted to the Human Resources office.

**If the answer to #1 is “no,” please continue to item #2.**

### 2) Use the following formula to determine eligibility for medical insurance as required by the ACA Rice for NTT faculty who do not meet the criteria for Rice benefits eligibility under policy 403-96...

- **2.25 hours** to be counted for each “classroom hour” (not credit hour) of time per week. Note, the multiplier of 2.25 provides credit for time spent towards class preparation and grading.
- **1.00 hour to be counted**, per week, for each additional hour that the NTT faculty member spends performing *required* duties outside of the classroom such as office hours, required meetings, and/or other required duties within the department.

**Example:** One (1) class that meets three (3) hours per week and two (2) office hours would equate to 8.75 ACA-eligible hours per week.

3 classroom hours x 2.25 =	6.75 hours
2 office hours	2.00 hours
<b>TOTAL ACA eligible hours</b>	<b>8.75 hours</b>

A) Total classroom hours taught per week: \_\_\_\_\_ X ACA factor 2.25 = \_\_\_\_\_

B) All other required hours of service (excluding class prep, teaching, and grading) are \_\_\_\_\_ hours per week.

C) Total from (A) \_\_\_\_\_ + total from (B) \_\_\_\_\_ = \_\_\_\_\_ ACA eligible hours/week

#### Note:

- **If the NTT faculty member will average 30 hours or more per week for the semester, he/she will be eligible for Rice medical insurance as required by the Affordable Care Act (ACA).**
- **Change in Hours: Departments must remember to submit a new Benefits Eligibility Determination for NTT Faculty form to HR if the course load (or other required work hours) changes for a NTT faculty member during his/her active employment including if he/she is moved to unpaid status.**

#### APPROVAL:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_