SECTION 1. Purpose

1.1 The primary purpose of the Administrative Procedure is to set forth the guidelines for scheduling of adjuncts.

1.2 Blue Ridge CTC has a responsibility to track adjunct hours worked per week over specified periods of time in order to plan for benefits eligibility criteria based on federal requirements.

SECTION 2. Definitions

2.1 Adjunct faculty. Those persons who are not designated for full-time employment and whose status is defined in Section 4 of Rule 45.2 of the Blue Ridge CTC Board of Governors. Adjunct faculty are part-time, non-tenure track faculty who do not meet the definition of full-time, temporary, or term appointment faculty as defined in Title 135 Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9, Academic Freedom, Professional Responsibility, Promotion and Tenure. The procedure set forth herein as to adjunct faculty shall have no application to the adjunct faculty appointment of persons otherwise employed in a full-time capacity. Adjunct faculty works an average of less than 29 hours per week over a 12-month period.

2.2 Administrative period. A period of one month, June, for making full-time determinations for ongoing employees and offering/implementing full-time employee coverage for the following stability period. Also, a period of one month immediately following the 11-month initial measurement period for newly-hired variable employees.

2.3 Health insurance plan eligibility. Full-time employees who work an average of at least 30 hours per week are eligible for benefits to include health insurance. If a new employee is reasonably expected to average at least 30 hours per week at the time of hire, the employee must automatically be treated as full-time and offered group health coverage within new hire enrollment period.

2.4 Initial measurement period. A designated period of time of 11 months used to determine whether a newly hired variable employee is full-time.

2.5 Patient Protection and Affordable Care Act (ACA). Federal statute signed into law by President Barack Obama on March 23, 2010. Together with the Health Care and Education Reconciliation Act, it represents the most significant government expansion and regulatory overhaul of the U.S. healthcare system since the passage of Medicare and Medicaid in 1965. Provisions take effect beginning in 2010 through 2020.

2.6 Semester. (3) Fall, Spring, Summer.
Stability period. An annual designated period of 12 months during which Blue Ridge CTC will offer health coverage to all full-time employees. For ongoing employees, the stability period coincides with the fiscal year which serves as the College’s health insurance plan year.

Standard measurement period. An annual designated period of 11 months used to determine whether an ongoing employee is full-time. The standard measurement period runs July 1 through May 31.

Variable employee. Adjunct employee. One for whom it cannot be reasonably determined at the time of hiring whether the individual will be regularly scheduled to work at least 30 hours per week.

SECTION 3. Administrative Procedure

The assignment of adjunct faculty members shall be made by the program coordinator subject to review and approval by the respective Vice President with final approval by HR for the specific purpose of adherence to this procedure. All adjunct faculty employees shall be selected through a systematic process designed to employ the most qualified person while adhering to affirmative action and minimum qualification guidelines.

Adjunct faculty shall be used to supplement, not supplant, a full-time instructional staff.

Adjunct faculty may teach a maximum of nine (9) credit hours per semester. Blue Ridge CTC observes the standard of three (3) hours worked per week for each credit hour.

Program coordinators are to ensure adjunct hours worked per week fall into alignment with Section 3.3. Program coordinators will require each adjunct to submit a weekly report with a summary of hours worked. Program coordinators shall review the weekly hours worked summaries semester-by-semester to assist in determining subsequent semester scheduling for each respective adjunct.

HR will review ongoing adjunct employees annually based on the College’s fiscal year which also serves as the benefits’ plan year for determination of health insurance coverage eligibility.

HR will review newly-hired adjunct employees after the initial measurement period and an entire standard measurement period.

Once an adjunct employee has been employed for an initial measurement period and an entire standard measurement period, the employee is tested for full-time status as an ongoing employee, beginning with that standard measurement period.

An employee, who tests as full-time during the initial measurement period, but not as full-time during an overlapping or immediately following standard measurement period, will continue to be treated as full-time until the end of the stability period associated with the initial measurement period.

An adjunct employee who is not full-time during the initial measurement period, but is a full-time employee during the overlapping or immediately following standard measurement period, will be treated as a full-time employee for the entire stability period that corresponds to the standard measurement period (not exclusive of when the stability period begins before the end of the stability period associated with the initial measurement period).

The first stability period is fiscal/plan year 2015 (July 1, 2014 - June 30, 2015) relative to the first measurement period of fiscal/plan year 2014 (July 1, 2013 – June 30, 2014). Each stability period thereafter will reference the standard measurement period in the preceding fiscal year for ongoing employees.

Procedure Enforcement

Blue Ridge Community and Technical College's Human Resource department will
enforce compliance with this policy. This policy has been written in accordance with the definition of full-time status as defined by regulations of the Patient Protection and Affordable Care Act (PPACA) with guidance issued by the Internal Revenue Service (IRS).

SECTION 4. Exceptions

4.1 The President of the College, or his/her designee, may make exceptions to this policy for academic and other reasons as may be deemed appropriate.

4.1.1 All full-time employees.

ATTACHMENTS:
A: AP4503A - Weekly Hours Worked Calendar Report

DISTRIBUTION LIST:
President VP of Human Resources
VP of Engineering and Workforce Development Chief Financial Officer
VP of Instruction VP of IT
VP of Business and Technology Faculty Council Chair
VP of Enrollment Management Classified Staff Council Chair

_________________________________________  ____________________________
President Date
To: All Blue Ridge CTC part-time, adjunct employees  
From: Human Resources

**Weekly Hours Worked Calendar - Fall 2013 Semester Example**

In accordance with administrative procedure AP4503, please complete and email this report for weekly hours worked to your supervisor each time a row is filled in the below table throughout the semester. The semester time table reflects the defined Blue Ridge work week of Sunday through Saturday.

<table>
<thead>
<tr>
<th>Week</th>
<th>Hours</th>
<th>Aug. 18-Aug. 24</th>
<th>Aug. 25-Aug. 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 24-Nov. 30</td>
<td>Dec. 1-Dec. 7</td>
<td>Nov. 10-Nov. 16: 18</td>
<td>Nov. 17-Nov. 23: 18</td>
</tr>
</tbody>
</table>

*Example*:

<table>
<thead>
<tr>
<th>Week</th>
<th>Hours</th>
<th>Aug. 18-Aug. 24:</th>
<th>Aug. 25-Aug. 31:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 24-Nov. 30: 18</td>
<td>Dec. 1-Dec. 7: 18</td>
<td>Nov. 10-Nov. 16: 18</td>
<td>Nov. 17-Nov. 23: 18</td>
</tr>
</tbody>
</table>

*The example reflects an assumption of a 6 credit hour semester appointment.*

By sending this completed document to my program coordinator, I certify that the information contained herein is a true and accurate reporting of hours actually devotion to my work as an adjunct faculty member of Blue Ridge CTC. I also certify by sending this document that I have not performed any part-time work other than that actually reported to HR for any other public institution of higher education under the jurisdiction of the WV Higher Education Policy Commission or the Council for Technical and Community College System.

Note: After careful consideration, HR has determined this method to be the most efficient and effective means of intermittently reporting hours without a substantial addition or interruption to your commitment to the students. Thanks for your continued support!