

FTE Calculation for Adjunct/Lecturer Part-time Employees

The Affordable Care Act (ACA) regulations requires UAH to measure eligibility for healthcare coverage of all employees. Eligibility will be based on the number of hours worked per week or calendar month. Employees who work on average at least 30 hours a week or 130 hours per calendar month during a 12-month measurement period will be eligible for healthcare coverage. For adjunct/part-time faculty employees, you will calculate the hours worked by assigning an FTE based upon the number of credit hours taught per semester. The model we will use assumes 4, three credit hour courses (a total of 12 credit hours) as full-time or 1.0 FTE. For faculty teaching 3 credit hour courses, use the chart below to determine the FTE to enter on their ePAF.

# Courses	# Credit Hours	Total Credit Hours	FTE	Hours worked
1	3	3	0.25	10
2	3	6	0.5	20
3	3	9	0.75	30
4	3	12	1	40
For employees teaching courses other than 3 semester hour credits refer to the chart below.				
	Credit Hours	Times (*) 3.3333	Hours Worked	FTE
	1	3.333	3	8%
	2	3.333	7	17%
	3	3.333	10	25%
	4	3.333	13	33%
	5	3.333	17	42%
	6	3.333	20	50%
	7	3.333	23	58%
	8	3.333	27	67%
	9	3.333	30	75%
	10	3.333	33	83%
	11	3.333	37	92%
	12	3.333	40	100%

The University will track hours worked over the next 12 months and employees who work at least 30 hours a week or 130 hours per calendar month during the measurement period may be eligible for a healthcare option.

Human Resources is available to answer your questions and provide assistance as it relates to this matter. Please contact a Benefits and Employee Services team member [here](#). You may also visit our [website](#) for further information about the ACA.