

To: Montgomery College Employees

From: Krista Leitch Walker, Vice President and Chief HR Officer
Office of Human Resources and Strategic Talent Management (HRSTM)

Subject: **Important Update on Employee Hours and Compliance with the Affordable Care Act (ACA)**

Date: October 24, 2024

Following a recent review of the College's employment practices related to compliance with the Affordable Care Act (ACA), we will be implementing some changes **effective Monday, January 6, 2025**, for all non-benefit eligible employees. These changes do not affect temporary employees hired through the College's contracted temporary staffing agencies.

General Implications

- Weekly work hours for all non-benefits eligible employees will be limited based on the employee type. Non-benefits eligible employees include casual temporary employees, student workers, and part-time faculty.
- The timeframe for tracking hours will no longer be October 1 through September 30. Instead, hours tracking will begin on the employee's first day of work.
- The internal MC work hours limit of 1,300 total hours worked for temporary employees will no longer be required.
- As a result of these new limits, no temporary employee should reach the ACA maximum of 1,560 hours per year (12-month period from date of hire).
- Any temporary employee that reaches the ACA work hours maximum of 1,560 must be separated from the College and remain separated for a minimum of 26 weeks.

Following are specific implications for each of the non-benefit eligible employee types:

Casual Temporary Employees (on MC's payroll)

- May work up to a **maximum of 25 hours per week**.
- If additional hours are needed, an approved temporary staffing agency must be utilized. **Scroll to the bottom of the [HRSTM Talent Acquisition and Employment page](#) for more details on Temporary Staffing.**

Student Workers

- May work up to a **maximum of 20 hours per week during the academic year and up to 40 hours per week during the summer.**
- Weekly hour limits for federal work study (FWS) and international students still apply.

Part-time Faculty

- When working both instructional/non-instructional and Workforce Development and Continuing Education (WDCE) assignments (jobs), equivalent semester hours (ESH) must be converted to hours to determine total weekly hours (please see chart below for conversion).
- **Academic Year (Fall and Spring):** May work up to a maximum of **11.5 ESH or 26 hours per week per semester.**
- **Summer:** May work up to a maximum of **10 ESH or 23 hours per week.**
- **Cannot work the maximum of 11.5 ESH and have a WDCE job within the same semester.**

Total ESH/Credit Hours	Weekly Hour Equivalent*
11.5 ESH	26 hours/week
11 ESH	25 hours/week
10 ESH	23 hours/week
9 ESH	20 hours/week
6 ESH	13 hours/week
4 ESH	9 hours/week
3 ESH	7 hours/week

*Based on U.S. Department of Treasury and IRS guidance, an adjunct/part-time faculty member is credited with 2.25 hours of service per week for each hour of teaching/classroom time (representing a combination of teaching/classroom, preparation, and grading work).

We encourage you to plan now for any necessary adjustments to ensure compliance and sufficient staffing for your unit/area needs in the new year.

Please do not hesitate to reach out to your [Human Resources Internal Consultant](#) or the [HR Help Desk](#) should you have any questions or concerns.

Thank you for your cooperation and support in ensuring compliance within your unit/area.