

# Barton Community College

## Health Care Reform

The employees at Barton are classified by a variety of employment codes. These codes determine the level of benefits that the employee will receive as well as the payment method. The classifications are as follows:

Code	Description	Health Insurance Currently Provided?
10	Full Time President	Provided
20	Fill Time Vice-President & Deans	Provided
30	Full Time 9-10 Month Faculty	Provided
35	Full Time 11-12 Month Faculty Barton Campus	Provided
36	Full Time 11-12 Month Faculty Fort Riley Campus	Provided
50	Full Time Exempt Staff	Provided
51	Full Time Exempt (Less than 12 months)	Provided
60	Full Time Hourly Staff	Provided
61	Full Time Hourly Staff (Less than 12 months)	Provided
40	Associate Faculty/Exempt Staff (Temporary)	Not offered
45	Part Time Coaches/< ½ Exempt Staff	Not offered
55	Part Time Exempt ¾ time	Not offered
56	Part Time Exempt ½ time	Not offered
70	Part Time Hourly Staff (Partial Benefits), 630 or more hours/year	Not offered
71	Part Time Hourly Staff (No Benefits), less than 630 hours/year	Not offered
75	Part Time Hourly Temporary	Not offered
80	Part Time Hourly Student Campus Employment	Not offered
90	Part Time Hourly Student Work Study	Not offered

All employees will need to be monitored during the measurement period, and those that work ¾ time or more will need to be offered a level of health insurance that meets the Federal requirements. The plan year for Barton’s health plan runs from November 1 to October 31 of each year, with open enrollment starting October 1 of each year.

Full time exempt and hourly staff classifications (10, 20, 50, and 60) are based on 2,080 hours per year. Faculty are designated as full time if they are regular contract employees, and their teaching load

combined with any extra-curricular activities meets or exceeds the credit hours (or their equivalent) listed below:

<b>Code 30, 35, 36</b>	<b>Credit Hours</b>
Barton Campus	30
Fort Riley Campus	45
Military School	54

Full time exempt or full time hourly staff less than 12 months (51, 61), part time coaches, exempt staff, and hourly staff (45, 55, 56, 70, 71) either work a predetermined number of hours per year, or are hourly and the number of hours worked are defined by the supervisor. Part time hourly temporary (75) are considered temporary in nature and are used on an as needed basis. Student employees (80, 90) typically work no more than 20 hours per week while classes are in session. Students may exceed the 20 hours per week when classes are not in session or during the summer term.

Associate faculty are considered temporary in nature. The services of these employees are engaged on an as needed basis. Although many of our Associate faculty have been working for Barton for years, their load and employment is based on the need for additional faculty, and their schedule and number of courses may vary from semester to semester.

Barton is also a member of EduKan, which is a consortium of Community Colleges. Currently, Barton pays faculty members that teach EduKan courses and then receives reimbursement back from EduKan for those courses taught. By running EduKan courses through Barton, this increases the number of credit hours taught and paid to Barton instructors.

## **Recommendations:**

1. Establish a Level 1 and Level 2 Health insurance plan. Level 1 coverage will be offered to any employee classified as being full time. Level 2 coverage will be offered to any employee not covered under Level 1 and that works  $\frac{3}{4}$  time or more during the previous measurement period.
  - a. Any employee eligible for Level 2 health insurance coverage will be required to pay a predetermined premium for their coverage.
  - b. Level 2 Coverage will have options to cover dependents, and will require additional premiums for the additional dependent coverage.
  - c. Employee eligibility will be reviewed annually for Level 2 Coverage.
2. Discontinue running faculty and staff that teach for EduKan through Barton's payroll system.
3. All courses (credit and non-credit) will need to be included in the scheduling matrix (for tracking purposes).
4. All instructors need to be input into Banner as either primary or secondary instructors. This includes instructors that are "team teaching" under one CRN. Instructors will be entered in Banner using SSASECT (Meeting times & instructors).
5. The standard measurement period will run September 1<sup>st</sup> of each year through August 31<sup>st</sup> of the following year. After one year of service, all employees will follow this measurement schedule. Any employee that averages  $\frac{3}{4}$  time during the measurement period will be offered Level 2 Health insurance, starting with the new plan year (November 1), for a period of 12 months.
6. During the first year of employment, the initial measurement period will start the 1st day of the month after their hire and will run for the next 12 months. Any employee that averages  $\frac{3}{4}$  time during the initial measurement period will be offered Level 2 Health insurance, starting 60 days after the end of their initial measurement period.
7.  $\frac{3}{4}$  time will be defined as:
  - Working more than 1,559 hours for exempt and hourly staff during the previous measurement period.
  - Teaching more than 22 credit hours (annually) for faculty. Faculty teaching non-credit courses will be given the equivalent number of hours as a comparable for credit course. Faculty teaching hours will be based on fall/spring/summer hours taught and will be collected and reported at the end of the measurement period.

8. Academic Deans are encouraged to manage the use of associate faculty members in a manner which will limit the hours taught to an annual limit of 22 or below whenever possible.
9. The cost of health insurance for a  $\frac{3}{4}$  time employee will be charged to the program (FOAP) that the employee is paid from.
10. Any employee which has not had continuous employment for a period of 6 month will be terminated after 6 months of non-employment.