The purpose of this message is to alert you to new processes that RIT must put in to place to be compliant with the Affordable Care Act (ACA) requirements for 2014. Certain employees who do not currently report their time worked will be required to do so beginning June 1, 2013.

The Affordable Care Act, more commonly referred to as Health Care Reform, includes requirements for employers to offer medical coverage in a current period to employees who, when hired, are reasonably expected to work an average of 30 hours or more per week, or who work an average of 30 hours or more per week in a prior period. This will require RIT to track the hours for the following categories of individuals:

1. Student workers (including RIT Co-op students). Human Resources will be able to pull this information systematically, therefore there is no action required for these students or their supervisors.

2. Adjunct Faculty. Human Resources will use a formula that has been recommended by the American Council on Education for this calculation; therefore, there is no action required for adjunct faculty who teach credit-bearing courses or their managers.

3. Other employees who are not currently eligible to receive health care coverage; examples include:
   - Regular part-time employees
   - Assistant coaches
   - Tutors
   - Wellness instructors
   - College Restoration instructors
   - Writing Lab consultants
   - Physician Assistant guest lecturers
   - Margaret’s House substitute teachers
   - Models
   - Graduate assistants
   - Temporary employees on RIT’s payroll for 3+ months

The employees in group 3 who are paid hourly will be tracked by HR systematically. Those in group 3 paid on a salaried basis do not currently report hours worked; therefore, they will be asked to complete a simple online form through Employee Self Service in Oracle each week. They will only need to report their total hours for the week. Supervisors will be asked to confirm any employees who indicate they worked 30 or more hours in a week.

HR will send the attached letter to the homes of employees who fall into group 3 above who are paid on a salaried basis. We will assure employees that the data collected will be used for RIT’s ACA compliance only.

Employees will be asked to begin to track this information beginning June 1, 2013.

RIT could potentially face very large fines if we do not comply with the new law; therefore, although this process may be seen as burdensome, it is necessary to ensure RIT is in compliance. Please communicate with your salaried employees in group 3 to ensure they are reporting their hours as required.
If you have any questions, please contact me, Renee Brownstein, Associate Director, Human Resources. My e-mail address is rrbpsn@rit.edu, and my telephone extension is 57885. Employees will be advised to direct their questions to their Benefits Representative in Human Resources.

Renee

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