

## Graduate Student ACA Agreement Form

*Original form must be submitted to the Office of Graduate & Postdoctoral Studies  
via this webform: [graduate.rice.edu/aca](http://graduate.rice.edu/aca)*

Graduate student name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Email address \_\_\_\_\_@rice.edu.

*Your first responsibility as a graduate student is your own scholarship. Graduate students at Rice University are primarily expected to devote their time to fulfilling the academic, curricular, and research requirements necessary to obtain the graduate degree. There may be expectations for students to perform tasks at Rice that fall out of the scope of the students' coursework and research during their of graduate study.*

### Research responsibilities

When your own **research** overlaps the professor's research project, your "service" time is the time you spend assisting the professor over and above the time that you would spend in any case to further your own research and studies as a graduate student.

### Teaching responsibilities

When your preparation for **teaching** exceeds what you would ordinarily do as part of your studies, professional development, and degree requirements, your "service" time is the time you spend assisting the professor over and above the time that you would spend in any case to further your own studies and professional development as a graduate student. For the purposes of calculating service for the University sponsored medical insurance eligibility pursuant to the Affordable Care Act, the university will use the following formula for the instructor of record:

- **2.25 work hours** to be counted per week for each "classroom hour" (combination of teaching or classroom time and time performing related tasks such as class preparation and grading of examinations or papers)
- **1.00 work hour** to be counted per week for each additional hour outside of the classroom (such as office hours or required meetings)

To determine your weekly ACA-eligible hours as a graduate student, use your current hours of service and estimate your hours of service for the upcoming semester. Please see footnotes for clarification and additional definitions as well as examples found at [graduate.rice.edu/aca](http://graduate.rice.edu/aca). **Do not include any hours on this form for a job at Rice that you complete a timesheet for and is paid apart from your stipend. These hours may also be used, and will be included in determining you eligibility.**

Type of work	Hours	
Total classroom hours per week for a course where you will be an instructor of record, (please exclude office hours and required meetings.) <sup>a</sup>	(A)	teaching
Multiply A by 2.25	(B)	teaching
Additional hours per week for a course where you will be an instructor of record beyond A above. (Include office hours and required meetings.) <sup>b</sup>	(C)	teaching
Average hours per week over the course of a semester spent as a grader in a course where you are not the instructor of record. <sup>c</sup>	(D)	teaching
Other hours of service as an RA or TA as described in the footnotes, and not included in A, C or D. <sup>d</sup>	(E)	teaching/research
<b>Total ACA eligible Hours of Service<sup>e</sup> = (B+C+D+E)</b>	(F)	(total)

**CONDITIONS OF THIS AGREEMENT**

This agreement is based upon and subject to the following conditions:

- Based on the definition of hours of service above, you are not expected to work more than 20 hours per week in any assignment. Exceeding that level while a full-time student is detrimental to your scholarship. You must let your department chair and the Office of Graduate and Postdoctoral Studies know immediately if your job requires additional hours worked (F above) so that it can be approved in advance and recorded. If you do not notify your department chair and the Office of Graduate and Postdoctoral Studies immediately of any changes to your schedule, it is expected that you are ONLY averaging the number of hours per week noted above.
  
- The Affordable Care Act requires employers to offer minimum essential coverage to employees who work 30 hours or more per week. If you foresee that you will work 30 or more hours of service per week for 3 consecutive months or longer, you may be eligible for the Rice Employer ACO Medical Insurance Plan. You must notify your department chair and the Office of Graduate and Postdoctoral Studies as soon as possible and no later than within 31 days of your change in work hours.
  - *Failure to notify your department chair and the Office of Graduate and Postdoctoral Studies of the change in number of hours worked within 31 days of the change will result in you affirmatively declining the Rice Employer ACO Medical Insurance Plan.*

Acceptance of this appointment under the terms set forth herein is indicated by signing this agreement.

\_\_\_\_\_  
Graduate Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

**Rice Employer Medical Insurance Plan**

\_\_\_\_ I am eligible and elect the Rice Employer ACO Medical Insurance Plan

\_\_\_\_ I am eligible and decline the Rice Employer ACO Medical Insurance Plan

\_\_\_\_\_  
Graduate Student Signature

\_\_\_\_\_  
Date

<sup>a</sup> Includes classroom hours for courses where you are an instructor of record or leader of a discussion, lab session, or similar group such as a FWIS course.

<sup>b</sup> Exclude classroom time, course prep and grading for a course when you will be an instructor. This is accounted for in B (A\*2.25) according to the ACA standard.

<sup>c</sup> Might include grading for an undergraduate course where you are not an instructor of record.

<sup>d</sup> Might include tasks or work that does not involve, either directly or indirectly, the analysis to be presented in your thesis or dissertation. This would **not** include research tasks that include higher order research skills whose mastery (and therefore practice) is essential to completing the degree requirement, rehearsal and instrument performance, nor the attendance or organization of activities related to the broad research agenda of the graduate program. It does include time you spend assisting the professor over and above the time that you would spend in any case to further your own research and studies as a graduate student. Might include clerical or other administrative work not directly related to research or to the degree program or the broad research agenda of the graduate program.