

August 23, 2019

**Corrected September 10, 2019**

**To All Adjunct Faculty:**

On behalf of the Human Resources Department, **Welcome to Fall Semester, 2019!**

The District is pleased to offer a medical plan for adjunct faculty who qualify. Enrollment for the plan, offered through Kaiser Permanente, is available each semester to employees and their eligible dependents. If enrolled this semester, coverage will be in effect from **September 1, 2019 through February 29, 2020**. You will be required to re-enroll, if eligible, each semester.

Qualification for the plan is as follows:

- ✓ You must carry at least a 40% cumulative equivalent load of a minimum full-time faculty assignment (either instructional or non-instructional) on September 20, 2019. If your load is reduced after that time or classes are cancelled, you may still be eligible to participate.
- ✓ You may not have any other medical coverage and must sign a statement verifying that you have no other coverage.
- ✓ You must pay at least 50% of the premium.
- ✓ Eligible dependents may be enrolled at full cost to the employee. (A copy of the first page your 2018 federal tax return is required to enroll your spouse, a copy of your State Registry for Domestic Partners is required to enroll your same-sex domestic partner, and birth/adoption certificates are required to enroll eligible children. **Children may be covered until their 26<sup>th</sup> birthday regardless of their dependent or student status.**)

**In order to be covered by this plan, you must sign up between September 9, 2019 and September 20, 2019 for a September 1, 2019 effective date. Or, for an October 1, 2019 effective date you must sign up between August 23, 2019 and September 20, 2019 (Open Enrollment).**

The Kaiser Enrollment form, the Verification of Eligibility and proof of dependent eligibility (if applicable) are all that is required to enroll. **All documents must be submitted to Human Resources by 5:00 p.m., Friday, September 20, 2019.** Those currently enrolled from spring '19 **must** submit the "Verification of Eligibility Form" by September 20<sup>th</sup> or your coverage will be cancelled effective August 31, 2019.

The monthly premium through February 29, 2020 is:

Monthly Premium				
	Emp Only	Emp + Sps	Emp + Chld	Family
Sep '19	\$ 779.00	\$1,628.00	\$1,347.00	\$2,329.00
Oct '19 thru Feb '20	\$ 826.00	\$1,728.00	\$1,430.00	\$2,471.00

Of these amounts, the District will contribute 50% of the monthly employee only cost (\$389.50 for September 2019 and \$413.00 October 2019 thru February 2020).

The deduction from your paychecks will be as follows:

Monthly Deduction				
	Emp Only	Emp + Sps	Emp + Chld	Family
Oct, Nov, Dec '19 & Jan '20	\$ 613.63	\$1,953.38	\$1,510.63	\$3,057.38

By enrolling, you authorize Payroll to deduct your portion of the premium from your paychecks. This deduction is taken out of pre-taxed dollars automatically due to the District's Flexible Spending Account. Premiums are deducted in four payroll deductions (October, November, December 2019 & January 2020) however; your coverage will be effective September 1, 2019 through February 29, 2020. Please advise if you know you will receive less than four paychecks this semester so we can adjust your deduction accordingly. If no deduction is taken in October, two deductions will be taken from your November paycheck.

**To those currently enrolled in the District's plan:** you must submit the Verification of Eligibility Form to Human Resources by 5:00 pm, September 20, 2019 or your plan will be terminated as of **August 31, 2019**. COBRA may be offered. You may fax it to 408.239-8804, or print, scan and email it to [HR.Benefits@sjeccd.edu](mailto:HR.Benefits@sjeccd.edu) . LATE FORMS WILL NOT BE ACCEPTED.

New hires and those who did not teach in the spring may enroll in a Flexible Spending Account (FSA) for the remainder of 2019. The FSA enrollment form is due no later than 5:00pm, Friday, September 20, 2019. Deductions will be taken from your October, November and December 2019 checks only.

All employees may pre-designate a physician for work related injuries/illnesses. These forms and more information are available online by [clicking here](#).

If you have any questions please email [HR.Benefits@sjeccd.edu](mailto:HR.Benefits@sjeccd.edu) or call 408.223.6713. Enrollment forms and Summary of Benefits and Coverage (SBC's) are available online on the Benefits Page of the District's [Human Resources](#) website. Hard copies are also available by request.

~ Your HR Benefits Staff