

Adjunct Faculty Health Insurance Request Form

Name _____

College _____

Department _____

Instructions

To enroll in the District part-time faculty insurance program, you must review below and submit this form no later than four weeks prior to the effective date of the insurance.

Step 1: Review Qualifying Effective Date and Check Only One Box

- | | |
|---|--|
| <input type="checkbox"/> Eligible for February 1, 2020
Spring 2019 Load % = _____
Fall 2019 Load % = _____ | <input type="checkbox"/> Eligible for September 1, 2020
Fall 2019 Load % = _____
Spring 2020 Load % = _____ |
|---|--|

Step 2: Review 2020 Benefit Enrollment Plans

- Medical: Kaiser Permanente HMO (Includes Optum Chiropractic, Acupuncture, Wellness and EAP Benefits)
 Dental: DeltaCare HMO
 Vision: VSP PPO

An Adjunct employee may opt out of enrolling in the medical plan. Proof of other medical enrollment must be provided to qualify for this waiver. Please contact the Benefits Technician for next steps.

Step 3: Review 2020 Monthly Employee Contributions

Below are the deductions that will come out of your paycheck each month in 2020 from the date of your enrollment. For the months that you do not have a paycheck, you will need to send in a payment directly to Human Resources to maintain your benefits. Benefits may be terminated for non-payment.

Coverage Target	Monthly Employee Contribution <small>(Medical, Dental & Vision)</small>
Employee Only	\$0.00
Employee + One	\$638.88
Employee + Two or More	\$1,179.45

Step 4: Return Request Form to Human Resources

Please allow time for Human Resources to review your assignments in the past two semesters and your assignment in the semester that you are applying for insurance. If you are eligible to enroll, Human Resources will send you notification to enrollment online in Workday.

Open Enrollment Notice – Dependents at no charge effective January 1, 2021.

If you maintain your qualifying load, your enrolled dependents will be at no charge effective January 1, 2021. You will have the opportunity during the annual open enrollment period to add dependents that you may not have enrolled in your initial opportunity. Qualifying life events (such as marriage, divorce, birth of baby, adoption and employment status change) allows you to make a mid-year plan change. You are responsible for notifying Human Resources within 30 days of any qualifying life event that would cause a change in benefit status including a COBRA eligibility change.