

# Memorandum

**DATE:** July 21, 2021  
**TO:** All Part-time Instructors and Non-instructional Faculty  
**FROM:** Reed Rawlinson, Benefit Analyst  
**SUBJECT:** Annual Fall and Spring Open Enrollment for Medical, Dental, and Vision Coverage. Eligible part-time instructors and non-instructional faculty members may enroll in Kaiser HMO, Anthem EPO, Delta Dental PPO, Delta Care, and the Vision Services Plan during the open enrollment periods shown in the tables below.

<b>FALL OPEN ENROLLMENT</b>	<b>August 9, 2021 to August 27, 2021</b>
Coverage Period	September 1, 2021 to August 31, 2022
Enrollment Documents Received	<b>By Friday, August 20, 2021</b>
Payroll Deductions	September through June (10 months)
Enrollment Documents Received	<b>By Friday August 27, 2021</b>
Payroll Deductions	October through June (9 months)
<b>SPRING OPEN ENROLLMENT</b>	<b>January 10, 2022 to January 28, 2022</b>
Coverage Period	February 1, 2022 to August 31, 2022
Enrollment Documents Received	<b>By Friday, January 21, 2022</b>
Payroll Deductions	February through June (5 months)
Enrollment Documents Received	<b>By Friday, January 28, 2022</b>
Payroll Deductions	March through June (4 months)

**Eligibility Requirements:** Part-time faculty members must be employed in the current semester and have averaged at least 0.3 load (FTE) of a regular faculty member's load for the previous academic year excluding summer (e.g., Fall 2020 and Spring 2021).

**Premium Contributions:** Premium contributions are based on the faculty member's *average load for the previous academic year excluding summer* (e.g., Fall 2020 and Spring 2021). Contributions are shown below in three tiers for medical and dental coverage. Part-time Instructors pay the full premium for the Vision Services Plan.

- Average 30-39% load (FTE) – District shall contribute 40% of the premium cost
- Average 40-59% load (FTE) – District shall contribute 50% of the premium cost
- Average 60% load (FTE) and greater – District shall contribute 75% of the premium cost

**NO NEED TO CONFIRM:** If you are already enrolled in health coverage at CCCCD, there is no need to re-enroll.

**Enrollment Form:** Part-time faculty must use the Universal Benefit Enrollment Form ADJUNCT to enroll. Find this form at the District Office website at [www.4cd.edu](http://www.4cd.edu) select "Human Resources," "Benefits" and "Part-time Instructors." **Please Note:** Copies of marriage license or District Affidavit of Domestic Partnership and copies of birth certificates for dependent children are required and must be submitted with the enrollment form.

**Deleting Coverage:** The deleting coverage form must be used to discontinue coverage. Find this form as noted above.

**Important Documents:** Important documents including premium rates may be found at the website as noted above.

**Send Enrollment/Deleting Coverage Forms to:** Reed Rawlinson by email at [rrawlinson@4cd.edu](mailto:rrawlinson@4cd.edu) or to 500 Court St, Martinez, CA 94553.