



# Memorandum

**Date:** January 17, 2023  
**To:** All Part-time Instructors and Non-Instructional Faculty  
**From:** Renita Mack, Human Resources Specialist  
**Subject:** **Annual 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>SPRING OPEN ENROLLMENT</b>	<b>January 17, 2023 thru February 3, 2023</b>
<b>Coverage Period</b>	<b>February 1, 2023 thru August 31, 2023</b>
<b>Enrollment Documents Received By</b>	<b>Tuesday, January 31, 2023</b>
<b>= 5 Payroll Deductions</b>	February thru June 2023 (5 months)
<b>Enrollment Documents Received By</b>	<b>Friday, February 3, 2023</b>
<b>= 4 Payroll Deductions</b>	March through June 2023 (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 2021 and Spring 2022).

**Premium Contributions:** Premium contributions are based on the faculty member's *average load for the previous academic year excluding summer* (e.g. Fall 2021 and Spring 2022). Contributions are shown below in 3 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 CCCC, 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."

**Note: Supporting documentation** (e.g. copies of birth certificates for dependent children, copies of marriage license or District Affidavit of Domestic Partnership) **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 at the District Office website at [www.4cd.edu](http://www.4cd.edu), select "Human Resources," "Benefits" and "Part-time Instructors."

**Important Documents:** Important documents including premium rates may be found at the District Office website at [www.4cd.edu](http://www.4cd.edu), select "Human Resources," "Benefits" and "Part-time Instructors."

**Submit Enrollment/Deleting Coverage Forms:** by email to [DOHR@4cd.edu](mailto:DOHR@4cd.edu) or to CCCC, Human Resources Department, 500 Court Street, Martinez, CA 94553.