

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, 2022
Spring 2021 Load % = _____
Fall 2021 Load % = _____ | <input type="checkbox"/> Eligible for September 1, 2022
Fall 2021 Load % = _____
Spring 2022 Load % = _____ |
|---|--|

Step 2: Review 2022 Benefit Enrollment Plans

- Medical: Kaiser Permanente HMO \$15 (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 and only enroll in the Dental and Vision plan. Proof of other medical enrollment must be provided during your Workday enrollment. Dental and Vision coverage cannot be waived.

Step 3: Review 2022 Monthly Employee Contributions

Below are the deductions that will come out of your paycheck each month in 2022 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 (Medical, Dental & Vision)
Employee Only	\$0.00
Employee + One	\$665.26
Employee + Two or More	\$1,227.31

Open Enrollment Notice – Dependents at no charge effective January 1, 2023.

Annual Open Enrollment is held in late October/early November. During this time dependents may be added at no charge effective January 1, 2023, if the qualifying LED is maintained. Dependents that were already enrolled in 2022 will start being at no cost in January 2023. Midyear changes are allowed if there is a Qualifying life events (such as marriage, divorce, birth of baby, adoption and employment status 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.

Step 4: Return Request Form to Human Resources – Benefits Department

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 enroll online in Workday.

Employee Signature: _____