

March 1, 2017

**ANNOUNCEMENT TO ALL ADJUNCT FACULTY MEMBERS*****Adjunct Faculty Medical Benefits Program******Enrollment Period April 1, 2017 through September 30, 2017***

You may be eligible for a partial payment of a medical benefit premium for yourself, your spouse or registered domestic partner, and dependent children. This program is part of the benefit package negotiated between the District and the All Faculty Association and may be subject to change and/or cancellation.

The enclosed materials are provided for you to determine your eligibility to receive the benefit. Please read the enclosed materials carefully:

***Declaration of Eligibility  
Medical Benefits Enrollment Request  
Summary of Benefits & Eligibility Requirements***

**Whether you wish to enroll for the first time or continue your existing coverage, you must enroll or re-enroll by March 31, 2017.** All eligibility requirements must be met without exception, and all forms must be fully completed and returned according to the instructions.

**If you are enrolling in the program for the first time:**

- You must meet the eligibility criteria as listed on the Declaration of Eligibility Form.
- You must provide a copy of your most recent tax return (first page only and white out your income), marriage certificate, domestic partner affidavit and birth certificates for all eligible dependents.

**If you are continuing in the program:**

- You must meet the eligibility criteria as listed on the Declaration of Eligibility Form.

If you meet the eligibility requirements, as described in the "Summary of Benefits & Eligibility Requirements", please complete the "Declaration of Eligibility", "Medical Benefits Enrollment Request" and mail these forms to Human Resources postmarked no later than **March 31, 2017**. You may also deliver your forms to the Human Resources mailbox in Bailey Hall, Santa Rosa Campus, by 5:00 p.m. on **Friday, March 31, 2017**. You will be notified of your benefit status by email confirmation.

As you may know, two high deductible plans have been added to SRJC's available medical plans. If you are enrolling for the first time, you may elect to enroll in an ABHP plan (Account Based Health Plan). Should you choose to switch from either the Kaiser HMO, Blue Shield HMO, or Blue Shield PPO plan to an ABHP plan (Account Based Health Plan), you must do so during the Open Enrollment period which is held during the month of August each year.

Summaries of SRJC medical plans can be reviewed by going to [www.santarosa.edu/hr](http://www.santarosa.edu/hr).

- click on Employee Benefits,
- click on Employee Benefits Information,
- scroll down to Adjunct Faculty Medical Benefits.

If you have questions, please contact the Human Resources Department at 707/524-1624 or [smuskar@santarosa.edu](mailto:smuskar@santarosa.edu).