

## SRJC ADJUNCT FACULTY: DECLARATION OF ELIGIBILITY

**MAIL Declaration of Eligibility with the Enrollment Request, postmarked no later than March 31, 2018 to:**

*Human Resources • Santa Rosa Junior College • 1501 Mendocino Avenue • Santa Rosa, CA 95401*

**OR RETURN to Human Resources mailbox in Bailey Hall by 5:00 p.m. April 2, 2018.**

Employee's Legibly Printed Name

Employee I.D. Number

Circle your responses to 1-5 below; fill in #2 as applicable. Sign and date at the bottom, to verify that the information you have provided is accurate and correct.

1. TRUE or FALSE I am employed by SRJC as an adjunct faculty member, with a load of 20% or more.
2. TRUE or FALSE I have a cumulative assignment of 40% or greater from all California Community College Districts for which I work.

List the districts from which your current cumulative assignment load is received:

Santa Rosa Junior College

Name of District

Percentage of Assigned Load

Name of District

Percentage of Assigned Load

Name of District

Percentage of Assigned Load

- |                  |  |
|------------------|--|
| 3. TRUE or FALSE | No portion of my medical benefits premium is paid by any employer, or by any employer of my spouse or domestic partner, or by any businesses owned by myself, spouse or domestic partner, including another California Community College District. |
| 4. TRUE or FALSE | I do not receive reimbursement for retirement medical benefits or stipends, from any source.   |
| 5. TRUE or FALSE | I do not receive a payment in lieu of medical benefits from another employer, nor does my spouse or domestic partner from any of his/her employers.  |

**NOTE:** Answering FALSE to any of the statements above means you are not eligible for this program.

I understand that the elections I make on the SRJC Adjunct Faculty Medical Benefits Enrollment Request form will remain in effect for as long as I am **eligible** to receive the medical benefits offered by Santa Rosa Junior College, or until I make another election during an open enrollment period. I am enrolling for coverage under the plan option indicated for myself, and those eligible dependents that I have listed, as shown on the Medical Benefits Enrollment Request form. I understand that I am responsible for reporting any change(s) in the eligibility status of myself, or dependents, within 30 days.

**I hereby declare under penalty of perjury under the laws of the State of California that: the information and documentation I have provided related to this application for medical benefit coverage (including but not limited to this Declaration Form, copies of birth certificates, marriage certificates, domestic partner certificates, school enrollment forms) are true and accurate to the best of my knowledge.**

I attest by signing below that I have reviewed the information provided on this form and on the supporting documentation and it is to the best of my knowledge and belief true and accurate with no omissions or misstatements.

Signature

Date \_\_\_\_\_

## SRJC ADJUNCT FACULTY MEDICAL BENEFITS – ENROLLMENT REQUEST

**MAIL Enrollment Request with the Declaration of Eligibility postmarked no later than March 31, 2018 to:**  
*Human Resources • Santa Rosa Junior College • 1501 Mendocino Avenue • Santa Rosa, CA 95401*  
**OR RETURN to Human Resources mailbox in Bailey Hall by 5:00 p.m. April 2, 2018.**

---

Employee's Printed Name

Date of Birth

---

Street Address

City

State

Zip Code

---

Home Phone

Work Phone

E-mail address

\*\*\* Please list the names of those eligible family members to be covered under your medical plan choice.

---

---

---

---

I understand that the dependents that are being enrolled meet SRJC dependent guidelines. Please sign below whether you are enrolling dependents or participating in individual coverage.

---

Signature

---

Date

*\*\* Signed under penalty of perjury under the laws of the State California.*

**Employees continuing with their current coverage: Please select the coverage you are participating in, 1 through 5 as listed on the following page.** Place a check mark in front of the level of coverage you wish to select, and return it along with the Declaration of Eligibility and Enrollment Request forms. These are the only current options available to regular faculty, adjunct faculty and regular employees. **Selecting a new medical provider can only be requested during the annual Open Enrollment Period held in August 2018.**

**If you are enrolling in the Program for the first time, you may elect to enroll in options 1 through 5 as listed on the following page.** Place a check mark in front of the level of coverage you wish to select, and return it along with the Declaration of Eligibility and Enrollment Request forms.

Options 4 and 5 are high deductible plans. If you choose to enroll in one of these high deductible plans, the District will make a contribution into a health savings account on your behalf in the amounts listed below.

**Annual HSA Contributions by the District:**

Single:	\$600.00
Double:	\$900.00
Family	\$900.00

For additional information about the plans, please go to the following link.

[Medical Plans](#)

## SRJC ADJUNCT FACULTY MEDICAL PLANS

**NOTE: Because these are SRJC group plans, you will not be excluded from joining a medical plan for pre-existing conditions.**

1. \_\_\_\_ I select the SISC **Kaiser Permanente HMO** SRJC Group Medical Plan, and I agree to pay the adjunct faculty portion, which is 50% of the premium cost on a monthly basis, for the period of April 1, 2018 through September 30, 2018.

**Check the coverage requested:**

____ Single:	100% premium = \$	621.00	Adjunct faculty portion = \$	310.50
____ Double:	100% premium = \$	1,311.00	Adjunct faculty portion = \$	655.50
____ Family:	100% premium = \$	1,821.00	Adjunct faculty portion = \$	910.50

2. \_\_\_\_ I select the SISC **Blue Shield HMO** SRJC Group Medical Plan, and I agree to pay the adjunct faculty portion, which is 50% of the premium cost on a monthly basis, for the period of April 1, 2018 through September 30, 2018.

**Check the coverage requested:**

____ Single:	100% premium = \$	674.00	Adjunct faculty portion = \$	337.00
____ Double:	100% premium = \$	1,436.00	Adjunct faculty portion = \$	718.00
____ Family:	100% premium = \$	2,000.00	Adjunct faculty portion = \$	1,000.00

3. \_\_\_\_ I select the SISC **Blue Shield PPO** SRJC Group Medical Plan, and I agree to pay the adjunct faculty portion, which is 50% of the premium cost on a monthly basis, for the period of April 1, 2018 through September 30, 2018.

**Check the coverage requested:**

____ Single:	100% premium = \$	769.00	Adjunct faculty portion = \$	384.50
____ Double:	100% premium = \$	1,634.00	Adjunct faculty portion = \$	817.00
____ Family:	100% premium = \$	2,276.00	Adjunct faculty portion = \$	1,138.00

- 4 \_\_\_\_ I select the **Kaiser ABHP** SRJC Group Medical Plan, and I agree to pay the adjunct faculty portion, which is 50% of the premium cost on a monthly basis, for the period of April 1, 2018 through September 30, 2018.

**Check the coverage requested:**

____ Single:	100% premium = \$	482.00	Adjunct faculty portion = \$	241.00
____ Double:	100% premium = \$	1,016.00	Adjunct faculty portion = \$	508.00
____ Family:	100% premium = \$	1,410.00	Adjunct faculty portion = \$	705.00

5. \_\_\_\_ I select the **SISC Blue Shield ABHP** SRJC Group Medical Plan, and I agree to pay the adjunct faculty portion, which is 50% of the premium cost on a monthly basis, for the period of April 1, 2018 through September 30, 2018.

**Check the coverage requested:**

____ Single:	100% premium = \$	558.00	Adjunct faculty portion = \$	279.00
____ Double:	100% premium = \$	1,216.00	Adjunct faculty portion = \$	608.00
____ Family:	100% premium = \$	1,710.00	Adjunct faculty portion = \$	855.00

\*All information will be used exclusively by SRJC to administer the program and will not be disclosed unless required by law.

## **SRJC ADJUNCT FACULTY MEDICAL BENEFITS**

### ***SUMMARY OF BENEFITS & ELIGIBILITY REQUIREMENTS***

#### **Initial Eligibility Requirements**

1. Must be a current SRJC adjunct faculty member with a load of 20% or more.
2. Must have a current cumulative load of 40% or greater from all California Community College Districts.
3. Must not have any portion of your medical benefits premium paid by any employer, or by any employer of your spouse or domestic partner, including or by businesses owned by your self, spouse or domestic partner including another California Community College District.
4. Must not receive reimbursement for retirement medical benefits or stipends, from any source.
5. Must not receive a payment in lieu of medical benefits from another employer, nor from any employer of your spouse or domestic partner.

#### **Continuing Eligibility Requirements**

1. Must meet eligibility requirements 1 through 5 as described above.
2. If you do not meet eligibility requirement #2, you must have a cumulative load, from all California Community College Districts, of 80% for the current semester and past two terms of instruction (spring 2018 semester, fall 2017 semester and summer 2017 term).
3. If a plan provider requires additional verification data, you will be notified about what is needed and where to submit it.

#### **Plan Selection**

There are five medical insurance options available for all regular faculty, adjunct faculty and regular employees. You may choose **ONLY ONE** of these options:

- Option #1: Kaiser Permanente HMO SRJC Group Plan
- Option #2: Blue Shield HMO SRJC Group Plan
- Option #3: Blue Shield PPO SRJC Group Plan
- Option #4: Kaiser Account Based Health Plan (ABHP)
- Option #5: Blue Shield Account Based Health Plan (ABHP)

#### **Plan Payment**

- The individual adjunct faculty member is responsible to make a monthly payment amount, which is approximately 50% of the total monthly premium.
- Your premium payment will be deducted from your paycheck. During a coverage period when you do not receive a paycheck, you are responsible for making the premium payments directly to the Accounting Department. Premium Payment Vouchers will be sent electronically at the time of enrollment or re-enrollment in the Program or are available in the Human Resources Department or on the Human Resources home page [www.santarosa.edu/hr](http://www.santarosa.edu/hr) (forms).
- Failure to pay the adjunct faculty portion of the premium will result in cancellation of this benefit.

#### **Dates of Enrollment**

The current enrollment period is from April 1, 2018 through September 30, 2018. When “current enrollment period” is used in the attached documents, it means April 1, 2018 through September 30, 2018.

#### **Dates of Coverage**

The dates of coverage for employees who meet the eligibility criteria during the current enrollment period are April 1, 2018 through September 30, 2018.