

**NEW ENROLLEES IN THE
ASSOCIATE MEDICAL BENEFITS PROGRAM**

Eligibility and Enrollment Period: March 1 to March 31, 2022

You may be eligible for medical insurance 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. There are two eligibility/enrollment periods per year during March and September.

The current Eligibility and Enrollment Period to enroll in this benefit is during the month of March 2022. The dates of coverage will be April 1 to September 30, 2022. If you resign your position or retire, then your medical insurance ends at the end of the month that you last worked.

Initial Eligibility Requirements

All of the requirements below must be met in order to be eligible:

1. Must have a current cumulative load of 40% or greater from all California Community College Districts.
2. Must be a current SRJC associate faculty member with a load of 20% or more.
3. Must not have any portion of your medical benefits premium paid by any other employer, or by any employer of your spouse or domestic partner, including or by businesses owned by yourself, 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

For those already enrolled who want to continue their insurance:

1. Must meet eligibility requirements #1 through #5 as described above. If you do not meet eligibility requirements #1 and #2 above, 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 2022 semester, Fall 2021 semester and Summer 2021 term).
2. You must re-confirm your enrollment during every eligibility/enrollment period by submitting the Declaration of Eligibility form to Human Resources.

Plan Selection

There are five medical insurance options available for all associate faculty and regular employees. You may choose ONLY ONE of these options. Please click on the links below for the Benefit Summaries of each plan:

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 with a Health Savings Account \(HSA\)](#). This is a deductible plan.

Option #5: [Blue Shield Account Based Health Plan with a Health Savings Account \(HSA\)](#). This is a deductible plan.

(MORE)

Plan Payment

- The individual associate faculty member is responsible to make a monthly payment amount, which is 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 by submitting a Premium Payment Voucher along with your payment. The Premium Payment Vouchers are available here: [Payment Voucher](#)
- Failure to pay the associate faculty portion of the premium will result in cancellation of your medical plan and it will be effective at the end of the month that you last paid.

Eligibility and Enrollment Period

The current eligibility and enrollment period is from March 1, 2022 to March 31, 2022.

Dates of Coverage

The dates of coverage for employees who meet the eligibility criteria during the current eligibility and enrollment period are April 1, 2022 through September 30, 2022.

Forms and documents required for enrollment:

You must meet the eligibility criteria as listed on the Declaration of Eligibility Form and submit the documents below to Human Resources by March 31, 2022. The forms are all fillable and signable electronically. Once you've opened the form, please click "Download" and "Save" to access the signable version:

- New Enrollees [Declaration of Eligibility Form](#)
- [Kaiser](#) or [Blue Shield](#) enrollment form
- [Medical Plan Selection Form](#)
- [Verification of Teaching Load Form](#) (If you are working at least 40% load at SRJC, you don't need to complete this form. You only need your other college to complete this form if you have less than a 40% load at SRJC, but are working at least 20% at SRJC and the other % at another California Community College during Spring 2022 as long as the total % equals 40%).
- Dependent documentation per below:
 - To enroll a spouse:
 - Copy of your Marriage Certificate
 - Copy of page 1 of your 1040 Federal Tax Return from 2020 that shows Married filing status
 - To enroll a domestic partner:
 - Copy of the certified State of California Certificate of Registration of Domestic Partnership
 - Copy of page 1 of both partner's 1040 Federal Tax Returns from 2020
 - To enroll a child:
 - Copy of birth certificates for children up to age 26. If child is adopted or you are the legal guardian: legal adoption documentation for children up to age 26. If you have legal guardianship or legal court documentation establishing guardianship the child can be covered up to age 18.

Should you choose to switch from one SRJC plan to another at a later date, you may do so during the SRJC annual Open Enrollment period, which is during the month of August each year and your plan change goes into effect October 1.

If you have questions, please contact Christie Colón in the Human Resources Department at 707-527-4304 or ccolon@santarosa.edu.