

***NEW ENROLLEES IN THE ADJUNCT FACULTY MEDICAL  
BENEFITS PROGRAM***

***Eligibility and Enrollment Period: September 1 - 30, 2021***

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.

**The current Eligibility and Enrollment Period to enroll in this benefit is during the month of September 2021. The dates of coverage will be October 1, 2021 to March 31, 2022 while you're employed. If you resign your position or retire, then your medical insurance ends at the end of the month that you last worked.**

The enclosed materials are provided for you to determine your eligibility to receive this benefit. If you are eligible, please return the documents listed below to Human Resources by September 30, 2021.

**Forms 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 September 30, 2021:

- New Enrollees Declaration of Eligibility Form
- Kaiser or Blue Shield enrollment 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 to have your other college complete this form if you have less than a 40% load at SRJC, but are working at least 20% at SRJC and 20% at another California Community College during Fall 2021).
- 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
- OR, if child is adopted or you are the legal guardian: legal adoption documentation or legal court documentation establishing guardianship

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

**SRJC ADJUNCT FACULTY MEDICAL BENEFITS**  
**SUMMARY OF BENEFITS & ELIGIBILITY REQUIREMENTS**  
**FOR NEW ENROLLEES**

**Initial Eligibility Requirements**

1. Must have a current cumulative load of 40% or greater from all California Community College Districts.
2. Must be a current SRJC adjunct faculty member with a load of 20% or more.
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 (for those already enrolled who want to continue their insurance)**

1. Must meet eligibility requirements 1 through 5 as described above.
2. If you do not meet eligibility requirement #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 (Fall 2021 semester, Spring 2021 semester and Summer 2021 term).

**Plan Selection**

There are five medical insurance options available for all 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 with a Health Savings Account \(HSA\)](#)

Option #5: [Blue Shield Account Based Health Plan with a Health Savings Account \(HSA\)](#)

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

**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. The Accounting Department Premium Payment Vouchers are available here: [Payment Voucher](#)
- Failure to pay the adjunct faculty portion of the premium will result in cancellation of this benefit.

**Eligibility Period**

The current eligibility period is from September 1, 2021 to September 30, 2021.

**Dates of Coverage**

The dates of coverage for employees who meet the eligibility criteria during the current eligibility period are October 1, 2021 through March 31, 2022.