

## **Part-time Faculty Health Insurance Program** **Requirements**

The purpose of the Part-time Faculty Health Insurance program is to provide an opportunity for part-time faculty members who are not provided health or medical insurance coverage through this District as a retired full-time faculty member, a family member's medical insurance plan, a provided group plan, or other employer's medical insurance plan, to receive an allowance to secure comprehensive medical coverage of their own choosing.

Beginning in the Fall semester of 2019, the District shall provide a monthly allowance to qualified part-time faculty members for the purpose of purchasing comprehensive health insurance. The amount of the allowance will be determined each semester, and will be divided by the total number of qualified part-time faculty members who have filed an approved Part-time Faculty Health Insurance Application/Affidavit for that semester, up to a maximum of \$500 per month, or \$2500 per semester per part-time faculty member.

Required supporting documentation must be submitted each semester to the District Human Resources Office. Documentation must be received by the following dates. No exceptions will be made after the deadline:

**FALL – September 10th by 5 p.m. (PST)**

**SPRING – February 10th by 5 p.m. (PST)**

**ELIGIBILITY** – Part-time faculty must meet the following criteria to be considered for the program (eligibility is reviewed each semester):

- Faculty member must be employed for a minimum of 12 LHE in the District in the 12-month period ending at the end of the prior semester (summer session counts toward meeting this requirement).
- Faculty member must have been employed in the District for five (5) semesters during a period of three (3) years immediately preceding the end of the prior semester (summer session does not count toward meeting this requirement).
- Faculty member must work a minimum of three (3) LHE in the District during the semester for which the District contribution is to be made.

**REQUIRED DOCUMENTATION** – Each semester the faculty member must submit a complete packet which includes the following documents:

- Relevant documentation of current enrollment in a voluntary Bronze, Silver, Gold, or Platinum medical plan provided through Covered California under the Patient Protection and Affordable Care Act, or an equivalent medical or health insurance plan (e.g. insurance declaration page reflecting dates of coverage, copy of insurance card front and back reflecting coverage dates etc.).
- A signed affidavit which attests that the part-time faculty member is not eligible for health or medical insurance coverage through this District as a retired full-time faculty member, a family member's medical insurance plan, provided group plan, or other employer's medical insurance plan.
  - Health or medical insurance premiums must be paid in full by the Part-time faculty to qualify.

### **Two (2) ways to submit the required documentation:**

1. E-mail complete packet (application/affidavit and supporting documentation) to [hrptfinsurance@socccd.edu](mailto:hrptfinsurance@socccd.edu).
2. Submit complete packet (application/affidavit and supporting documentation) to Human Resources – 3<sup>rd</sup> Floor Human Services (HS) building, HR Front Desk Room 370.

**Please Note:** If coverage in a qualified plan as listed above is terminated, the part-time faculty member is required to notify the District within 10 days of the date of termination. If the policy is terminated, the benefit will cease for the remainder of the semester.