

August 25, 2008

*****October 16, 2008 Deadline*****

Attention: PART-TIME LECTURERS AND COACHES

RE: BENEFITS ELIGIBILITY

Part-time lecturers and coaches appointed at a .4 time base (6 WTU's) or more for at least one semester, are eligible for health, dental and vision benefits. Flex cash (cash in lieu of benefits if other insurance coverage can be verified) is also available to benefit-eligible employees qualifying under these guidelines.

Any part-time lecturer/coach that is eligible based upon these guidelines must enroll for benefits prior to or on October 16, 2008. Enrollment after the October 16 date mandates a 90-day waiting period which may affect eligibility for benefits for this semester. Please refer to specific guidelines below for eligibility criteria.

The faculty contract effective 7/1/02 enables part-time lecturers and coaches with a qualifying appointment to be eligible for the same benefits as full-time faculty. A part-time lecturer or coach with an appointment of at least **6 WTU's (.4 timebase)** for **one semester** or more now qualifies for benefits. The flex-cash option will be offered to those qualified under these guidelines beginning with the fall semester 2003.

If you begin the academic year in **August 2008** and enroll for benefits prior to **September 30**, your health, dental and vision benefits will become effective **October 1, 2008.**

Depending upon your appointment, you may only be eligible for one semester. If you do not have a qualifying time base (.4 or more) for spring semester 2009, your benefits will cancel on January 31, 2009. If you continue to have a qualifying time base for spring, your benefits will continue through September 30, 2009.

If you enroll in benefits after 60 days from your appointment date, (**October 17 or later**) a 90-day waiting period is imposed by CalPERS, which could affect your eligibility for benefits for this semester.

If you are eligible, please come to the Human Resources office as soon as possible to enroll, or call extension 3626 if you have questions or need further clarification.

Thank you.