



## FHDA Part-Time Faculty Health Insurance Program

**Effective Date: September 1, 2024**

### ***Program Background:***

The Part-Time Community College Faculty Health Insurance Program, established under Education Code sections 87860 through 87868, encourages community college districts to provide health insurance for part-time faculty. In accordance with AB 190 (chaptered as Education Code Sections 87860-87868), the district aims to ensure full compliance, enabling up to 100% reimbursement of part-time medical expenses (excluding dental and vision insurance) under the State 2023 Budget Act, which allocates \$200.49 million for the program. This benefit extends to part-time faculty, multidistrict part-time faculty, and their eligible dependents.

### ***Benefits Program: (Effective September 1, 2024)***

- **FHDA Part-time Faculty:** The district offers the same health insurance benefits provided to full-time faculty and limits the employee contributions paid by part-time faculty to no more than the employee contribution paid by full-time faculty. The benefit coverage period for FHDA 40% or greater faculty is September 1 through August 31. The benefit Plan Year shall be in accordance with CalPERS regulations, currently January 1 through December 31. As such, employee contributions may change on January 1 of each calendar year.
- **Multidistrict Part-time Faculty:** The district offers health insurance coverage through a reimbursement plan. The district reimburses multidistrict part-time faculty who individually purchase health insurance benefits, up to a proportionate share of the district's most commonly subscribed coverage plan. The reimbursement amount is determined by dividing the total health insurance premium paid by the total number of California community college districts in which the multidistrict part-time faculty employee is employed, multiplied by the district's premium percentage for the district's most commonly subscribed plan.

### ***Benefits Eligibility:***

- **FHDA Part-time Faculty Member:** Teaching assignment equals or exceeds 40% of the cumulative equivalent of a minimum full-time teaching assignment.
- **Multidistrict Part-time Faculty:** Total teaching assignments at two or more California community college districts equal or exceed 40% of the cumulative equivalent of a minimum full-time teaching assignment.
- FHDA part-time faculty members, multidistrict part-time faculty members, or their dependents whose premiums for health insurance are paid by an employer other than a community college district are not eligible to participate.

Note: The Education Code generally defines faculty to include instructors, librarians, and counselors. Therefore, part-time instructors, librarians, and counselors are eligible to participate in the program.



**CalPERS Mid-Year Enrollment: (FHDA PTF Only)**

- The mid-year CalPERS plans enrollment is conducted for FHDA PTF members via the SECOVA online system from **Monday, July 29, 2024, through Monday, August 12, 2024.**
- SSO (Single Sign-On) access to the SECOVA online system is available to eligible PTF members through MyPortal under "Staff".
- Your mid-year enrollment (07/29/2024 – 08/12/2024) will remain in effect from September 1, 2024 to August 31, 2025.
- You may change the plan selection during the CalPERS Annual Open Enrollment period in September 2024, and the election will be effective and irrevocable as of January 1, 2025. To retain the same coverage into plan year 2025, you do not need to take any action during Annual Open Enrollment. In other words, if no changes are made during the Annual Open Enrollment period, we will carry forward your 2024 mid-year enrollment elections.
- Important Reminder: When adding new dependents online, it is imperative to provide all requisite documentation. This includes Marriage Certificates, Birth Certificates or Passports, and Social Security Cards for all dependents, along with CalPERS Form HBD-12. Please ensure that this documentation is submitted no later than 5:00 PM on Monday, August 12, 2024, to activate benefits effective from September 1, 2024. Please note that no exceptions will be made.

**Online Enrollment Assistance: (CalPERS Mid-Year Online Enrollment)**

The District Benefits Office will host an online enrollment assistance session on **July 29th, 2024**, from 9 am to 3 pm, in the HR Conference Room on the second floor of the District Building. We highly encourage you to take advantage of this opportunity to complete your enrollment with our expert assistance.

**Multidistrict Part-time Faculty Reimbursement Applications:**

The health plan premium reimbursement is processed twice a year on July 15th and January 15th for the period of July to December and January to June respectively. Please submit all required documentation for the reimbursement before the deadlines, as no retroactive reimbursement will be processed:

- Deadline for July-December reimbursement is December 13.
- Deadline for January-June reimbursement is June 13.

**Required Documentation:**

- Reimbursement Application Form
- One signed Load Verification Form for each California Community College district (including FHDA) that you are employed by during the reimbursement period.
- Proof of your enrollment in the health plan listed on the application.
- Proof of payment for the health plan for the period of reimbursement.

*Note: The 2024 reimbursement will cover the time period of September to December 2024, as the program is effective as of September 1, 2024.*



***For more information, please visit our website:***

PTF health plan: <https://hr.fhda.edu/benefits/g-Part%20Time%20Faculty%20Health%20Plan%20.html>

PTF Benefits 2024 MOU:

[https://hr.fhda.edu/benefits/\\_downloads/FINAL%20Art%2022A%20MOU%20PTF%20Benefits%205-29-24%20v9.pdf](https://hr.fhda.edu/benefits/_downloads/FINAL%20Art%2022A%20MOU%20PTF%20Benefits%205-29-24%20v9.pdf)

2024 PTF employee's contribution rate effective September 1, 2024:

[https://hr.fhda.edu/benefits/\\_downloads/PTF%20Contribution%20Rates\\_09012024.pdf](https://hr.fhda.edu/benefits/_downloads/PTF%20Contribution%20Rates_09012024.pdf)

Insurance carriers contact list: [https://hr.fhda.edu/\\_downloads/Carriers\\_Contact\\_Info\\_2022.pdf](https://hr.fhda.edu/_downloads/Carriers_Contact_Info_2022.pdf)

Medical Plans: [https://hr.fhda.edu/benefits/\\_medical-revised.html](https://hr.fhda.edu/benefits/_medical-revised.html)

Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP):

[https://hr.fhda.edu/benefits/\\_2024/CHIP%20Model%20Notice.pdf](https://hr.fhda.edu/benefits/_2024/CHIP%20Model%20Notice.pdf)

Multidistrict PTF health premium reimbursement application form:

[https://hr.fhda.edu/benefits/\\_downloads/3%20Multi-PTF%20Health%20Premium%20Reimbursement%20Applications%20Packet\\_PY%202024.pdf](https://hr.fhda.edu/benefits/_downloads/3%20Multi-PTF%20Health%20Premium%20Reimbursement%20Applications%20Packet_PY%202024.pdf)

***District Benefits Office Contact:***

Phone: 650-949-6224

Fax: 650-949-6299

Email: [Mybenefits@fhda.edu](mailto:Mybenefits@fhda.edu)