

## Benefits Eligibility & Enrollment Review

Fall 2008

<p><b>BENEFITS ELIGIBILITY</b></p> <p>(This is general eligibility information. Contact the Benefits Office for specific information).</p>	<p><b>Eligibility for benefits is in accordance with each collective bargaining agreement and the CalPERS health benefits regulations. Employees must maintain an active appointment (non-rehired annuitant).</b></p> <ul style="list-style-type: none"><li>– Staff employees must have an appointment of half-time or more for more than 6 months in duration. <i>Hourly intermittent classifications are excluded.</i></li><li>– Part-time temporary faculty employees are eligible with a timebase of at least 6.0 units and a semester appointment.</li><li>– Tenure track academic year faculty are eligible with a timebase of at least half-time (7.5 units) for a full academic year.</li></ul>
<p><b>ENROLLMENT IN BENEFITS</b></p>	<p><b>Newly eligible employees must enroll in benefits within 60 days from their newly eligible or newly qualifying appointment.</b></p> <ul style="list-style-type: none"><li>– Enrollments can only be effective on a prospective basis.</li><li>– In most cases, healthcare enrollment request must be submitted by the end of the month for the following month's coverage.</li><li>– Flexcash, Healthcare/Dependent Care flexible spending program enrollment requests must be submitted to the Benefits Office by the 8<sup>th</sup> of the month for the following month's coverage. Additional details apply. Contact the Benefits Office for additional information.</li></ul>
<p><b>FLEXIBLE SPENDING ACCOUNTS:</b></p> <ul style="list-style-type: none"><li>▪ <b>Healthcare/Dependent Care Reimbursement Accounts</b></li></ul>	<p><b>These programs allow you to set aside on a pre-tax basis an amount to pay for out of pocket expenses for certain health care procedures, co-payments and child care expenses.</b></p> <ul style="list-style-type: none"><li>– Plan rules are complex. Please review the plan documents on the Benefits web page and contact the Benefits Office for additional information.</li><li>– <b>Current enrollees for the 2008 tax year:</b> You must re-enroll each year of participation during the annual open enrollment period. Therefore to continue enrollment for the 2009 tax year, you must authorize a new enrollment during the 2008 open enrollment period.</li><li>– <b>New employees</b> who recently enrolled in these programs must authorize a new enrollment for the 2009 tax year. If you have questions, contact the Benefits Office.</li></ul>
<p><b>FLEX CASH ENROLLMENTS</b></p>	<p><b>This program allows individuals eligible for benefits to take a cash reimbursement in lieu of enrollment in CSU healthcare benefits if you are covered by an alternate non-CSU healthcare program.</b></p> <ul style="list-style-type: none"><li>– Should you lose coverage, you must notify the Benefits Office and cancel the Flex Cash program.</li><li>– Your Flex Cash is cancelled the 1<sup>st</sup> of the month following your loss of coverage. Timely processing is dependent upon your notification and payroll/personnel transaction processing.</li></ul>