



THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4411

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HR/Benefits 2002-09
Supplement #3

To: Associate Vice Presidents/Deans of Faculty
Human Resources Directors
Benefits Officers

From: Cathy Robinson, Senior Director  Cordelia Ontiveros, Senior Director 
Human Resources Administration Academic Human Resources

Subject: **Benefits Update – Faculty (Unit 3) – Lecturer and Coach Benefits**

At the recent Benefits Officers conference, a number of questions were asked regarding the implementation of the AB 211 benefit for lecturers and coaches. Attached is a grid detailing how the provisions of AB 211 would apply to employees appointed in a variety of scenarios (Attachment A). Campuses are encouraged to review the grid and follow procedures outlined in HR/Benefits 2002-09 along with Supplements 1 and 2. Key points to remember are:

1. Only lecturer and coach classifications listed in HR/Benefits 2002-09 who certify they have no alternative health care coverage are eligible to enroll in benefits.
2. Employee must be appointed at least six weighted teaching units (0.4 timebase) for at least one semester or two consecutive quarters at the time of the appointment.
3. An eligible employee may qualify under both AB 211 provisions and regular appointment procedures (0.5 timebase and AY appointment). Campuses are encouraged to use regular appointment procedures when possible.

Miscellaneous Benefits Enrollment Authorization Form

When completing the Miscellaneous Benefits Enrollment Authorization Form to enroll eligible employees in the vision, life insurance, and long-term disability (LTD) insurance plans, campuses are instructed to key the pay period consistent with the effective date of appointment regardless of when the form is completed. For example, if an employee is appointed August 27, but the form is not completed until October, the pay period is to be

Distribution: All With Attachment

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keyed as September (the first pay period of the academic year). Campuses are strongly encouraged to process these documents timely in order to ensure enrollment and reduce the need for retroactive adjustments by the State Controller's Office.

Voluntary Benefits

Employees eligible for the initial phase-in of benefits are also eligible to enroll in all the voluntary benefit plans. Specifically, for the voluntary life insurance plan, employees are eligible for the guarantee issue as long as they enroll within the 60-day enrollment period. It is important for employees to understand this eligibility incentive, because after 60 days, medical certification will be required.

When completing the voluntary life insurance enrollment form, employees should designate "2111" on the same line as their position title. Standard Insurance has made this request in order for them to properly identify these employees as eligible under the AB 211 provisions of our contract with Standard.

Health Benefits

It is important to note that eligible AB 211 employees are subject to the same Health Insurance Portability Accountability Act (HIPAA) provisions as employees enrolled through the normal health benefits enrollment process.

If you have any questions, please contact Cordelia Ontiveros in Academic Human Resources at (562) 951-4503 or by email at contiveros@calstate.edu or Pamela Chapin in Human Resources Administration at (562) 951-4414 or by email at pchapin@calstate.edu. This technical letter is also available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/CO/pc
Attachment

Scenario	Appointment Type	Eligible	Ineligible	Comments
1)	6 wt teaching units (0.4 timebase) and above for at least one semester or two consecutive quarters.	Yes		Code "2111" in Item 962.
2)	6 wt teaching units (0.4 timebase) and above for an Academic Year (AY).	Yes		Code "2111" in Item 962.
3)	Appointed 7 1/2 units (0.5 timebase) and AY appointment. In the spring, timebase drops to 0.4	Eligible Still Eligible		Enroll under normal benefits enrollment procedures. Must code as "2111" in order to keep vision, life, and LTD benefits.
4)	Appointed in fall with a 0.4 timebase as an AY. Timebase drops to 0.3 in the spring	Eligible	Ineligible	Code "2111" in Item 962. No longer eligible. May pay for health, dental, vision through COBRA.
5)	Appointed in fall with 0.5 timebase to AY and elect FlexCash. Timebase drops to 0.4 in spring.	Eligible	Lose eligibility in spring	Eligible through normal enrollment criteria. Now considered AB 211. Due to FlexCash option (result of having alternate health coverage), loses all eligibility for benefits, including FlexCash, in spring. May enroll in COBRA for dental and/or vision.
6)	Appointed in fall with 0.3 timebase to AY. In spring, timebase increases to 0.4		Ineligible Ineligible	Timebase below 0.4. Change in timebase mid-year does not meet enrollment criteria. Must meet both requirements at appointment.
7)	If a lecturer or coach has Medicare coverage, is he/she eligible to enroll?		Ineligible	For the first year, any medicare coverage, either A and/or B constitutes alternative coverage for the phase in. Also, employee is ineligible for FlexCash this first year.
8)	Appointed for fall only with 0.4 timebase Appointed for spring with 0.4 timebase	Eligible Eligible		Code "2111" in Item 962. Code "2111" in Item 962.