



THE CALIFORNIA STATE UNIVERSITY
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HR/Benefits 2002-09
Supplement #4

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

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

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

This is to inform you that as the result of discussions with the California Public Employees' Retirement System (CalPERS) regarding the implementation of AB 211 health benefits for eligible employees, the CSU will eliminate the two-phase process of implementing this benefit along with the dental, vision, life and Long-Term Disability (LTD) insurance plans. Therefore, effective immediately, all employees in the lecturer and coach classifications listed in HR/Benefits 2002-09 who meet the criteria of being appointed for at least six weighted teaching units (0.4 timebase) for at least one semester or two consecutive quarters at the time of the appointment are eligible for enrollment in the medical, dental, vision, life, and LTD insurance plans. The requirement for employees to complete the AB 211 Health Benefits Certification form stating that they do not have alternate medical coverage in order to enroll for benefits is rescinded. The revised eligibility criteria are listed below:

1. Only employees in lecturer and coach classifications listed in HR/Benefits 2002-09 are eligible to enroll in benefits under AB 211.
2. The 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.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Executive Vice Chancellor, CFO
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Payroll Managers

If an employee chooses not to enroll in the medical and/or dental plans, the campus still should enroll the employee manually in the vision, life, and LTD insurance plans.

Please note: For fiscal year 2002/03, the flex cash option is unavailable for AB 211 employees who have alternate medical and/or dental coverage. The flex-cash option will become available July 1, 2003.

Health and Dental Benefits

Enrollment for health and dental benefits will be through the normal enrollment process.

Miscellaneous Benefits Enrollment Issues

Campuses must continue to use the Miscellaneous Benefits Enrollment Authorization Form to enroll and cancel eligible employees in the vision, life insurance, and LTD insurance plans. This is necessary because the automated benefits systems are not being modified for the new AB 211 criteria. 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 to be keyed is September (the first pay period of the Fall term or 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.

As a reminder, in order to ensure that the automated benefits systems do not cancel an AB 211 eligible employee's vision, life insurance, and LTD insurance coverage the following month after manual enrollment, campuses must key "2111" in PIMS Employment History Database (EHDB) Item 962. The automated benefits systems will next run on October 18th using data as of close-of-business (COB) October 17th. Campuses must have Item 962 entered into the EHDB by COB on October 17 for employees enrolled per AB 211; otherwise, these benefits will be cancelled.

Campuses are responsible for monitoring the on-going benefits eligibility of AB 211 employees. To assist with ongoing administration of these benefits, HR-ISA has provided two monthly reports as follows:

- A report of all active and on leave employees with a "2111" in Item 962 will be available every month under Compendium Report Code C38. See Attachment A for the date of availability.
- After the automated benefits systems run (typically two days prior to payroll cutoff), a monthly report will be available that lists those employees who have a "2111" in Item 962 and who would have been cancelled by the automated benefits systems under the non-AB 211 criteria (half-time/grandfathered for more than six months). This report will be under Compendium Report Code C39. See Attachment A for the date of availability. After reviewing this report, if the campus determines an employee is no longer eligible for benefits under the AB 211 criteria, the campus must use the Miscellaneous Benefits Enrollment form to cancel these three benefits.

Voluntary Benefits

Because of the elimination of the phase-in process, all employees eligible for benefits under AB 211 may 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 from the date of appointment. If an employee misses the 60-day window and wishes to enroll, medical certification will be required. There will be no extension of the enrollment period for this benefit for newly eligible employees, so campuses should notify all AB 211 employees of this important voluntary benefit.

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 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>.

Attachment
CR/CO/pc

C38 Report Available	Automated Benefit Systems Run Date
October 7, 2002	October 18, 2002
November 11, 2002	November 15, 2002
December 9, 2002	December 17, 2002
January 6, 2003	January 17, 2003
February 10, 2003	February 18, 2003
March 10, 2003	March 18, 2003
April 7, 2003	April 18, 2003
May 12, 2003	May 19, 2003
June 9, 2003	June 18, 2003

Item 962 must be keyed by COB October 17, 2002, to avoid benefit cancellation by the automated benefits systems. For all subsequent months, Item 962 must be updated by COB the prior Friday.

Compendium report C39 will be available the day after the Automated Benefits systems run.