

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

Date: June 27, 2003

Code: TECHNICAL LETTER
HR/Benefits 2003-17

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

From: Cathy Robinson, Assistant Vice Chancellor
Human Resources Administration

Cordelia Ontiveros, Senior Director
Academic Human Resources

Subject: FlexCash Eligibility – Part-time Lecturers and Coaches

Effective July 1, 2003, part-time lecturers and coaches who are benefits-eligible under AB 211 eligibility criteria (appointed for at least 0.4 time base for one semester or two consecutive quarters) may enroll in the FlexCash plan in lieu of enrollment in medical and/or dental plans under the provisions of the FlexCash plan. When enrolling newly eligible employees, campuses are to follow the normal enrollment criteria and effective date of coverage using the existing FlexCash Enrollment Authorization form.

Enrollment Process

Campuses should contact eligible AB 211 employees who are on the payroll through the summer months who did not enroll in medical and/or dental plans and provide information on their eligibility for the FlexCash plan. These newly eligible employees have 60 days from July 1 to enroll in the FlexCash plan. Campuses should use July 1, 2003, as the Permitting Event Date using the Permitting Event Code of 01 (new employee enrollment) on the form. For the benefit to be effective in the July warrant, the SCO must receive the completed FlexCash Enrollment Authorization form by the 10th of the month. Please inform these employees that depending on the timing of their enrollment, there is a possibility that they may be eligible for only one FlexCash payment if they either do not return in the fall or their time base is reduced to less than 0.4 in the fall.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs
Vice Presidents, Business/Administration
Budget Officers
Director, SOSS
Payroll Managers

If an on-going AB 211 employee chooses not to enroll at this time, he/she may enroll during the fall open enrollment for a January 1, 2004 effective date.

For new AB 211 employees appointed for the fall academic term, please follow the normal FlexCash enrollment procedures.

As a reminder, campuses must monitor ongoing benefits-eligibility for AB 211 employees. If an enrolled employee drops below a 0.4 time base, the FlexCash deduction must be cancelled.

If you have any questions, please contact 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