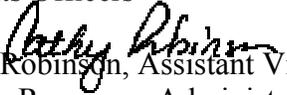


**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4411**

**Date:** February 21, 2003

**Code:** **TECHNICAL LETTER**  
**HR/Benefits 2003-06**

**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:** **Revised Eligibility Criteria for Health Benefits and CSU Benefit Programs**

The California State University recently implemented the provisions of AB 211 that extended health benefits to eligible lecturers and coaches in academic year (AY) classifications who work at least six weighted teaching units for at least one semester or two consecutive quarters. In addition, the CSU extended its full benefits program to these newly eligible employees, excluding FlexCash that becomes available July 1, 2003. (A separate technical letter will be issued on FlexCash prior to the July 1, 2003 effective date.) As a result of this process, the CSU contacted the California Public Employees' Retirement System (CalPERS) requesting clarification of its rules concerning health benefits eligibility for both normal and AB 211 enrollments. We have received a partial response and CSU is revising its health benefits eligibility criteria as noted below.

**Revised Eligibility Criteria - Normal Enrollments**

In order to be eligible for benefits, an employee must meet two criteria:

- 1) Receive an appointment of ½ time or greater, and
- 2) Be appointed for at least six months and one day.

Effective immediately, please be advised that if an employee meets the length of appointment requirement but not the time base requirement, and subsequently increases his/her time base to ½ time or more, the employee becomes benefits eligible and should be enrolled in all benefits programs on a prospective basis.

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**Distribution:**

CSU Presidents  
Vice Chancellor, Human Resources  
Vice Presidents, Administration  
Budget Officers  
Director, SOSS  
Payroll Managers  
Employee Relations Designees  
California Public Employees' Retirement System (CalPERS)

For example, a staff employee appointed for one year at a 0.4 time base is ineligible for benefits at the time of appointment. After nine months of employment (with just three months remaining in the appointment), the employee's time base is increased to ½ time. The employee is now benefits eligible and is to be enrolled in benefit programs on a prospective basis.

Employees who are appointed at more than one campus are benefits eligible based upon their total CSU employment. For example, a Custodian appointed at a 0.25 time base for one year at one campus is also appointed at another campus at a 0.25 time base for one year. Because the length of appointment (six months and one day) criterion is met and the two appointments equal a 0.5 time base, the employee is eligible for benefits and should be enrolled in benefits on a prospective basis.

An employee must maintain a time base of ½ time or greater in order to maintain benefits eligibility. Once enrolled, the duration of subsequent appointments is not material, as long as the time base remains at ½ time or greater in each pay period. If an employee's time base drops below ½ time, the campus is required to terminate benefits effective the beginning of the next pay period.

**Revised Eligibility Criteria – AB 211 Enrollments**

In order for a lecturer (AY) or coach (AY) to be eligible for benefits, an employee must meet two criteria:

1. Receive an appointment of at least six weighted teaching units (0.4 time base), and
2. Be appointed for at least one semester or two consecutive quarters.

See Technical Letter HR/Benefits 2002-09 for more information on classifications covered by this eligibility standard.

Effective immediately, please be advised that if an employee covered by AB 211 meets the length of appointment requirement but not the time base requirement, and subsequently increases his/her time base to 0.4 or more, the employee becomes benefits eligible and should be enrolled in all benefits programs on a prospective basis. Several examples are outlined below:

1. A Lecturer appointed at a 0.2 time base for an Academic Year (AY) at a semester campus is ineligible for benefits at the time of appointment. At the semester break, the employee's time base is increased to 0.4 for the spring semester and s/he is now benefits eligible and should be enrolled in benefits programs on a prospective basis.

2. A Lecturer appointed for one semester at a 0.2 time base is offered an increase to 0.4 mid-semester to cover a class for a faculty member unexpectedly absent due to illness. The Lecturer is now benefits eligible and is to be enrolled in benefits programs on a prospective basis.

An employee must maintain a time base of 0.4 or greater in order to maintain benefits eligibility. Once enrolled, the duration of subsequent appointments is not material, as long as the time base remains at 0.4 or greater in each pay period. If an employee's time base drops below 0.4, the campus is required to terminate benefits effective the beginning of the next pay period

Lecturers and/or coaches who are appointed at more than one campus are benefits eligible based upon their total CSU employment. For example, a Lecturer appointed at a 0.2 time base for an AY at a semester campus is also appointed at a quarter campus at a 0.2 time base for two quarters. Because the length of appointment criterion is met and the two positions equal a 0.4 time base, the employee is eligible for benefits. These types of scenarios happen across the system so please redouble your efforts to identify these employees and enroll them, as appropriate.

#### **Enrollment Process**

Campuses are to follow the current enrollment procedures for health benefits and dental insurance for both normal and AB 211 enrollments. The employee should be coded as a new employee for the reason /permitting event code.

Enrollment into the Vision, Life Insurance & AD& D, and Long-Term Disability programs for eligible employee groups is effective with the pay period in which the employee becomes eligible. The automated benefits enrollment program has been modified to enroll employees who become eligible through the normal eligibility criteria. This automatic enrollment process will continue through June 30, 2003. For newly eligible AB 211 employees, campuses must complete the Miscellaneous Benefits Enrollment Authorization form and indicate "Newly eligible – time base change" in the "Remarks" section.

Please be advised that additional information on multiple positions is forthcoming from CalPERS. Campuses will be notified of any additional eligibility information, as appropriate.

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

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