



# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Human Resources/Benefits Office

7600 Dublin Blvd, 3<sup>rd</sup> Floor

Dublin, California 94568

Benefits Office: (925) 485-5504 or (925) 485-5505

Fax: (925) 485-5502

**DATE:** November 1, 2024  
**TO:** CLPCCD Part-time Faculty  
**FROM:** Melinda Trammell, Director, Employee and Labor Relations  
**SUBJECT:** Open Enrollment – All Forms Due by **Monday, December 2, 2024 at 5:00 PM**

The Chabot-Las Positas Community College District (CLPCCD) is pleased to announce open enrollment from **November 1 – December 2, 2024 for eligible Part-time Faculty.** This open enrollment period allows eligible employees to enroll in medical coverage. Adding or removing eligible dependents may also be accomplished during this period. **Coverage will be effective January 1, 2025.**

We are pleased to offer five plans for consideration. You may enroll into one of the plans listed below:

- Kaiser HMO High \$5 co-pay plan
- Kaiser HMO Low \$20 co-pay plan
- Anthem Blue Cross High \$15 co-pay plan
- Anthem Blue Cross Low \$30 co-pay plan
- Anthem Blue Cross PPO

The Agreement between the CLPCCD and the CLP Faculty Association provides for medical benefits to qualified Part-time (Adjunct) unit members as specified in Article 20A.6. The CLP Faculty Bargaining Agreement is available on the Human Resource Services website.

The Summary Plans are located at [districtazure.clpccd.org/benefits/part-time-open-enrollment.php](http://districtazure.clpccd.org/benefits/part-time-open-enrollment.php). Please also review the following information for enrolling into either of the Kaiser HMO Health Plans.

<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• Prior to receiving benefits for the 2024-2025 academic year, you must have <b>worked 40% of an annual full-time equivalent load (12 CAH) or more during the academic year prior to receiving benefits, including any service on a full-time basis and summer session service.</b> Please see your Administrator if you have questions regarding what constitutes a 40% workload in your division.</li> <li>• <b>You must contact your Administrator to determine if you are eligible. Please do not contact the Benefits Office to determine your eligibility.</b></li> <li>• The Affidavit must be completed by you and your Administrator, confirming eligibility status.</li> </ul>
<b>Multi-District Requirements</b>	<ul style="list-style-type: none"> <li>• <a href="#">See attached Form</a></li> </ul>
<b>Enrollment Period:</b>	<ul style="list-style-type: none"> <li>• <b>Open enrollment is from November 1 – December 2, 2024 by 5:00 pm</b></li> <li>• Please note that if you are currently eligible and do not enroll at this time, you will not be able to enroll until the next Open Enrollment Period, unless you have a loss of other health coverage. Proof of loss of other coverage must be provided and enrollment must occur within 30 days of coverage loss.</li> </ul>
<b>Currently Enrolled:</b>	<ul style="list-style-type: none"> <li>▪ If you are currently enrolled, you do not need to do anything</li> </ul>

<p><b>To Enroll:</b></p>	<ul style="list-style-type: none"> <li>• All forms and additional information are available online at <a href="http://districtazure.clpccd.org/benefits/part-time-open-enrollment.php">districtazure.clpccd.org/benefits/part-time-open-enrollment.php</a>.</li> <li>• Complete the Affidavit.</li> <li>• Present the Affidavit to your Administrator for assignment verification.</li> <li>• Complete the Universal Enrollment Form, confirming your enrollment or any changes, such as adding or removing a dependent.</li> <li>• Send the Affidavit and the completed Universal Enrollment Form to the Benefits Office/CLPCCD District Office by <b>December 2, 2024 by 5:00 pm</b></li> </ul>																																																																																																									
<p><b>Employee's Monthly Share of Kaiser Premium</b></p>	<ul style="list-style-type: none"> <li>• <b>Monthly deductions for Part-time Faculty are divided over 6 months, beginning with the December 31 pay period, and ending with the May 2025 pay period.</b></li> <li>• The 6 monthly contributions will cover your benefits from January 1, 2025 to August 31, 2025, with the following exception:</li> <li>• The last payroll deduction is from your May 2025 pay. Due to Premium Rate changes effective July 1, 2025, and given that your 6 monthly deductions cover December 31 2024 to May 31 2025, you will be billed or credited for any differences for the June and July 2025 premiums.</li> </ul> <p style="text-align: center;"><b>January 1, 2025 to August 31, 2025 Rates</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Monthly Premium</th> <th style="text-align: center;">District (10 month) Contribution</th> <th style="text-align: center;">Employee (6 month) Contribution</th> <th style="text-align: center;">Employee Annual Contribution</th> </tr> </thead> <tbody> <tr> <td colspan="5"><b>Kaiser \$5.00 co-pay</b></td> </tr> <tr> <td>Employee only</td> <td style="text-align: right;">936.92</td> <td style="text-align: right;">886.92</td> <td style="text-align: right;">66.67</td> <td style="text-align: right;">400.00</td> </tr> <tr> <td>Employee + 1</td> <td style="text-align: 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<p><b>Change in Family Status Notification</b></p>	<p>Carriers require that addition of a dependent due to birth, adoption, marriage or domestic partnership must be made within thirty (30) days from date of occurrence. Addition of dependents not completed within the allowed time will not be eligible for enrollment until your next eligible enrollment period. To add or delete a dependent, you must complete the Universal Enrollment Form located on our website <a href="http://districtazure.clpccd.org/benefits/part-time-open-enrollment.php">districtazure.clpccd.org/benefits/part-time-open-enrollment.php</a></p>																																																																																																									
<p><b>Questions?</b></p>	<p><b>Benefits Office</b>  Rosalyn Tucker                      <a href="mailto:rtucker@clpccd.org">rtucker@clpccd.org</a>                      (925) 485-5504  Leticia Macias                              <a href="mailto:lmacias@clpccd.org">lmacias@clpccd.org</a>                      (925) 485-5505</p>																																																																																																									

As noted above, if you wish to apply for health benefits, all forms and additional information are available online at <http://districtazure.clpccd.org/benefits/part-time-open-enrollment.php>. All completed forms must be received in the Human Resource Benefits Office by **December 2, 2024 by 5:00 pm**. Thank you.