

**Date:** August 1, 2021  
**To:** Temporary Credit and Non-Credit Unit Members  
**From:** Ron Owen, Senior Benefits Analyst  
**Re:** Kaiser Health Coverage

4.2 Health Coverage: Temporary Credit and Non-Credit Unit Members. (a) Effective June 1, 2020, the District shall provide a maximum contribution of \$2,050 per month for a Kaiser Traditional or Kaiser Deductible medical plan for qualifying temporary (credit or non-credit) unit members. Part-time unit members who choose health coverage which exceeds the maximum District contribution shall pay the additional employee premium contribution through a monthly payroll deduction. For Spring semester (coverage months February to August), if unit members do not have a summer assignment to cover the employee premium contribution from their payroll check, then the total July and August employee premium contribution will be paid by personal check to the District payroll department by the fifth business day of the month of coverage. Unit members who do not expect to have a summer assignment may increase their payroll deduction for their April and/or May paychecks.

(c) Qualifying temporary credit and noncredit unit members are those who are currently employed part-time, teach twelve (12) credit or noncredit units or more in an academic year, excluding summer term, and who teach at least six (6) credit or noncredit units in the Fall semester (coverage months September to January). The six (6) units in the Fall semester may include a late-start course. If any course is cancelled or the unit member's assignment drops below six (6) units in the Fall or below twelve (12) for the academic year in the Spring, the unit member's District provided coverage will be terminated the first of the month after the course cancellation/reduction in units and the unit member will repay the District for the health coverage strictly already provided. The unit member may continue coverage at their own cost under COBRA.

The Monthly Premiums, District and Member contributions are as follows:

Part-Time Faculty	Renewal Rates Effective 10/01/2021 (monthly)		
	Total Premium	District Contribution	Employee Contribution
<b>Kaiser Permanente Traditional Plan</b>			
Employee Only	\$946.00	\$946.00	\$0.00
Employee + 1	\$1,849.00	\$1,849.00	\$0.00
Family	\$2,602.00	\$2,050.00	\$552.00
<b>Kaiser Permanente Deductible Plan</b>			
Employee Only	\$843.00	\$843.00	\$0.00
Employee + 1	\$1,647.00	\$1,647.00	\$0.00
Family	\$2,317.00	\$2,050.00	\$267.00

**If you are currently enrolled in a Kaiser plan and you have no changes, there is no further action required**

To enroll, you must submit the following items to the District's benefits office, no later than two weeks from your date of hire. Coverage will be effective on the 1<sup>st</sup> of the month following hire.

- A completed and signed **California Region Kaiser Permanente Group Enrollment Form**. To access the form, go to: <http://hr.marin.edu/benefits>.
- Proof of eligibility for dependents (see section labeled Dependent Eligibility – Required Documents below - page 2)

The fall semester coverage period is September 1 – January 31.  
 The spring semester coverage period is February 1 – August 31.

**Dependent Eligibility – Required Documents:** If you are adding an eligible dependent the following documents are required:

DEPENDENT TYPE	REQUIRED DOCUMENTATION
<b>Spouse</b>	<ul style="list-style-type: none"> <li>• Prior year’s Federal Tax Form that shows the couple was married (financial information may be blocked out)</li> <li>• Marriage Certificate for newly married couple where tax return is not available</li> </ul>
<b>Domestic Partner</b>	<ul style="list-style-type: none"> <li>• Certificate of Registered Domestic Partnership issued by State of California</li> <li>• SISC Affidavit of Domestic Partnership (when applicable)</li> </ul>
<b>Children, Stepchildren, and/or Adopted Children up to age 26</b>	<ul style="list-style-type: none"> <li>• Legal Birth Certificate or Hospital Birth Certificate (to include full name of child, parent(s) name &amp; child’s DOB)</li> <li>• Legal Adoption Documentation</li> </ul>
<b>Legal Guardianship up to age 18</b>	<ul style="list-style-type: none"> <li>• Legal Court Documentation establishing Guardianship</li> </ul>

As a large public entity purchasing pool of educational agencies, SISC requires dependent eligibility documentation to validate each dependent’s legal relationship to the employee. If you do not have copies of the required documents, you may contact the county recorder’s office in which the marriage or birth occurred.

***Enrollment information submitted with incomplete forms or missing documents will cause a delay in access to benefits.***

Please note that the end of month premium contribution/payroll deduction for Kaiser (if applicable to you), pays for the subsequent month of coverage. As an example, your August end-of-month premium contribution/payroll deduction for Kaiser pays for your September coverage. Your share of the monthly premium is payable monthly either via payroll deduction, if you have earnings or via personal check if you do not have earnings.

If you are enrolled in family coverage, if you do not have a summer contract and if your monthly Kaiser premium exceeds the District-paid portion, then your share of the July and August monthly premiums are due from you, payable to the District, by the 5th business day of the month. You are responsible for a timely payment of your share of the monthly premium. You may contact a payroll representative in the Fiscal Services Department for payment remittance information.

**Any coverage for you and your dependent will go into effect on the first of the month following date of hire. Please contact return all documents to the Benefits Office within 7 days of receipt of this memo. Please contact Ron Owen at (415) 884-3159 or email at [rowen@marin.edu](mailto:rowen@marin.edu).**