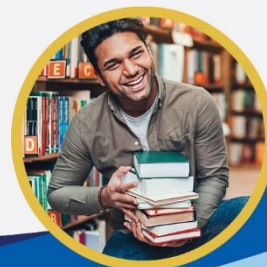




Open Enrollment Reminder January 4 - February 10



Adjunct open enrollment – your twice-a-year opportunity to choose or change your benefits – starts today!

Mark Your Calendar

You can enroll **January 4 – February 10** to make changes to your benefits and add or drop dependents from your coverage.

Please be sure to read the **benefits guide** for coverage updates and enrollment information. Review your options carefully, so you can make informed decisions.

Our benefit programs are a valuable addition to your compensation. Make sure to get the most of them by taking the time to understand all your options and picking the best coverage(s) for you and your family.

Adjunct Open Enrollment starts **today** for coverage effective March 1, 2022!

The deadline to make any changes or enroll in coverage is **Thursday, February 10, 2022**.

Los Rios wants to make sure you have all the information you need to make the best coverage decisions for you and your family. Please review all coverage offerings to make informed choices.

ELIGIBILITY & PREMIUMS

- **ELIGIBILITY:** You can enroll in Los Rios medical and dental benefits if:
 - You worked 2 of the last 5 semesters (not including summer session) with a minimum of 30% of full time (0.30 FTE or 4.5 formula hours).
 - You have an approved & processed Tentative Class Schedule (TCS) in place by February 10, 2022 for an assignment of at least 30% of full time (0.30 FTE or 4.5 formula hours).
 - You do not have other group medical or dental coverage.
- **PREMIUMS:** Go to the [Premium Calculator](#) to calculate your monthly premium based on your spring 2022 FTE. Your TCS in place as of February 10, 2022 is used to determine your contribution toward benefit premiums for the spring 2022 semester.
- **IMPORTANT:** Refer to the [Adjunct Benefit website](#) for additional important information regarding eligibility and premiums.

HOW TO ENROLL

- Review your [Adjunct Benefit Guide](#)
 - **If you are satisfied with your current elections, NO ACTION IS REQUIRED.** Your current benefits will continue for the 2021-2022 plan year, as long as you retain eligibility. Your next opportunity to enroll or make changes, with the exception of mid-year qualifying events, will be during the fall enrollment.
 - **ENROLL:** Links to enrollment forms are included in the applicable section of the [Adjunct Benefit Guide](#) or go to Forms on the [Adjunct Employee Benefits website](#). **Please note that enrollment forms *must be mailed and must contain original signatures*.** For security purposes, we cannot accept emailed enrollment forms at this time

HOW TO WAIVE OR CANCEL

- **WAIVE COVERAGE:** If you're eligible and waive medical coverage, you must complete the [Medical Plan Waiver Form](#).
- **CANCEL COVERAGE:** If you're eligible and cancel coverage, you must complete the [Adjunct Medical Cancellation Form](#) and the [Medical Plan Waiver Form](#).
- **EMAIL COMPLETED WAIVER AND/OR CANCELTION FORMS** to Benefits@losrios.edu.

IF MY FTE IS BELOW A .300, CAN I CONTINUE COVERAGE THROUGH THE LRCFT ADJUNCT HEALTH MOU?

- Yes. Please complete the [Request to Continue Medical Coverage \(LRCFT MOU\) form](#) and all relevant enrollment materials.

DO YOU ALSO TEACH AT SIERRA COLLEGE?

If you're eligible and would like to participate in the Joint District Medical Insurance Program, you must complete the [Request for Inclusion of Sierra College FTE](#). Please email this form to Employee Benefits at benefits@losrios.edu. **Note that this form is required for EACH semester of coverage.**

SUMMER ADJUSTMENT

- Our Los Rios medical plans renew on July 1, 2022 and our premiums change according to the new rates.
- If you are an adjunct faculty member enrolled in a Los Rios medical plan during the spring semester, we deduct the July and August 2022 premium increases on the June 10, 2022 paycheck.

Employee Benefits Department

When you need help, have questions or want to learn more:



<https://employees.losrios.edu/benefits>



916.568.3070



benefits@losrios.edu