

## ***Enrollment Checklist***

### Benefit Enrollment Checklist for Newly Eligible Adjunct Faculty Employees

Are you thinking about signing up for the District's group health insurance? This checklist outlines what you'll need in order complete your enrollment.

#### ➤ **Review and determine your health benefit plan options**

- ❖ Download and review the [2024 CalPERS Health Benefit Summary](#).
- ❖ Visit the [CalPERS website](#) to find health plan options in your area.
- ❖ Review the applicable rate sheets, based on your current semester assignment FTE and region.  
Note: Monthly premiums are based on the employee's address filed with NOCCCD and with CalPERS.
  - *40% FTE Credit or Greater – Region 2 (Other Southern Area)*
  - *40% FTE Credit or Greater – Region 3 (Los Angeles Area)*
  - *Less than 40% FTE Credit – Region 2 (Other Southern Area)*
  - *Less than 40% FTE Credit – Region 3 (Los Angeles Area)*

#### ➤ **CalSTRS membership (required)**

- ❖ If you are not already a CalSTRS member (Defined Benefit and/or Cash Balance), please review and complete the CalSTRS Membership Documents. The following documents will be required at the time of your application submission:
  - *CalSTRS Permissive Election Form*
  - *SSA-1945 Form*

#### ➤ **Gather all required dependent documentation**

- ❖ If you plan to enroll a new dependent, you must provide supporting documentation. Failure to provide documentation can delay your enrollment.

#### ➤ **Election of post-tax payroll deductions (optional)**

- ❖ Complete the *Section 125 Election of Post-Tax Payroll Deductions* to OPT OUT of the District's pre-tax benefits.

#### ➤ **Submit your health enrollment application**

- ❖ Complete the [CalPERS HBD-12 Enrollment Form](#)