ADJUNCT BENEFITS OPEN ENROLLMENT ANNOUNCEMENT
FOR THE FALL OF 2008

SPECIAL POINTS OF INTEREST:
> Peralta Benefits Office: 333 East 8th Street, Oakland, CA 94606
> Websites: www.peralta.edu/apps.comm.asp?$1=95; www.peralta.pswbenefits.net
> Email: benefits@peralta.edu
> Phone Numbers: 510.466.7229; 510.587.7838

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Mandatory Re-enrollment for Continued or Initial Benefit Enrollment
- New Enrollees ~ Enroll by Monday, September 15, 2008 or within 30 days of loss of other group coverage.

RE-ENROLLMENT IS REQUIRED TO ENSURE THAT ALL COMPLIANCE FORMS ARE ON RECORD WITH PCCD!

You may be eligible for participation in the District’s medical, dental and flexible benefits plan enrollment. The Benefit Eligibility & Payment Highlights which outlines the eligibility criteria for the District Group Insurance Plans for which you may be eligible. This memo is being sent to all active adjunct and part-time faculty.

In order to initiate OR continue your enrollment, you must complete the following:
- Determine if you meet the enrollment criteria based upon your Fall 2008 instruction load ~ refer to the Benefit Eligibility & Payment Highlights enclose for guidance.
- Complete and return the following forms by SEPTEMBER 15, 2008:
  - Eligibility Affidavit
  - Peralta Community College District Benefit Checklist (required by PFT Article 22 C-7)
  - Adjunct Universal Enrollment Form
  - Application of Pre-Existing Condition Exclusion (CoreSource Enrollees Only)
  - Flexible Benefits Plan Enrollment Forms (including Pre-Tax Commuter Forms)

Note: No appointment is required to drop off forms. Drop-in office hours are Tuesday from 2:00 pm to 4:00 pm or by appointment. All forms stated above MUST be returned in order to be enrolled on the applicable plans (no exceptions). Enrollment forms for the tax deferred 403(b) plan participation and the legal plan are NOT subject to the September 15, 2008 deadline. Enrollment forms for these plans can be returned at any time.

If you have any questions about benefit plan features, you are encouraged to either: a) visit the plan websites as noted on the enclosed Benefits Overview—Reference Information; or b) attend a 15 minute forms processing session on the Professional Development Day, Tuesday August 19, 2008 at 10:00 am or Thursday, September 11, 2008 at 10:00 am and again at 3:30 pm (or by appointment).