January 1, 2009

**ADJUNCT BENEFITS OPEN ENROLLMENT ANNOUNCEMENT FOR THE SPRING OF 2009**

Peralta Benefits Office:
333 East 8th Street
Oakland, CA 94606
www.peralta.pswbenefits.net
Email: benefits@peralta.edu
Ph. #: 510.466.7229; 510.587.7838

Available Downloads on www.peralta.pswbenefits.net:
1. Benefits Eligibility & Payment Highlights
2. Overview of Benefits
3. Dental Plan Highlights
4. Medical Plan Highlights
5. Benefits Matrix
6. Benefits for All Active Employees
7. Protected Health Information Disclosure
8. Eligibility Affidavit
9. Adjunct or Part-Time Faculty Benefit Checklist
10. Notification of Pre-Existing Condition Exclusion
11. Application of Pre-Existing Condition Exclusion

Check out your Benefits Information Center (BIC)
To learn more about your benefits, please visit your Benefits Information Center (BIC) website at: www.peralta.pswbenefits.net.

**Mandatory Re-enrollment for Continued or Initial Benefit Enrollment**

- **Current Enrollees** ~ Coverage due to end on February 28, 2009. Re-enrollment required by Monday, February 9, 2009.
- **New Enrollees** ~ Enroll by Monday, February 9, 2009 or within 30 days of loss of other group coverage.

**RE-ENROLLMENT IS REQUIRED TO ENSURE THAT ALL COMPLAINE 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 Spring 2009 instruction load ~ refer to “The Benefit Eligibility & Payment Highlights” or the www.peralta.pswbenefits.net website.
- **Complete and return the following forms by MONDAY, FEBRUARY 9, 2009.**
  - Eligibility Affidavit
  - Peralta Community College District Benefit Checklist (required by PFT Article 22 C-7)
  - Adjunct Universal Benefit Enrollment Form & Instructor Term Work Load Print Screen from PROMT.
  - 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 Tuesdays from 2:00 pm to 4:00 pm or by appointment. All forms stated above MUST be returned ALL TOGETHER in order to affect an enrollment for the applicable plans (no exceptions). Enrollment forms for the tax deferred 403(b) plan participation and the legal plan are NOT subject to the February 9, 2009 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 or contact vendors directly. B) Attend the Adjunct Open Enrollment Benefits Workshop on Tuesday, January 13, 2009; 2–3pm in the District Office Board Room; or C) Attend a 15-minute forms processing session on Wednesday, February 4, 2009 at 10:00 am or at 3:30 pm (other times by appointment).