

**ADJUNCT FACULTY
ERS INSURANCE ENROLLMENT INSTRUCTIONS
(Hires after 9/1/04 or with Qualifying Life Event and hired before 9/1/04)**

Am I eligible?

Coverage is not automatic and must be initiated by employee

Effective 9/1/04, adjunct faculty meeting eligibility criteria [see criteria below] and **having semester for-credit teaching duties only** may elect to participate in ERS Health, Dental, Life, Disability, Flexible Spending and Long-Term Care for themselves and dependents. This eligibility is based on an Employees Retirement System of Texas (ERS) clarification of HB 1370. **Coverage is not automatic and the eligible adjunct faculty member must initiate application.**

ELIGIBILITY CRITERIA:

Duties	Historical Teaching	Prospective Teaching
Must have for-credit teaching duties only.	Must have taught at least 1 course each fall and spring for the last three Fiscal Years: FY07-(9/1/06-8/31/07), FY08-(9/1/07-8/31/08), FY09-(9/1/08-08/31/09)	Contracted/Scheduled for at least 12 semester credit hours in the upcoming Fiscal Year, (9/1/09-8/31/09). May not have any hourly assignments, only for-credit semesterly courses.

Who pays for the coverage?

Entire cost paid by adjunct faculty member

Because adjunct faculty are not members of the Teacher Retirement System of Texas and therefore not eligible for state allocated contributions, **the total cost of any elected coverage is the responsibility of the adjunct faculty member.**

When is enrollment possible?

90-day waiting period for coverage after 9/1/04

An adjunct faculty member who was eligible on 9/1/04 and did not apply for coverage can only do so based on a **Qualifying Life Event** or during **Summer Open Enrollment** held each August.

A 90-day wait for **health** coverage to be effective is applicable to all enrollments. For a Summer 2009 Open Enrollment application for example, **health** coverage would begin December 1, 2009. Other coverages (dental, life insurance, etc.) elected would begin on September 1, 2009.

How do I enroll?

A completed application includes the following:

1. **ERS Multipurpose Form** from the ERS website to elect coverages.
2. **The Adjunct Certification Form** (page three of this document)

Where do I send the completed enrollment?

Return both the ERS Multipurpose Form and the Adjunct Certification to HR Benefits by Interoffice Mail to MC1120.

Cost of Coverage (FY2010 rate effective 9/1/09-8/31/10)

Monthly Cost			
Coverage Election	Health	Humana Dental (DHMO)	Dental Choice
Employee Only	\$ 385.38	\$ 8.52	\$ 22.46
Member and Spouse	\$ 826.02	\$ 17.05	\$ 44.92
Member and Child(ren)	\$ 680.42	\$ 20.45	\$ 53.90
Member and Family	\$ 1,121.06	\$ 28.98	\$ 76.36

Rates for other coverages and the Insurance Multipurpose Form are available on the ERS Website at www.ers.state.tx.us . For the Form, click on *Insurance* and then *Insurance Forms*.

ENROLLMENT FORMS NEEDED AND INSTRUCTIONS:

ERS INSURANCE MULTIPURPOSE FORM (enterable form on ERS website)

Please complete only the following sections of the form.

Section A: Employee Data

Section C: Complete only if Qualifying Life Event is applicable and after consulting with the Benefits Department

Section D: Insurance Coverage, please indicate your for medical, dental, life insurance [includes optional life, AD&D, dependent life] and disability

Section E: Dependent Coverage, please list any dependents to be covered under your plan.

Section F: Authorization: Sign and Date. **Keep a copy for your files and return the original to the HR Benefits Dept.**

ERS TEXFLEX REIMBURSEMENT ACCOUNT FORM

Contact the Benefits Department if you are interested in a Health or Dependent Care Flexible Spending Account. The correct form is currently not available online.



**ADJUNCT FACULTY BENEFITS ENROLLMENT
CERTIFICATION OF ELIGIBILITY**

I, _____ (print name) certify that I meet both the historical and prospective teaching eligibility criteria required to participate in ERS (Employees Retirement Systems of Texas) benefits plan as a Non-TRS member.

Employee Signature

Date

Supervisor's Printed Name
certifying expected FY 2010 assignments

Date

Supervisor's Signature

Supervisor Contact Phone#

Duties	Historical Teaching	Prospective Teaching
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****PLEASE COMPLETE AND RETURN THIS DOCUMENT TO HR BENEFITS WITH YOUR COMPLETED ERS INSURANCE MULTIPURPOSE FORM AVAILABLE ON THE ERS WEBSITE AT WWW.ERS.STATE.TX.US****