



LOS RIOS COMMUNITY COLLEGE DISTRICT  
REQUEST FOR INCLUSION OF SIERRA COLLEGE FTE

Adjunct Faculty  
1919 Spanos Court  
Sacramento, CA 95825  
(916) 568-3070

[www.losrios.edu/business/LRCFTAdj.php](http://www.losrios.edu/business/LRCFTAdj.php)

Adjunct faculty members who are enrolled in the Los Rios medical insurance program and are teaching at Sierra College may be eligible to utilize their Sierra College FTE to reduce their cost for medical insurance, subject to the terms and conditions listed on the reverse side of this form.

- To include my Sierra College FTE, I understand that **I must submit this certification form EACH AND EVERY semester of insurance coverage.** I understand that this form is due each year by August 23<sup>rd</sup> for the fall semester and by February 10<sup>th</sup> for the spring semester.
- **Failure to ensure receipt of an original Request for Inclusion of Sierra College FTE form by the Employee Benefits Department by the due date(s) will result in the exclusion of Sierra College FTE for benefits purposes.** Insurance coverage may not be cancelled after August 23<sup>rd</sup> or February 10<sup>th</sup> due to non-receipt of this form and your premiums will be based on LRCCD FTE only.

I have read and understand the plan provisions as shown on the reverse side of this certification.

Semester & Year (i.e., Fall 2012) \_\_\_\_\_

Los Rios FTE (i.e., .311) \_\_\_\_\_

Sierra College FTE (i.e., .311) \_\_\_\_\_

Sierra College ID # \_\_\_\_\_

**Total FTE** \_\_\_\_\_

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Employee I.D.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

WHITE: Employee Benefits

YELLOW: Employee

**Excerpt from the 2011-2014 Contract between  
the Los Rios College Federation of Teachers and the Los Rios Community College District**

**3.3.5 Joint District Medical Insurance Program**

3.3.5.1 *Eligible adjunct faculty\* who plan to participate in the District medical program and who also teach credit courses in the Sierra Community College District may include such courses for Los Rios medical benefits if the total credit workload is greater than sixty percent (60%) of full-time (greater than .60 FTE), thus reducing the employee cost of medical insurance.*

3.3.5.2 *The joint District program applies to medical insurance benefits only.*

3.3.5.3 *The adjunct faculty member must file form CCFS-361 with the District, certifying all credit courses taught at both districts, by August 23 (for fall semester benefits) and February 10 (for spring semester benefits).*

3.3.5.4 *The District will extend benefits on the basis of the employee certification. The District will then confirm the certified workload with Sierra Community College District.*

3.3.5.4.1 *If the workload confirmed by Sierra Community College District differs from the workload certified by the employee, the employee will be given ten (10) working days to reconcile the difference.*

3.3.5.4.2 *If the variance is not reconciled within ten (10) working days, or if the employee-certified amount is determined to be incorrect, the District will adjust or cancel benefits accordingly.*

3.3.5.4.3 *The medical insurance will be canceled retroactively when possible and the employee will be responsible for medical or insurance costs incurred.*

3.3.5.5 *All other conditions and terms of the Los Rios adjunct health insurance program, including documentation and deadlines, must be followed in order to participate in the Joint District Medical Insurance Program.*

\*Eligibility as outlined in Article 3.3.4 of the LRCFT collective bargaining agreement. Criteria includes, but is not limited to, a Los Rios semester assignment of at least 30% (.3 FTE) of full-time.

**Cancellation of Coverage**

If an adjunct faculty member cancels medical and/or dental benefits with Los Rios, the employee may be ineligible for District coverage until the March 1<sup>st</sup> or September 1<sup>st</sup> following eighteen months after the last day of eligibility.

- **Break in Service**
  - The employee must continue coverage under COBRA or other group coverage for the duration of the break in service to be eligible upon return to work with Los Rios.
  - If there was a break in service *and a break in coverage*, the 18-month rule applies.
- **Cancellation of Coverage**
  - If the adjunct faculty member voluntarily drops coverage any given semester, regardless of reason, and does not have other group medical coverage, including COBRA, the 18-month rule applies.

If the employee loses eligibility (FTE drops below .3 FTE) or if coverage is cancelled due to insufficient pay to cover the premium, the employee may re-enroll in the next semester of eligibility. However, if the employee chooses not to re-enroll when eligible, the employee will be subject to the 18-month rule. It is the employee's responsibility to monitor their eligibility.