



PART-TIME FACULTY MEDICAL REIMBURSEMENT PROGRAM

The District will maintain a pool of funds up to \$137,000 per fiscal year towards reimbursement of medical and dental insurance expenses for eligible part-time Faculty. This means reimbursement of employee-incurred health benefit costs (medical and dental). Eligible part-time Faculty can request reimbursement for medical/dental expenses up to \$1,100 per half year (July – December and January – June).

A. First Half-Year Reimbursement Criteria:

1. Must have an assignment and meet all eligibility requirements during the Fall semester.
2. Expenses must be incurred between July 1st and December 31st of the fiscal year in which the fall assignment occurs.
3. Reimbursement requests must be submitted on or before January 31st and will be paid in March.

B. Second Half-Year Reimbursement Criteria:

1. Must have an assignment and meet all eligibility requirements during the Spring semester.
2. Expenses must be incurred between January 1st and June 30th of the fiscal year in which the spring assignment occurs.
3. Reimbursement requests must be submitted on or before July 31st and will be paid in September.

**Reimbursement will be included on payroll check and is taxable income. Reimbursement is not subject to CalSTRS creditable earnings.*

Incomplete forms or forms that lack appropriate supporting documentation will be returned to the part-time Faculty member with an explanation as to why the request was incomplete or denied.

ELIGIBILITY

- a) Part-time instructional Faculty will have completed at least a 30% load the same semester in which they are applying for reimbursement.
- b) Part-time non-instructional Faculty will have completed at least 175 total hours the same semester in which they are applying for reimbursement.

AND

- c) Instructional Faculty must have taught at least 30% of a full-time load for at least three semesters within a three-year period, not including the semester in which applying for reimbursement.
- d) Non-Instructional Faculty must have worked 175 total hours for at least three semesters within a three-year period, not including the semester in which applying for reimbursement.

Approved absences as reported on the Absence Certification form provided by the District count towards the total hours required for instructional and non-instructional computation. However, a minimum of 75% of the 175 total hours or 75% of the 30% load must be on a paid status.

REIMBURSEMENT

Reimbursement is only allowed for medical and dental services provided by any HMO, PPO, or indemnity health plan licensed and registered by either the California Department of Insurance or the California Department of Corporations, or for expenses directly incurred in medical/dental expenses during the instructional period for which the employee was otherwise not eligible for reimbursement from any other source.

Item	Reimbursable	Non-Reimbursable
If you have medical/dental insurance	Premium	Co-payments, Deductible, Co-Insurance payment
If you DO NOT have medical/dental insurance	Doctor/Dental visits, procedures, labs, prescriptions	Over the counter medication and/or medical supplies not prescribed by a physician

Full-time Faculty retired from the District with CalPERS medical benefits who return to part-time employment are covered by the District paid Retiree Health benefits and therefore, not eligible for the Part-time Medical Reimbursement program. Dental expenses for retirees, however, are covered as per the table above.

DOCUMENTS REQUIRED FOR REIMBURSEMENT

Item	Required Documents
If you have medical/dental insurance	<ul style="list-style-type: none"> Billing statement showing employee as recipient of coverage and the employee only premium amount Proof of coverage Proof of each payment
If you DO NOT have medical/dental insurance	<ul style="list-style-type: none"> Billing statement showing employee as recipient of services Proof of payment (e.g., canceled check, credit card statement)

Employees wishing to be reimbursed for medical expenses under the provisions of Article 10 of the CCFB collective bargaining agreement must initiate the request on the District Medical Reimbursement Request form available on the Human Resources webpage.

Any questions pertaining to the Part-Time Faculty Medical Reimbursement Program should be directed to the Office of Human Resources.