



Cerritos College

11110 Alondra Boulevard, Norwalk, California 90650

PART-TIME FACULTY (Adjunct) MEDICAL REIMBURSEMENT PROGRAM

As of July 1, 2018, the District will maintain a pool of funds up to \$100,000 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 incurred during the current fiscal year (July 1 – June 30) up to \$1,000 per semester (fall and spring). Amounts paid will apply to the semester in which the services were rendered up to a maximum of \$1,000 per semester.

Reimbursement request forms must be submitted by the last day of the semester in which reimbursement is being requested. Reimbursement requests for the fall semester will be paid in February and reimbursement requests for the spring semester will be paid in July.

**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 40% load the same semester in which they are applying for reimbursement.
- b) Part-time non-instructional faculty will have completed at least 234 total hours the same semester in which they are applying for reimbursement.

AND

- c) Instructional faculty must have taught at least 40% 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 234 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 234 total hours or 75% of the 40% 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 returns 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	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.