

**IMPORTANT NOTICE TO PART-TIME FACULTY
REGARDING ELIGIBILITY FOR HEALTH INSURANCE**

A recent letter from the Office of the Comptroller informed units of public higher education that effective with the Fall 2007 semester, certain adjunct faculty would be eligible for state-subsidized health insurance. Information regarding eligibility and processing requirements is provided below.

- **Eligibility for health insurance under CGS Section 5-259c means teaching nine (9) or more credits in the aggregate, per semester, at multiple units of public higher education, for example teaching at one or more of the 12 community colleges and one or more of the Connecticut State Universities (Central, Eastern, Southern, Western), teaching at one or more of the 12 community colleges and the University of Connecticut, or teaching at one or more of the Connecticut State Universities and the University of Connecticut.**
- **Eligible adjunct faculty will be required to pay the entire cost of the premium for such coverage through the standard benefits billing process. Bills must be paid on time; failure to do so will result in the forfeiture of the entire reimbursement for that semester. Payroll deduction for the premiums is not permissible.**
- **Eligible adjunct faculty will be reimbursed for the state share of the health insurance premium after the semester ends. Eligible adjunct faculty will be reimbursed in accordance with the following scenarios:**
 - **During the Fall semester, eligible adjunct faculty will be reimbursed for the state-share of insurance coverage for the months of October, November and December**
 - **During the Spring semester, eligible adjunct faculty will be reimbursed for the state-share of insurance coverage for the months of March, April and May**
 - **If an adjunct faculty member is eligible for reimbursement of the state-share of the premium in two consecutive semesters, reimbursement is provided for four months rather than three (i.e., September, October, November and December for the Fall semester and February, March, April and May for the Spring semester.**
- **Reimbursement is for whole months, for the spring and fall semesters only. No reimbursement is provided for intersession or summer session.**
- **Adjunct faculty may continue health insurance coverage for the summer months through COBRA.**
- **Reimbursement payments will be made once, after the end of the semester, via check. Checks will be mailed from the Comptroller's Office to the employee's home address within 30 days after the semester ends, barring unforeseen circumstances. Direct deposit is not available.**
- **No interest will be paid on any reimbursements.**
- **Adjunct faculty covered by state subsidized health insurance shall become eligible for retiree health insurance coverage only after serving ten or more years of actual state service while eligible for state-subsidized health insurance or 5 or more years for those transitioning immediately to retirement at age 62 or older, and eligible for benefits under a state sponsored retirement system.**

Benefit enrollment application forms are available by contacting Peggy Hayes, Payroll Officer at Mhayes@nwcc.commnet.edu. For coverage to begin on October 1, 2009, applications for health and or dental insurance must be received in the Payroll Office by September 11, 2009 .