

## Kaiser Enrollment Process for Adjunct Faculty Ending Term Appointments

### Spring Semester

USFFA Faculty who are ending their one-semester or multi-year USFFA term appointment at the end of a Spring semester (May 31), will be moved to adjunct faculty status by their college/school with an effective date of Jun 1.

With this job change, their enrollment, in any benefit provided by the USFFA contract, will end as of May 31. They will receive COBRA information from the university's COBRA administrator if they wish to continue coverages under the terms of COBRA.

Effective June 1, they may be eligible to enroll in the adjunct faculty Kaiser plan, if the adjunct faculty member requests to enroll in the adjunct faculty Kaiser plan by emailing [benefits@usfca.edu](mailto:benefits@usfca.edu) by **May 1** to certify that they are scheduled to teach for the Fall semester. Human Resources will verify this information with the dean's office on or before **May 15**.

Upon receipt of this request, a benefits team member will assist the adjunct faculty member with the enrollment process and provide faculty contribution payment information for coverage for the period of June - September. These contribution payments will be after-tax.

If an adjunct faculty member was on 10- month deferred pay for the academic year, employee contributions that were deducted for June and July will be used to offset the adjunct faculty members contribution amount due for June – July.

Faculty contribution payments for the adjunct Kaiser plan for June - August must be paid in two installments via personal check made payable to the University of San Francisco:

- June 1 for June and July coverage period and
- August 1 for August coverage period

For September coverage period adjunct faculty contributions will be collected on their October 7<sup>th</sup> paycheck. Thereafter contributions will be deducted in accordance with the Fall Kaiser contribution deduction schedule.

Payment should be sent as follows:

University of San Francisco  
c/o Human Resources- Benefits Team  
2130 Fulton Street  
Lone Mountain, Rm 339  
San Francisco, CA 94117

Failure to remit a timely payment will result in cancellation of coverage.

### Fall Semester

USFFA Faculty who are ending their one-semester or multi-year USFFA term appointment at the end of a Fall semester (December 31), will be moved to the adjunct faculty status by their college/school with an effective date of Jan 1.

With this job change, their enrollment, in any benefit provided by the USFFA contract, will end as of December 31. They will receive COBRA information from the university's COBRA administrator if they wish to continue coverages under the terms of COBRA.

Effective January 1, they may be eligible to enroll in the adjunct faculty Kaiser plan, if the adjunct faculty member requests to enroll in the adjunct faculty Kaiser plan by emailing [benefits@usfca.edu](mailto:benefits@usfca.edu) by **December 1** to certify that they are scheduled to teach for the Spring semester. Human Resources will verify this information with the dean's office on or before **December 15**.

Upon receipt of this request, a benefits team member will assist the adjunct faculty member with the enrollment process and provide faculty contribution payment information for coverage for the period of January - February. These contribution payments will be after-tax.

Faculty contribution payment for the adjunct faculty Kaiser plan for January - February must be paid in one installment via personal check made payable to the University of San Francisco:

- January 5 for January and February coverage period

Payment should be sent as follows:

University of San Francisco  
c/o Human Resources- Benefits Team  
2130 Fulton Street  
Lone Mountain, Rm 339  
San Francisco, CA 94117

Failure to remit a timely payment will result in cancellation of coverage.

Starting with the March pay cycle, adjunct faculty contributions will be deducted from the adjunct faculty pay in accordance with the Spring Kaiser deduction schedule.

Adjunct faculty members with questions regarding this process should contact [benefits@usfca.edu](mailto:benefits@usfca.edu).