

Community Colleges of Spokane

District Administration - Business Office

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DATE: June 1, 2005

FROM: Dianne Walker, Manager of Employee Compensation
Kathy Lehinger, Benefits Office

SUBJECT: Summer Quarter Benefit Eligibility

Adjunct employees who teach half-time or more in each quarter of the 2004/2005 academic year (fall, winter and spring) in the community and technical college system qualify for employer contributions for health insurance during the summer 2005.

Employees who meet these eligibility requirements are eligible for employer-paid benefits summer quarter 2005. Premium contributions for medical/dental, life and long-term disability insurance for July and August will be deducted from the June 30, 2005, paycheck in addition to normal June premiums. The actual amount deducted is dependent upon the health care plan selected, the number of dependents included, and any optional coverage elected. Eligibility for employer-paid summer benefits requires these premium contributions.

Summer eligibility is based on continued employment with CCS. Employees not returning as an instructor this fall quarter, will not be eligible for benefit coverage this summer. Employees who have other health insurance coverage may be able to waive benefit coverage this summer. If either situation applies, please notify the Payroll/Benefits office before 6/22/05 so that premium contributions for July and August are not deducted from your June paycheck. Additionally, if you have already submitted self-pay enrollment forms and/or premiums to the Health Care Authority for summer benefits, please contact the HCA and request a premium refund.

Questions regarding summer eligibility for employer-paid benefits should be directed to the Payroll/Benefits office: Kathy Lehinger 434-5291.