**TO: PART-TIME INSTRUCTIONAL FACULTY**

**FROM: HUMAN RESOURCES DEPARTMENT**

 **DAVIDSON HALL, ROOM 119**

As a member of our part-time faculty, you are eligible for a number of benefits. Please review the information below and if you have questions, feel free to contact the Human Resources Department at (860) 832-1756 or stop by Room 119 in Davidson Hall.

## HEALTH INSURANCE

Health insurance benefits are available at group rates from Anthem and United Healthcare Oxford. Dental insurance is available from CIGNA. Plan information and monthly costs are available online @ [www.ccsu.edu](http://www.ccsu.edu) →Human Resources→Part Time Faculty Information→Medical & Dental. If you wish to obtain coverage, you must contact Human Resources to obtain a computer generated enrollment form which must be completed and returned to Human Resources **no later than January 31, 2019** **for coverage** **effective February 1, 2019.**

A break in service of one semester or more will require that you re-enroll to continue participation in a health insurance plan.

Pursuant to CGS Section 5-259, the State Comptroller’s Office has issued eligibility guidelines for state subsidized medical and dental insurance coverage for part-time faculty who meet the eligibility requirements and who teach nine (9) or more credits in the aggregate in the Connecticut State University system, the University of Connecticut, or the Community College system. Eligible participants may participate in health and dental coverage and will be reimbursed for the state share of health insurance premium costs.

# RETIREMENT PLANS

**Please review Retirement Plan Options** available on line @ [www.ccsu.edu](http://www.ccsu.edu) →Human Resources→Part Time Faculty Information→Retirement→Retirement Plans Comparison.

Part-time faculty are allowed a **one-time irrevocable** election to participate in a State of Connecticut retirement plan. Available plans are: State Employees Retirement System (SERS); State Employees Retirement System (Hybrid Plan); the Alternate Retirement Program (ARP) administered by Prudential; or the Teachers' Retirement System (TRS), as applicable. Part-time faculty who are also employed by another state agency and enrolled in a retirement plan must be enrolled in the same retirement plan with CCSU.

Part-time faculty may waive participation in a retirement plan. Please be aware that waiver of retirement plan membership results in ineligibility for retirement membership during any subsequent employment as a part-time lecturer within the Connecticut Higher Education System.

Available online @ [www.ccsu.edu](http://www.ccsu.edu) is Form CO-931h Designation of Retirement System-Tier-Plan-Beneficiary for Higher Education which must be completed and returned to the Human Resources Department by **January 18, 2019** if opting for retirement plan participation or electing to waive participation. Failure to waive or enroll in a retirement plan results in an automatic default to the Hybrid plan with your FIRST PAYCHECK OF THE SEMESTER.

**State of Connecticut retirees who will be teaching part-time must complete a CO-1208 Temporary Post Retirement Reemployment form also available online @** [**www.ccsu.edu**](http://www.ccsu.edu)**.**