

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

(pursuant to Guidelines issued by the Retirement & Benefits Services Division of the State
Comptroller's Office on August 10, 2007)

- Eligibility for health insurance under CGS Section 5-259c means teaching nine (9) or more credits in the aggregate (.5 FTE), per semester, at one of the State of Connecticut university or college systems (UNCONN, Central, Eastern, Southern, Western, or any of the community colleges).
- Eligible faculty will be required to pay the entire cost of the premium for such coverage
- Eligible faculty will be reimbursed for the state share of the health insurance premium after the semester ends
- Eligible faculty will be billed for the premiums (no payroll deductions). Bills must be paid on time; failure to do so will result in the forfeiture of the entire reimbursement for that semester.
- Reimbursement is for whole months only, and for spring and fall semesters only (no intersession or summer).
- The eligible faculty member's active primary job (as listed in the State's HR Information System) will be used to determine effective dates.
- For example, if the hire date is August 15 and the termination date is December 15, the State share reimbursement is for October, November, and December.
- After January 2008, faculty receiving reimbursement in consecutive fall and spring semesters will receive reimbursement on the first day of the first month immediately following the hire date. For example, if the hire date is January 15 and the termination date is May 15, the State share reimbursement will be for February, March, April and May.
- 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.
- Eligible employees will become eligible for *retiree* health insurance coverage only after serving ten (10) or more years (five (5) years for those transitioning immediately to retirement at age 62 or older) of actual state service while eligible for state-subsidized active health insurance coverage and becoming eligible for benefits under a state sponsored retirement system.