



ANTELOPE VALLEY COLLEGE
Human Resources & Employee Relations
Medical Benefits Open Enrollment

To: All Active and Retired Faculty Instructors

Re: Medical Benefits Open Enrollment October 1, 2015 – September 30, 2016

In accordance with the terms of the collective bargaining agreement between the AVCFT and Antelope Valley College, Faculty has changed from California Valued Trust (CVT) Blue Cross, Delta dental and Vision Services Plan (VSP) to Self-Insured Schools of California (SISC III) Blue Cross, Delta dental and Vision Services Plan (VSP).

Effective August 26, 2015 new hires, existing faculty and retirees **must** enroll during the open enrollment period.

Enrollment deadline is September 4, 2015. All faculty and retirees **must** complete SISC III PPO/Kaiser Enrollment forms in order to have benefits effective October 1, 2015.

Benefit Documents required for medical, dental and vision enrollment:

- [AVC Health Plan Election form](#)
- [SISC III PPO/Kaiser Enrollment form \(Enrollment for medical, dental and vision\)](#)
- [If married, 2014 tax return](#)
- [Affidavit of Domestic Partnership\(If applicable\)](#)
- [Affidavit of Termination of Domestic Partnership \(If applicable\)](#)
- [Dependents Birth Certificate](#)

Note: State and Federal tax law require the District to include the value of the health benefits provided to domestic partners in an employee's reported taxable income (Please see attached memo).

Method of Payment:

Active faculty's share of the premium contributions for ten (10) months will be through payroll deductions, beginning with October paycheck. Benefit premiums are deducted in ten (10) payments for twelve (12) month coverage due to faculty payroll schedule.

Retired faculty must submit payment by the **1st of each month beginning October 1, 2015.** Please make checks payable to Antelope Valley College and submit payment to the Human Resources Office Attention: Ana Patin. If payments are not made on time, insurance coverage will be terminated.

For questions or concerns, contact Ana Patin, Human Resources Technician at (661)722-6300 extension 6116.