

Part-Time Faculty

For current part-time faculty members who are eligible to retire from CCSF and enrolled in a medical plan through CCSF, please read the following information. Part-time faculty members are only eligible to receive retirement benefits through California's AB-528 or the federal COBRA (Consolidated Omnibus Budget Reconciliation Act) on the condition that they are enrolled in medical coverage through CCSF in their final semester.

- Begin your retirement planning process by contacting the CCSF Benefits Unit to request a **part-time faculty retirement packet** and make an appointment with the CCSF Benefits Analyst and by doing the following:
 1. Review the *Retirees Benefits Guide* at www.sfhss.org. Note: The premium rates shown in the guide do not apply to part-time faculty. Please contact the CCSF Benefits Analyst for current rates.
 2. If you or your spouse are **65 years of age or older**:
 - Enroll in Medicare with the Social Security Administration prior to retirement in order to obtain retirement benefits through SFHSS. You are required to enroll and have Medicare Parts A & B in place **before** your retirement date or you will face a penalty from Medicare.
 - Before applying for Medicare Parts A & B, request the CCSF Benefits Analyst or a SFHSS Member Services Analyst to complete a *Request for Employment Information* form to verify your medical coverage. Note: If your spouse is enrolled as a dependent under your active employee medical coverage, verification of the coverage will be handled by SFHSS.
 3. Before your retirement planning appointment with the CCSF Benefits Analyst, fill out all forms from the retirement packet. Bring your paperwork to the meeting.
 4. Contact SFHSS if you have questions **before** enrolling in AB-528 or COBRA coverage, and ask to speak to one of their SFCCD-designated representatives. **After** enrollment, contact the P&A Group directly for information.
 5. Complete the *Part-time Faculty Retiree: AB-528 Continuation of Coverage for Health Benefits* form and submit it to the CCSF Benefits Analyst who will sign and forward it to SFHSS. SFHSS will then notify the P&A Group, the administrator of retirement benefits for CCSF part-time faculty retirees.
 6. To enroll in medical benefits, complete the enrollment form for AB-528 or COBRA coverage after reviewing the two packets from the P&A Group.
 7. Send your completed and signed AB-528 or COBRA enrollment form directly to the P&A Group.
 8. Direct all questions about AB-528 or COBRA benefits to the P&A Group once your enrollment form has been submitted.