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**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AND THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS,  
LOCAL 1493, AFT, AFL-CIO  
June 21, 2024**

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**PART-TIME FACULTY HEALTH INSURANCE PROGRAM  
[SUBJECT TO CONFIRMATION WITH CALPERS AND STATE CHANCELLOR'S OFFICE]**

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This Memorandum of Understanding between the San Mateo Community College District and the San Mateo Federation of Teachers, Local 1493, AFL-CIO, is expressly made pursuant to the Education Employment Relations Act and the Collective Bargaining Agreement between the parties. This agreement is intended to apply only to the matters set forth below. All other provisions of the Collective Bargaining Agreement shall be deemed to remain unchanged except as set forth below or as otherwise mutually agreed.

Following the passage of Assembly Bill 190, this Memorandum of Understanding ("MOU") is intended to address the implementation of an enhanced part-time faculty health insurance program for the period between July 1, 2024, through December 31, 2026. It is the intent of the parties to comply with the provisions of AB-190 (Education Code §§ 87860 – 87868) which allows the District to expand health insurance reimbursement for part-time faculty and allows the District to receive reimbursement for its part-time faculty healthcare program depending upon the type of program in place. It is further the intent of the parties that this MOU be applicable so long as state funding fully covers the cost of offering part-time faculty medical benefits.

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1. **Board Resolution:** As a condition precedent that must occur before any eligible part-time faculty employee is permitted to enroll in District-funded benefit coverage, the District Board of Trustees must execute and file the appropriate resolutions, consistent with CalPERS regulations and Government Code Section 22807.5, that will enable part-time faculty the ability to participate in CalPERS Medical benefits coverage. The availability of benefit coverage will require both a fully executed and ratified Agreement and the appropriate resolutions.

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2. **Eligibility to Enroll:** To participate in District provided medical benefit coverage at a level equivalent to what is offered to full-time faculty, part-time faculty members must meet the following definitions:

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a. Part-time faculty must be 40% or greater of a full-time faculty assignment with the District, as determined under the SMCCFT collective bargaining agreement, the Education Code, CCCCO guidelines, and any other applicable state laws. For the purpose of eligibility in the program, assignment shall be calculated as follows:

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i. Instructional Part Time Faculty: Load shall be measured as of Monday of the third week of the semester of the instructional part-time faculty member's scheduled assignment.

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ii. Non-Instructional Part Time Faculty:

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1. Counselors: The equivalent workload for counselors shall be calculated based on a 30-hour work week in a 17.5-week semester, with 210 hours worked (or an average of 12 hours per week) deemed equivalent to 40%.

**[Based on 525 hours for full-time counselor: 525 x .4 = 210.]**

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2. All other non-instructional faculty: The equivalent workload for all non-instructional faculty other than counselors shall be calculated based on a 37.5-

hour work week in a 17.5-week semester, with 262.5 hours worked (or an average of 15 hours per week) deemed equivalent to 40%.

**[Based on 656.5 hours for non-instructional faculty:  $656.5 \times .4 = 262.5$ .]**

iii. Mixed Assignments: Part-time faculty with both instructional and non-instructional assignments may meet eligibility provided that the sum of assignments meets or exceeds 40%.

iv. The above load calculations shall exclude office hours and/or all ancillary activities (as per Ed Code section 87482.5).

b. FTE Load Confirmation: The determination of eligibility for enrollment shall be based on reasonable documentation establishing the aforementioned criteria as follows:

By October 1 for November qualifying event enrollment

By April 1 for May qualifying event enrollment

c. Part-time faculty must be enrolled in a retirement plan. Part-time Faculty generally must enroll in either CalSTRS Defined Benefit or CalSTRS Cash Balance. On the rare occasion through prior or concurrent employment, the Part-time Faculty member may qualify for CalSTRS health plan enrollment as a CalPERS Defined Benefit plan member.

3. **Eligibility for Reimbursement:** To be eligible for reimbursement of a portion of their paid medical insurance premium, a part-time faculty member must meet all of the following criteria as required by the State and Education Code Section 87865, including:

a. The part-time faculty member must have teaching assignments at two or more California community college districts that when combined equal or exceed 40% of the cumulative equivalent of a minimum full-time FTE assignment;

2. The part-time faculty member or their dependents whose premiums for health insurance are paid by an employer other than a community college district, are not eligible to participate in the program;

c. The part-time faculty member with a load of 40% or more at a single district that offers part-time faculty benefits are not eligible to participate in the program;

d. The part-time faculty member must have individually purchased a healthcare plan covering themselves and optionally any eligible dependents.

e. The determination of eligibility for multidistrict part-time faculty shall be based on reasonable documentation establishing the aforementioned criteria during the primary (Fall and Spring) terms, in order to verify that the cumulative assignment meets the 40% criteria, as well as enrollment and premiums associated with the health insurance plan.

4. **Limitations:** Participation in this Part-Time Faculty Health Insurance Program is subject to the following:

a. Part-time faculty members must meet state criteria (e.g., not covered by spouse or another employer or agency), as determined under the Education Code and other applicable state laws;

b. Part-time faculty members who are full-time faculty members at any other community college district are not eligible to participate in the program;

- 109 c. Retired full-time faculty with retiree medical benefits that have returned to part-time  
110 employment are not eligible.  
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112 5. **Participation in the Program:**  
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114 a. **40% Part Time Faculty:**  
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- 116 1. Unit members meeting the definition of “part-time faculty” by maintaining an  
117 assignment equivalent to 40% of full-time shall be eligible to enroll in and receive  
118 medical benefit coverage at the same level of District-paid premium contributions as  
119 is available to full-time faculty. This benefit contribution has no cash-value, and part-  
120 time faculty shall not receive any cash-value “in lieu” of medical benefit coverage.  
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- 122 a. Any eligible part-time faculty member that elects coverage in a plan that  
123 exceeds the maximum District contribution shall solely bear the cost of any  
124 excess, which shall be deducted from their monthly payroll via automatic  
125 payroll deduction.  
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- 127 1) As a condition to participating in a plan that exceeds the maximum  
128 District coverage, a unit member is required to execute all necessary  
129 documents and authorizations required for the applicable payroll  
130 deductions;  
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- 132 2) In the event a part-time faculty member receives salary that is  
133 insufficient to cover the excess benefit cost, the member shall remit  
134 payment to the District within ten (10) calendar days of receiving  
135 notification of a balance due. The failure to remit the required payment  
136 in a timely manner may result in termination of the benefits and removal  
137 from the Program.  
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- 139 b. A part-time faculty member that is eligible to enroll and participate during the  
140 Spring semester will remain enrolled until it can be determined whether the  
141 member meets or exceeds the 40% threshold for the subsequent Fall  
142 semester.  
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- 144 c. Loss of Eligibility: Unit members that have enrolled in District medical benefit  
145 coverage and subsequently become ineligible shall notify the District and will  
146 thereafter not continue to receive contributions towards District-paid medical  
147 benefits. Part-time faculty that become ineligible shall be provided with notice  
148 of continuation (i.e., COBRA) coverage, and will be eligible to enroll in self-paid  
149 COBRA coverage at their own expense, provided that they meet minimum  
150 COBRA eligibility requirements. Determinations concerning eligibility and  
151 continued eligibility shall be based upon information provided by the part-time  
152 faculty member, and shall not be subject to the grievance process.  
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- 154 2. Part-time faculty with at least a 40% load in the District may choose a reimbursement  
155 program in lieu of enrolling in District-provided health plans. Part-time faculty who  
156 elect this option may get reimbursed for the cost of their healthcare premiums up to  
157 the cost of the Kaiser single plan.  
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- 159 b. **Reimbursement of Medical Premiums:** Unit members may submit documentation of  
160 individually purchased medical benefit coverage for partial reimbursement. The District will  
161 make available a reimbursement form for this purpose, as follows:  
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- 163 1. Reimbursement is for premiums only, and no reimbursement shall be granted for non-  
164 premium medical costs (including but not limited to deductibles; co-pay; prescriptions,  
165 etc.) incurred by an eligible member.

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2. Part-time faculty are responsible for obtaining coverage on their own, and shall be required to provide receipts or other proof of payment for the insurance to be eligible for reimbursement. Upon confirmation of the payment by the part-time faculty member and receipt of the required documentation, the District shall issue a reimbursement equal to its share of this premium payment for up to six (6) months in any given college year, either July-to-December or January-to-June. Reimbursement will be paid by separate check.
3. The District's share shall be determined by dividing the total health insurance premium paid by the unit member by the total number of community college districts in which the unit member currently holds an active assignment. The District's share shall not exceed that which it would have paid if the unit member had been a full-time faculty member purchasing the District's most commonly subscribed family medical plan.
4. Reimbursement requests may be returned to the member without action if the eligibility criteria have not been met, if the request seeks reimbursement for anything other than employee-paid health insurance premiums, or if supporting documentation is insufficient.
5. Eligibility determination is done semester-by-semester for Fall and Spring terms only, as set forth below:
  1. Employees qualifying in the Fall Semester for benefits reimbursement shall be entitled to receive reimbursement for July through December.
  2. Employees qualifying in the Spring Semester for benefits reimbursement shall be entitled to receive reimbursement for January through June.
  3. In the event that the assignment load drops below 40% of the minimum full-time assignment at any point in the semester, the employee's entitlement to reimbursement will end effective the last day of the semester.

6. **Certification:**

- a. Certification requirements for faculty members shall be based on: CCCCCO issued forms, procedures, and guidelines; the Education Code; and any other applicable state laws
- b. **Reimbursement:**
  - i. **Multi-District Faculty:** Upon certification of the required documentation and the multi-district part-time faculty member's medical premium payment, the District shall reimburse multidistrict part-time faculty who individually purchase health insurance benefits, up to its proportionate share as determined under the Education Code, CCCCCO guidelines, and any other applicable state laws, but in no event greater than the amount indicated in Section 2 above.
  - b. Upon certification of the required documentation and the part-time faculty member's medical premium payment, the District shall reimburse part-time faculty who opt for reimbursement under Section a.2 above who individually purchase health insurance benefits, but in no event greater than the amount indicated in Section 2 above.
- c. Certification and proof of insurance must be received by the District on or before the last date in each reimbursement period (e.g., December 31, and June 30).

7. **Contingency Upon State Funding and Termination of the Program:**

223 a. The parties recognize and agree that District's decision to offer part-time faculty medical  
224 benefit coverage is contingent upon state funding and the ability of the District to receive up  
225 to 100% reimbursement for expenditures directly attributable to the Program. If the final state  
226 budget does not continue to fund part-time faculty medical benefits, does not fund part-time  
227 faculty medical benefits at a sustainable level, or if the State of California does not reimburse  
228 the District for 100% of its medical benefit contribution costs attributable to part-time faculty,  
229 the parties agree that the terms of this Program will terminate effective at the end of the  
230 semester in which the District receives notice that it will not be receiving 100% funding, subject  
231 to the following:

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- 233 1. If the State of California continues to fund part-time benefit reimbursement to the  
234 District at 50% or higher, the parties agree that the terms of the MOU providing for  
235 part-time benefit reimbursement up to the Kaiser single rate for part-time faculty,  
236 entered into on August 30, 2023, shall go into effect for the remainder of the term of  
237 this MOU.
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- 239 2. If the State of California does not fund part-time reimbursement to the District a level  
240 of 50% or more, the parties agree that the following language previously set forth in  
241 Article 9.12 of the CBA shall become effective for the remaining term of this MOU:
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243 The District is providing up to \$3,305.00 of medical reimbursement per semester,  
244 for reimbursement of employee-incurred health benefit costs to all part-time hourly  
245 academic employees who are employed and complete a 40% or more of a full-  
246 time load (6/15 FLC) in the District. The reimbursement periods for the fall and  
247 spring semesters are July through December and January through June.

248 The stipend shall be used to reimburse part-time faculty who qualify for  
249 reimbursement under these provisions for premium costs only from enrollment in  
250 any HMO, PPO, or indemnity health plan licensed and registered by either the  
251 California Department of Insurance or the California Department of Corporations.

252 Employees wishing to be reimbursed for medical premium expenses (Medical  
253 Premiums ONLY) under this article must initiate the request on a District form. The  
254 employee must furnish documentation (cancelled check, paid statement) showing  
255 that the employee had been purchasing health insurance during the instructional  
256 period for which the employee was otherwise not eligible for reimbursement from  
257 any other source. If the health insurance premiums are part of an employer-paid  
258 benefit program, the employer MUST be another community college in order to be  
259 eligible for reimbursement.

260 The reimbursement request must be received by Human Resources by:

- 261 a) December 31st for the period covering July through December;
- 262 b) June 15th for the period covering January through June.

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268 b. Termination of Program:

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- 270 1. If at any time CalPERS medical does not permit Unit Members to participate in the  
271 program, the District's obligation to eligible part-time faculty will be extinguished and  
272 the terms of Section 4 of this MOU will be null and void.
- 273
- 274 2. The parties expressly recognize that if this Program offering the same benefits to part-  
275 time unit members as is offered to full-time unit members is terminated because of  
276 funding cuts by the State, the withdrawal from CalPERS is subject to CalPERS rules  
277 and regulations, which may include, but are not limited to:
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- 279 a) The filing of a termination resolution with CalPERS no later than 60 days after  
280 CalPERS announces health plan premiums for the following calendar year  
281 (typically June), to become effective on the subsequent January 1 (coverage  
282 ceases at the end of the current calendar year/December 31). (2 CCR section  
283 599.515.)  
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285 b) The recognition by the parties once filed, the election to terminate is irrevocable  
286 and the employer may not elect participation for this group within five years of  
287 the termination date.  
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289 3. If at any time the District is considering rescinding the authorizing resolutions and  
290 terminating part-time faculty participation in CalPERS medical, the District shall notify  
291 SMCCFT at least sixty (60) days prior to anticipated Board action so as to permit the  
292 parties an opportunity to negotiate any foreseeable impacts and effects.  
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294 8. Long-term Viability of the Program: Both parties agree to meet to discuss the financial implications of  
295 the program at least once prior to the expiration of this MOU.  
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297 9. Unless shortened or extended by mutual written agreement of the Parties, this MOU shall sunset and  
298 be of no further effect on December 31, 2026, This MOU shall be reopened by August 1, 2026, to  
299 explore whether to extend the MOU.  
300  
301 10. Nothing in this MOU shall be construed as waiving any rights under the EERA or precluding future  
302 negotiations on impacts and effects relating to the impacts or effects of any subsequent decisions or  
303 policies, or procedures.  
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305 The Parties agree to meet and discuss, as necessary, to resolve any ambiguities in interpretation created by  
306 subsequent instructions, regulations, or guidance from the Chancellor's Office, concerning topics such as  
307 recognition that assignment percentages can change between and within semesters, the need to clarify  
308 verification for multi-district part-time faculty reimbursements, the details of the proportionate share  
309 reimbursement calculation, etc.  
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311 This MOU does not represent a change to the collective bargaining agreement (CBA), does not set a  
312 precedent or past practice beyond those terms described or referenced herein.  
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314 San Mateo County Community  
315 College District

San Mateo Federation of Teachers, Local 1493,  
AFT, AFL-CIO

316 Rex Randall Erickson  
317 Rex Randall Erickson (Jun 21, 2024 14:10 PDT)

[Signature]  
[Signature] (Jun 21, 2024 14:14 PDT)

318 Julia Johnson  
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