Eligibility Checklist for Medical and Dental Care Plans
For Part-Time Faculty (Except Mannes Faculty*)
For Academic Year 2017-2018

There are four steps in determining whether part-time faculty who are members of Local 7902 ACTUAW* are eligible to participate in the University’s medical and/or dental care plan(s) for academic year 2017-2018.

**Step 1: Please check one response.**

| As of 9/1/17, I will have worked at the University at least one academic year. | ☐ Yes | ☐ No |

You must check “Yes” to the question above to proceed to Step 2. If you checked “No”, you are NOT eligible to participate in the University’s medical and/or dental care plan(s).

**Step 2: Please check one response for each statement.**

| I taught a minimum of 90 contact hours for two or more courses or the equivalent in teaching activities during academic year 2016-17 (fall 2016, spring 2017 or summer 2017). | ☐ Yes | ☐ No |
| I earned at least $6,140.70 (90 x non-credit rate in effect as of 9/1/16) in wages for teaching two or more courses or the equivalent in teaching activities during academic year 2016-17 (fall, spring or summer). | ☐ Yes | ☐ No |

You must check “Yes” to at least one of the questions above to proceed to Step 3. If you checked “No” to both questions, you are NOT eligible to participate in the University’s medical and/or dental care plan(s).

**Step 3: Please check one response for each statement.**

| I am scheduled to teach at least 90 contact hours for two or more courses during the fall 2017 semester and/or spring 2018 semester. | ☐ Yes | ☐ No |
| I am scheduled to earn at least $6,467.40 (90 x non-credit rate in effect as of 9/1/17) in wages for teaching two or more courses or the equivalent in teaching activities during the fall 2017 semester and/or spring 2018 semester. | ☐ Yes | ☐ No |

You must check “Yes” to at least one of the questions above to be eligible to participate in the University’s medical and/or dental care plan(s). If you checked “No” to both questions, you are NOT eligible to participate in the University’s medical and/or dental care plan(s).

Courses canceled post-appointment count as courses taught.

*If you checked “Yes” to Step 1 and “Yes” to at least one box in Step 2 and “Yes” to at least one box in Step 3, you may be eligible for coverage and should contact Human Resources at benefitshelp@newschool.edu*

Faculty scheduled to teach in either the spring or fall semester and who are eligible for coverage must pay their full share of the premiums in advance, possibly on a post-tax basis. Faculty who do not prepay for their coverage must earn enough in wages to cover the cost of the premium share of the plan they select.
*Mannes Part-Time Faculty who are members of Local 7902 ACT-UAW should see “Eligibility Checklist for Medical and Dental Care Plans for Mannes Part-Time Faculty for Academic Year 2017-2018”.

Rev 5/18/2017