Eligibility Checklist
For Medical and Dental Care Plans For Mannes Part-Time Faculty*
For Academic Year 2016-2017

There are three steps in determining if Mannes part-time faculty who are members of Local 7902 ACT-UAW* are eligible for eligible to participate in the University’s medical and/or dental care plan(s) for academic year 2016-2017.

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

As of 9/1/16, 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 at least two courses or the equivalent in teaching activities courses during academic year 2015-16 (fall 2015, spring 2016, or summer 2016).  
☐ Yes ☐ No

I earned at least what it would cost to cover the employee premium for the medical and/or dental coverage I select. The annual premium for the least expensive medical and dental plan (employee only) offered by the University for academic year 2015-16 is $1,524.70.  
☐ Yes ☐ No

You must check “Yes” to both of the questions above to proceed to Step 3. If you checked “No” for any of the questions in Step 2, 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 two or more courses during the fall 2016 semester and/or spring 2017 semester.  
☐ Yes ☐ No

I am scheduled to earn (for courses taught or equivalent teaching activities) at least what it would cost to cover the employee premium for the medical and/or dental coverage I select for academic year 2016-17. See the 2015-16 annual premium noted above in Step 2 as a reference. Rates after January 1, 2017 are not currently available.  
☐ Yes ☐ No

You must check “Yes” to both of the questions above to be eligible to participate in the University’s medical and/or dental care plan(s). If you checked “No” for any of the questions in Step 3, 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” in all five boxes above, and you are a Mannes Part-Time Faculty member, you may be eligible for coverage and should contact Human Resources at benefitshelp@newschool.edu for more information.

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 pre-pay for their coverage must earn enough in wages to cover the cost of the premium share of the plan they select.

*This checklist applies only to Mannes Part-Time Faculty who are members of Local 7902 ACT-UAW. Other part-time faculty who are members of Local 7902 ACT-UAW should see “Eligibility Checklist for Medical and Dental Care Plans For Part-Time Faculty (Except Mannes Faculty) For Academic Year 2016-2016”.

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