



# Enroll/Make Changes

Many events in your work or personal life can impact your benefits. Several of the benefit programs require that you enroll within a specified period of time. Employees have 30 days from the date of a qualifying life event to enroll or make changes in their health, dental, vision, and reimbursement accounts or 30 days from their eligibility date to enroll in the health, dental, vision, and reimbursement accounts.

## Open Enrollment

If you fail to enroll during the 2-week eligibility period and experience no qualifying life event, you cannot enroll until the next annual open enrollment period. SDCCD employees will be notified directly of an upcoming open enrollment period before it begins.

## Qualifying Life Events: 30 Days

If you experience a [qualifying event](#) you may make changes to some of your San Diego Community College District benefits within 30 days of the event. Any change you make must be consistent with your qualifying event. For example, if you marry you may add your new spouse to your Health Care Plan, but you may not enroll in the Dental Plan if you had not been previously participating.

Qualifying events include, but are not limited to:

- Marriage or divorce,
- Birth, adoption, or placement of a child for adoption
- Death of spouse or covered dependent,
- Loss of eligibility for insurance coverage for employee or a covered dependent (loss of an individual policy due to non-payment does not qualify)
- Gain of eligibility for insurance coverage for employee or a covered dependent (gain of an individual policy does not qualify)
- Change in spouse's employment status which results in a loss or gain of insurance coverage
- Change in health insurance eligibility for the employee or a family member due to a relocation of residence or work place.



If you experience a qualifying life event, you have 30 days from the date of the event to request changes to your health, dental, vision, and reimbursement accounts. Additionally, you will be required to provide documentation or written proof of the

qualifying event, such as a birth, marriage or death certificate, divorce decree, or letter from an employer indicating the loss or gain of coverage. To update your benefits selections, you must contact the Benefits Department at 619-388-6587 or [hrbenefits@sdccd.edu](mailto:hrbenefits@sdccd.edu) to receive the necessary enrollment forms within 30 days of the event. If the 30 day deadline is missed, you will need to wait until San Diego Community College District's next open enrollment period (November 1<sup>st</sup> – November 15<sup>th</sup>) to make changes to your health, dental, vision, and reimbursement accounts.

Please contact the Human Resources Benefits Department at (619) 688.6587 or email [hrbenefits@sdccd.edu](mailto:hrbenefits@sdccd.edu) for additional information or assistance.

## Newly Eligible: 30 Days

Your first opportunity to enroll in benefits is during your first 30 days of eligibility. For many, the eligibility date is their date of employment, which is usually the first day at work, or it is the date of transfer into a benefits eligible position. During this 30 day time period, you should decide on your health\*, dental and vision insurance and whether to enroll in the reimbursement accounts. If you miss this deadline, then your next opportunity to enroll or make changes to your health, dental, vision, and reimbursement accounts is during the annual open enrollment period. The only other time you can make changes to these plans is if you experience a qualifying life event.

Also, within 30 days of your eligibility date, you need to make decisions on Voluntary Supplemental Life Insurance,

You may enroll in the 403(b) and/or 457(b) Retirement Savings Plan at anytime.

*\*Note: Faculty and staff eligible for an employer contribution towards health insurance will receive it effective for coverage the first of the month after the date of employment or eligibility.*

