

**PAY SCHEDULE FOR PART-TIME LECTURERS**

Part-time lecturers who are appointed in different departments or for only one semester receive six paychecks for each semester of employment, checks will issue on or near the following dates:

Fall semester only appointments:

First check: October 1  
Second check: November 1  
Third check: December 1  
Fourth check: January 1  
Fifth check: February 1  
Sixth check: March 1

Spring semester only appointments:

First check: March 1  
Second check: April 1  
Third check: May 1  
Fourth check: June 1  
Fifth check: July 1  
Sixth check: August 1

For part-time lecturers who are appointed for the academic year (both semesters) or appointed in the same department for the fall and spring semesters, checks will issue on or near the following dates:

October 1: 1st check for fall  
November 1: 2nd check for fall  
December 1: 3rd check for fall  
January 1: 4th check for fall  
February 1: 5th check for fall

March 1: 1st check for spring  
April 1: 2nd check for spring  
May 1: 3rd check for spring  
June 1: 4th check for spring  
July 1: 5th check for spring  
August 1: 6th check for spring

September 1: 6th check for fall

**EFFECTIVE DATES FOR BENEFITS COVERAGE**

Part-time lecturers teaching 6 units or more will be eligible to enroll in medical, dental and vision coverage within the first 60-days upon initial eligibility.

Part-time lecturers who provide proof of alternative coverage from a non-CSU employer will become eligible to enroll in the Flex Cash program within the first 60-days upon initial eligibility or during Open Enrollment.

If initial eligibility is the fall semester, the earliest coverage can begin is October 1 providing Benefits receives the completed benefits enrollment worksheet by September 30th. If the benefits enrollment worksheet is not received by September 30th, Benefits must receive the worksheet within 60-days from the start of the semester for coverage to begin November 1st. Coverage for the fall semester will end March 30<sup>th</sup> if no appointment is received for the spring semester or if spring appointment is below 6 units.

If initial eligibility is the spring semester, the earliest coverage can begin is March 1 providing Benefits receives the completed benefits enrollment worksheet by February 28th. If the benefits enrollment worksheet is not received by February 28th, Benefits must receive the worksheet within 60-days from the start of the semester for coverage to begin April 1st. Coverage for the spring semester will end August 31<sup>st</sup> and must re-enroll in coverage within 60 days once appointed to teach 6 or more units.

**Failure to enroll within the first 60-days upon initial eligibility will have a 90-day waiting period on the first of the following month from the date the benefit enrollment worksheet is received for coverage to begin or must wait for the annual Open Enrollment period to enroll in coverage.**

Part-time lecturers who enrolled in benefits and teach 6 units or more for both fall and spring semester will have no break in coverage. Coverage will end upon teaching below 6 units.