



Guide to Completing the YCCD Part-Time Faculty Multi-District Health Insurance Load Verification Form

Instructions for Completing the Form

This form enables part-time faculty teaching at multiple community college districts to have their combined teaching load verified, which may qualify them for health insurance premium reimbursement under the Part-Time Faculty Health Insurance Program, as outlined in the YCCD/YC-AFT MOU and Education Code Sections 87860–87868.

Step-by-Step Guidance

1. Faculty Member Information

Enter your full name, YCCD employee ID, and YCCD email.

2. Insurance Information

Provide your Health Insurance plan provider name and the 12-month out-of-pocket premium cost.

3. List Your Alternate Teaching District(s) and College/District Representative Email

For every California community college district other than your YCCD assignment, complete a separate form.

4. District Certification

The form is sent to the email address provided for completion of the load verification process. Once completed, the final form is sent to YCCD OPC for review and processing.

Helpful Reminders

You must submit one completed and certified form per district where you have teaching assignments.

Reimbursement eligibility generally requires a combined teaching load of 40% (0.4 FTE) or more across two or more districts.

This form only covers verification of teaching load. You will also need to complete a YCCD Part-Time Faculty Healthcare Reimbursement Request Form and provide proof of insurance premium payments or enrollment.

Need Help?

If you have any questions or need assistance with completing or submitting the form, please contact the YCCD Office of People & Culture at yccdhr@goyccd.onmicrosoft.com.