New Hire Part Time Faculty Insurance Eligibility Notification Position Information

Position Information

Department Enter Data: Print for employee to review and sign. Submit with new hire paperwork

Employee Name: _____ **Social Security** _____ **Hire Date:** _____

Department: _____ **Dean:** _____ **Campus:** _____

Contract Start Date: _____ **Contract End Date:** _____ **%FT:** _____

Employee Review

As a New Hire part time faculty, your position is not eligible for insurance coverage. To establish eligibility for insurance coverage you must have a work load of 50% or more for two consecutive quarters. Spring and Fall are considered consecutive. (WAC 182-12-114)

Faculty may establish eligibility and maintain the employer contribution toward insurance coverage by working as faculty for more than one institution of higher education. Faculty workloads may only be stacked with other faculty workloads to establish eligibility under this section or maintain eligibility under WAC 182-12-131(3). When a faculty works for more than one institution of higher education, the faculty must notify his or her employing agencies each quarter that he or she works at more than one institution and may be eligible through stacking.

Are you working at more than one institution of higher education _____ **Yes/No**

- If you answered **"No"** you remain ineligible for employer paid benefits per (WAC 182-12-114)
- If your answer is "**Yes"** enter the college name and the percent of workload under the corresponding quarter in the chart below.

The benefits office will coordinate the information with the other institutions and determine benefit eligibility and notify you if your eligibility has changed from the previous determination.

College Name	Fall	Winter	Spring	Summer
	% of teaching workload	% of teaching workload	% of teaching workload	% of teaching workload

You may seek further information about Insurance benefits through the following website www.pebb.hca.wa.gov

Signature and Date

I have received the Part Time Faculty Benefit Summary of Eligibility and Maintenance attached to this document.

I have reviewed the information above and acknowledge the decision made. I understand I can access PEBB rules and guidance on the above decision through the PEBB Website www.pebb.hca.wa.gov specifically WAC 182-12-114 (employee eligibility for benefits) and WAC 182-12-131 (maintaining the employer contribution). I understand that if I have a change that affects my eligibility for benefits Seattle Community Colleges will notify me. I also understand that I have the right to ask Seattle Colleges District to re-evaluate my eligibility at any time.

I understand it is my responsibility to inform my employer immediately if I have or obtain multiple jobs or positions within the agency, or other Institution of higher education.

I acknowledge that I have the right to appeal this and any future eligibility decisions for PEBB benefits made by Seattle Colleges District through the PEBB Appeals Process (Chapter 182-16 WAC). The PEBB appeals process begins with requesting a review from Seattle Colleges District. For complete explanation of the appeals process and the appeals forms visit http://www.hca.wa.gov/pebb/Pages/appeals1.aspx at the PEBB web site.

_____ _____

Employee Signature Date Benefits Specialist Date

Part Time Faculty Benefit Summary of Eligibility and Maintenance Documentation

Establishing Eligibility (WAC 182-12-114):

- Part Time Faculty must work two consecutive quarters with a workload of 50% or more in each quarter to establish eligibility for health benefits. Spring and fall quarters are considered consecutive.

- As faculty you may establish eligibility by working in a faculty position for more than one Washington State institution of higher education (WAC 182-12-131). If you are working at more than one institution you will need to complete the employee review section above, listing the other college and the percentage of workload.

Maintaining Eligibility: (WAC 182-12-131)

- **Regular Coverage**: Once you have become eligible for benefits you are eligible for the employer paid benefits each quarter in which you work 50 percent or more.

- **Stacking:** If you work for more than one institution of higher education, you must notify your Benefits Specialist via e-mail the name of the institution and your percentage of teaching workload each quarter and that you may be benefits eligible through stacking.
    - If the notice from you is received more than thirty (30) days after the date in which you became eligible through stacking or layoff, then the employer contribution toward insurance coverage begins the first day of the month ***AFTER*** the notice is received.
    - **Benefits Specialists:**
        - Last name beginning with letter A-K linda.tran@seattlecolleges.edu
        - Last name beginning with letter L-Z michel.large@seattlecolleges.edu

- **Return from layoff within 24 months:** If you move from a benefits eligible to an ineligible position due to layoff, you may retain your eligibility for the employer contribution toward insurance coverage for each month that you are in pay status for at least eight (8) hours. To maintain eligibility using this section you must:
    - Be hired into a position with a state agency within twenty-four months of the original eligible position ending; and
    - Upon hire, notify the employing state agency that you are potentially eligible.

- **Summer or off-quarter coverage**: All benefits eligible faculty who work an average of 50% or more throughout the entire instructional year or equivalent nine-month period and work each quarter of the instructional year or equivalent nine-month period are eligible for employer contributions for insurance coverage.

- **Two Year Averaging**: All benefits eligible part time faculty who worked an average of 50% or more in each of the two preceding academic years are potentially eligible to receive uninterrupted employer contribution toward PEBB benefits. In order to be eligible for the contribution you must notify the District Benefits Office through the ***Part Time Faculty Averaging Request*** website when requested each year by the designated deadline set by the Benefits office. You will continue to receive uninterrupted employer contributions in each quarter in which at least one of the following criteria are met:

    - Request Averaging each year by the deadline
    - Work at least two quarters and
    - Have an average workload of half time or more for three quarters

- Eligibility for the employer contribution benefits under two-year averaging will cease immediately if the eligibility criteria is not met or if the eligibility becomes impossible to meet.

Regaining Eligibility: (WAC 182-12-131)

- **If you lose eligibility for the employer contribution**: You will regain it if you return to a faculty position where it is anticipated that you will work 50% or more for the quarter no later than twelve months after the month in which you lost eligibility for the employer contribution.

More information is also available at the following website www.pebb.hca.wa.gov