

PEBB Benefit Eligibility

Worksheet B-2 - Faculty working the second consecutive quarter/semester, or faculty with a change in work pattern that requires review (part-time, quarter-to-quarter, and semester-to-semester)

- This worksheet determines benefit eligibility for faculty who were not eligible for the employer contribution when hired on a quarter-to-quarter or semester-to-semester basis and now are anticipated to work a second consecutive quarter or semester or have a change to their work pattern.
- Complete and share this worksheet with the faculty member.
- If the faculty member's eligibility changes, complete a new worksheet and notify faculty of the change.
- If the faculty member is returning to work, as faculty, no later than the 12th month after losing eligibility for the employer contribution, see Worksheet D-3.
- If the faculty member is returning to work from layoff status, see Worksheet D-2. (This does not apply to faculty with an anticipated end date.)

Employee Name: _____ Employee ID: _____

Employee E-mail Address: (optional) _____

Enter a "Y" or "N" for each of the requirements for eligibility.

Stacking Hours* across Employers		Enter a Y or N		
Faculty has informed you that:				
He or she is working as faculty at more than one institution of higher education.				
If "Yes", include the hours (as a %) from the other higher education institutions when determining eligibility.				
<i>*Faculty workloads may only be stacked with other faculty workloads to establish eligibility under WAC 182-12-114.</i>				
Eligibility Calculator				
Enter the academic year for each quarter or semester the faculty has or is anticipated to work.				
Enter the actual and/or anticipated percentage of full-time for each quarter or semester.				
<i>Include the anticipated percentage from other higher education institutions in the Other Institutions row.</i>				
<i>Exclude non-faculty, standby, and any temporary increase in work hours, of 6 months or less, caused by training or emergencies that have not been or are not anticipated to be part of the employee's regular work schedule or pattern.</i>				
Describe any excluded hours: _____				
Quarter Review	Fall	Winter	Spring	Summer
Academic Year				
Your Institution:				
Other Institutions:				
Total				
Semester Review	Fall	Spring	Summer	
Academic Year				
Your Institution:				
Other Institutions:				
Total				

Requirements for Eligibility (WAC 182-12-114)	Enter Y or N
Faculty:	
a. Has worked or is anticipated to work half-time* or more this quarter or semester (include faculty hours (as a %) from other institutions), and	
b. Worked half-time or more the previous quarter or semester (spring and fall may be considered consecutive quarters or semesters when first establishing eligibility)	
*Half-time is defined as one-half of the full-time academic workload as determined by each institution, except that half-time for community and technical college faculty employees is governed by RCW 28B.50.489.	
Eligibility Decision	Decision
If you answered "Yes" to all requirements, the faculty is benefits eligible. Continue with Step 1 of this worksheet.	
If you answered "No" to any of the requirements, the faculty is not benefits eligible at this time. Continue with Step 6 of this worksheet. Routinely monitor the faculty's eligible work hours to establish eligibility.	

Enter the date of employment in the Date field. Select the Tab key on the keyboard, the Due Date fields will automatically populate. Enter the date coverage begins in Section 2.

1. Initial Date of Eligibility	Date
Faculty is benefits eligible at the beginning of the second consecutive quarter/semester of employment in which he or she is anticipated to work or has actually worked half time or more; OR when a revision is made to the faculty's workload after the beginning of the anticipated work period. (Coverage may not begin on your date of eligibility, see section 2 for the date coverage begins)	
2. Coverage Begins:	Date
The first day of the month following the beginning of the second quarter/semester of half-time or more employment; OR the the first day of the month following the revision in workload. If the first day of the second consecutive quarter/semester is or the revision is made on the first working day of the month, benefits begin on that day.	
3. New Employee Resources to Enroll in PEBB Benefits	
The following resources are available for newly eligible employees or any employee seeking information about PEBB benefits. <ul style="list-style-type: none"> • A website www.pebb.hca.wa.gov/new_employee.html with link to: <ul style="list-style-type: none"> - A video that provides an orientation and overview to PEBB benefits. - Information and enrollment forms • For new employees unable to access the internet: the employer will provide the <i>Employee Enrollment Guide</i>. 	
4. Form Submission Dates:	Due Date
The <i>Employee Enrollment/Change form</i> is due no later than 31 days after the date of eligibility.	
The <i>Life Insurance Enrollment/Change form</i> is due no later than 60 days after the date of eligibility.	
The <i>Long-Term Disability Enrollment/Change form</i> is due no later than 31 days after the date of eligibility.	
The <i>FSA and DCAP Enrollment form</i> is due no later than 31 days after the date of eligibility.	
Long-Term Care application may be submitted to John Hancock at any time. If the application is submitted no later than 31 days after the date of eligibility, proof of good health may not be	
Auto/Home Insurance may be applied for at any time with Liberty Mutual.	

5. Insurance System (PAY1) - Employer :

- If the forms are not returned by the due date, enroll the employee only (i.e., no dependents) in the Uniform Medical Plan Classic, Uniform Dental Plan, Basic LTD, and Basic Life Insurance (WAC 182-08-197)
- Use reason code *01 Newly Eligible Member* to enroll the employee in PEBB benefits in the insurance system.

6. Signature and Date

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

I understand it is my responsibility to inform my employer immediately if I am returning from layoff status within 24 months of my layoff date *(For the limited purpose of determining PEBB benefits eligibility, "layoff" is defined in WAC 182-12-109 and there are examples of application in WAC 182-12-129 and 133(1)(e)).*

I understand it is also my responsibility to inform my employer immediately if I have or obtain multiple jobs or positions within the agency.

I acknowledge that I have the right to appeal this and any future eligibility decisions for PEBB benefits made by a PEBB-participating employing agency through the PEBB Appeals Process. The PEBB appeals process begins with requesting a review from your employer. For a complete explanation of the appeals process and the appeals forms visit the PEBB website:

www.pebb.hca.wa.gov

All benefits-eligible faculty who worked an average of half-time or more in each of the two preceding academic years are potentially eligible to receive uninterrupted employer contribution to benefits by using 2-year averaging. In order to be eligible for the employer contribution through two-year averaging, the faculty must provide written notification of his or her potential eligibility to the employing agency or agencies within the deadlines established by the employing agency or agencies. (WAC 182-12-131)

All faculty who work an average of half-time or more throughout the entire instructional year or equivalent 9-month period and work each quarter/semester of the instructional year or equivalent 9-month period are eligible for the employer contribution toward

All faculty who lose eligibility for the employer contribution will regain it if they return to a faculty position where it is anticipated that they will work half-time or more for the quarter/semester no later than the twelfth month after the month in which they lost eligibility (see WAC 182-12-131(3)(e)).

Employee Signature		Date
Agency Representative Signature	Agency/Sub Agency	Date

Place a signed copy in the employee's file and give a copy to the employee.