

**PEBB Benefit Eligibility**

**Worksheet B-2a – Faculty Review for Ongoing Maintenance of the Employer Contribution from Quarter/Semester-to-Quarter/Semester**

- This worksheet is to determine if quarter/semester-to-quarter/semester faculty meet the eligibility requirements to maintain the employer contribution for the next quarter/semester.
- If the faculty is using two-year averaging to maintain uninterrupted employer contribution for benefits, use Worksheet B-3a.
- If the next quarter/semester is the faculty's summer or off-quarter/semester, use Worksheet C-3.
- Complete and share this worksheet with the faculty.
- If the faculty's eligibility changes, complete a new worksheet and notify the faculty of changes.

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Employee E-mail Address: *(optional)* \_\_\_\_\_

Stacking Hours* across Employers					
Faculty has informed you that:					Enter Y or N
He or she is working as faculty at more than one institution of higher education.					
If "Yes", include the hours (as a %) from 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					
To determine eligibility for maintaining uninterrupted employer contribution:					
1. Convert time worked or anticipated work into a percentage of full-time work per quarter/semester. <i>Include the anticipated percentage of hours from other higher education institutions.</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 excluded hours: _____					
2. Enter the academic year for each quarter or semester.					
3. Only enter the percentage for the 3 highest quarters (even if one of the quarters is 0) or 2 highest semesters worked or anticipated to work (for semesters leave Winter blank). a. As you leave each cell, the "average" will re-calculate.					
4. If the employee is working for more than one state higher education institution, include information in the "Other Institutions" row. a. As you leave each cell, the total for each quarter/semester will re-calculate and the total "average" will re-calculate.					
Qtrr/Sem	Summer	Fall	Winter	Spring	Average
Academic Yr					
Your Institution:					
Other Institutions:					
<b>Total</b>					

Enter a "Y" or "N" in each of the Requirements of Eligibility.

<b>Requirements of Eligibility for Maintaining the Employer Contribution (WAC 182-12-131)</b>	
<b>Quarter-to-Quarter/Semester-to-Semester Review</b>	
Faculty has/will work:	<b>Enter Y or N</b>
a. Half-time* or more this/next quarter/semester or half-time or more the next instructional year.	
<i>*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.</i>	
<b>Quarter-to-Quarter/Semester-to-Semester Decision</b>	<b>Decision</b>
If you answered "Yes" to the requirement above, faculty continues to be eligible for the uninterrupted employer contribution through quarter/semester-to-quarter/semester review. Leave employee enrolled in benefits in the PAY1 insurance system.	
If you answered "No" to the requirement above, faculty is no longer eligible to receive uninterrupted employer contribution for benefits through quarter/semester-to-quarter/semester review. Faculty may be eligible by summer or off-quarter/semester coverage, continue below with the Summer or Off-Quarter/Semester section.	
<b>Summer or Off-Quarter/Semester Review</b>	
The faculty:	<b>Enter Y or N</b>
a. Has worked the entire instructional year or equivalent nine month period (3 consecutive quarters or 2 consecutive semesters), and	
b. Has worked half-time or more for the entire instructional year or equivalent nine month period. (Does not have to be half-time in each quarter or semester), and	
c. Is in at least <b>one</b> of the following circumstances: i. The faculty has <b>not</b> resigned, been terminated, or reached the end of a contract; or ii. The faculty will likely return to a faculty position after the summer or off-quarter/semester based on the employer's reasonable knowledge; or iii. The faculty has not resigned or been terminated and this is at least the second consecutive instructional year or nine-month equivalent the faculty has worked as faculty at an institution of higher education. (see Policy 17-3)	
<b>Off-Quarter/Semester Decision</b>	<b>Decision</b>
If you answered "Yes" to all of the requirements above, faculty continues to be eligible for the uninterrupted employer contribution through summer or off-quarter/semester-to-quarter/semester review. Leave employee enrolled in benefits in the PAY1 insurance system.	
If you answered "No" to any of the requirements above, faculty is no longer eligible to receive uninterrupted employer contribution for benefits through summer or off-quarter/semester review. Continue with step 1 of this worksheet.	
<b>1. Date Employer Contribution for Benefits Ends</b>	<b>Date</b>
Enter the last day of the month the employer contribution for benefits ends. Refer to the: <a href="#">Termination due to Loss of Eligibility Addendum 19-1A</a>	
<b>2. Insurance System (PAY1) (Employer)</b>	
<ul style="list-style-type: none"> <li>• Key the termination in the PAY1 insurance system immediately after the faculty is no longer eligible for the employer contribution. Late keying of terminations can affect the employee options and increase employer financial responsibility.</li> <li>• Use reason code 50 Faculty between Eligibility to end the employer contribution in the insurance system.</li> </ul>	

### 3. Coverage Ends:

- Medical, dental, and basic life insurance end at midnight on the last day of the month the employer contribution ends.
- Basic long-term disability (LTD) ends on the last day in which the faculty is in pay status.
- Supplemental life insurance ends, the earlier of (1) the end of the month in which status as an employee terminated, or (2) the last day of the month in which the employee is eligible for the employer contribution or employee premiums were withheld, whichever is later.
- Optional long-term disability ends the last day of the month in which the faculty made a premium contribution.
- Participation in the Flexible Spending Account (FSA) or Dependent Care Assistance Program (DCAP) ends the last day of the month the faculty makes the required contribution through payroll deduction. The faculty may submit reimbursement requests through March 31 of the following year for expenses incurred through their last day of work.

### 4. Options for Continuation of Coverage (WAC 182-12-142)

A continuation of coverage packet will be mailed to the faculty no later than 14 days after benefits are terminated in the insurance system. Faculty may continue any combination of medical, dental, and life insurance coverage by self-paying the full premium set by the HCA, with no contribution from the employer for a maximum of 12 months\* between periods of eligibility.

To continue coverage on a self-pay basis:

- Submit the *Leave Without Pay (LWOP) Continuation Coverage Election* form no later than 60 days after the postmark date on the continuation of coverage packet.  
*Note: If faculty participated in an FSA while benefit eligible, changing to a CDHP with an HSA within the same tax year will have tax consequences. Employee should speak with a tax advisor.*
- Faculty may be eligible to continue FSA contributions through COBRA. Contact ASIFlex for information.
- Faculty who do not continue optional life insurance or continue a reduced amount of coverage during the gap in eligibility will be required to reapply for coverage when they reestablish eligibility for the employer contribution and will be subject to carrier approval.

*\*If the faculty does not return to work within the 12 month period, faculty would be eligible to continue medical and dental coverage under COBRA. The maximum number of months allowed under federal COBRA law are included in the maximum number of months allowed under LWOP. Faculty may switch to COBRA coverage after the 12 months of LWOP for 6 months of COBRA for a total of 18 months of medical and dental coverage.*

### 5. Signature and Date

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](http://www.pebb.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 at other institutions of higher education.

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 appeals process begins with requesting a review from my employer. For a complete explanation of the appeals process and the forms visit the PEBB website:

[www.pebb.hca.wa.gov](http://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 two-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(3)(d))

**Signature and Date - continued**

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 summer or off-quarter/semester insurance coverage. (See WAC 182-12-131(3)(c) and Policy 17-3 for exceptions.)

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*

SAMPLE