

WALLA WALLA COMMUNITY COLLEGE
PEBB BENEFITS ELIGIBILITY NOTIFICATION
ADMINISTRATIVE PROCEDURE 5460

I. NOTIFICATION OF ELIGIBILITY FOR PEBB BENEFITS EMPLOYER CONTRIBUTIONS

A. New Hires

1. Human Resources (HR) will provide written notice of eligibility for PEBB benefits employer contributions during the new hire onboarding process. Employees will be provided with:

- a. A PEBB eligibility worksheet in the "A," "B," or "D" series; or
- b. A stand-alone notice provided by the PEBB Program.
- c. Written notice may be provided via email.

B. Loss of Eligibility

1. HR will provide written notice to employees who lose eligibility for PEBB benefits employer contributions due to termination or because their work pattern changed when their employee status changes. Ineligible employees will be provided with:

- a. A PEBB eligibility worksheet in the "B" or "C" series; or
- b. A stand-alone notice provided by the PEBB Program.
- c. Written notice may be provided via email.

C. Continued Ineligibility

1. HR will provide written notice to employees who remain ineligible for PEBB benefits employer contributions despite having had a change in work pattern that increases their work hours when their employee status changes. Ineligible employees will be provided with:

- a. A PEBB eligibility worksheet B-1 or B-2 (Worksheet B); or
- b. A stand-alone notice provided by the PEBB Program.
- c. Written notice may be provided via email.

D. Potential Eligibility

1. Employees must notify the HR office in writing via email at personnel@wwcc.edu of their potential eligibility for PEBB benefits employer contributions due to:

- a. Stacking (combining hours worked at a single state agency for an employee, or combining workloads at multiple institutions of higher-education for faculty); or
- b. Layoff within the past 24 months.

2. Upon notification from the employee, HR will provide the employee with:

- a. A PEBB eligibility worksheet in the "A" or "D" series; or
- b. A stand-alone notice provided by the PEBB Program.

E. Potential Eligibility for Adjunct Faculty

1. Annually, during the month of May, the HR office will notify adjunct faculty of the deadline to provide notice of their potential eligibility of two-year averaging.

- a. Such notice will comply with the acknowledgement of receipt requirement.

2. Upon notification from faculty of potential eligibility, HR will provide to the faculty:

- a. A PEBB eligibility worksheet B-3 (Worksheet B); or
- b. A stand-alone notice provided by the PEBB Program.

Policy Contact: Vice President of Human Resources

Approved by (Department/Body): Dr. Chad E. Hickox, President

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Last Reviewed/Revised on: _____