

**WALLA WALLA COMMUNITY COLLEGE
HEALTHCARE BENEFITS ENROLLMENT AND/OR
ELIGIBILITY REQUEST FOR REVIEW
ADMINISTRATIVE PROCEDURE 5410**

I. REQUEST FOR REVIEW OF ENROLLMENT OR ELIGIBILITY DECISION

- A. Any employee or employee's dependent aggrieved by an *enrollment* or *eligibility* decision made by a Walla Walla Community College (WWCC) Human Resource (HR) representative may request a review of the decision by submitting a written request for review to the VP of HR as follows:
 - 1. The [PEBB Employee Request for Review/Notice of Appeal](#) form must be used to submit any written request for review.
 - 2. The request must be received by the VP of HR within thirty (30) days of the date of the initial denial notice.
- B. Upon receiving the request for review, the VP of HR shall make a complete review of the initial denial.
 - 1. As part of the review, the VP of HR may hold a formal meeting or hearing, however this is not required.
- C. The VP of HR shall render a written decision within thirty (30) days of receiving the request for review.
 - 1. The [PEBB Employee Request for Review/Notice of Appeal](#) form must be used to provide the written decision and shall be sent to the employee requesting the review.
- D. A copy of the VP of HR's written decision shall be sent to the College President and to the PEBB Appeals Manager.
- E. The VP of HR's written decision shall become the College's final decision, effective fifteen (15) days after the date it is rendered.

II. APPEAL OF REVIEW DECISION

- A. Any employee or employee's dependent who disagrees with the VP of HR's written decision in response to a request for review, may appeal that written decision as follows:
 - 1. Complete Section 7 of the [PEBB Employee Request for Review/Notice of Appeal](#) form, making sure to include all prior information submitted on the form (the initial review request and the subsequent decision).
 - 2. Submit the completed [PEBB Employee Request for Review/Notice of Appeal](#) form to the Health Care Authority, PEBB Appeals, P.O. Box 42699, Olympia, WA 98504-2699.
 - 3. The PEBB appeals manager must receive the notice of appeal within thirty (30) days of the date of the VP of HR's written decision on the request for review.

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| <p>Policy Contact: <u>VP of Human Resources</u></p> <p>Approved by (Department/Body): <u>Dr. Chad E. Hickox, President</u></p> <p>Date Originally Approved: <u>February 4, 2011</u></p> <p>Last Reviewed/Revised on: <u>August 3, 2022</u></p> |
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