

**WALLA WALLA COMMUNITY COLLEGE**  
**PEBB BENEFITS ELIGIBILITY NOTIFICATION**  
**ADMINISTRATIVE POLICY 5460**

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**I. POLICY BACKGROUND/PURPOSE**

This policy is written to ensure compliance with the requirements of Washington State Health Care Authority [Public Employees Benefits Board \(PEBB\) Program Administrative Policy 11-1](#).

**II. AUTHORITY**

RCW 41.05.009(2); 41.05.065(4)(c)(iii), (iv), & (v).

**III. SCOPE OF POLICY**

This policy applies to all employees of Walla Walla Community College (WWCC).

**IV. POLICY**

- A. The WWCC Human Resources (HR) office is responsible for providing all PEBB benefit notifications required by this policy. Written notice may be provided via email.
- B. WWCC must provide written notice of eligibility for PEBB benefits employer contributions to employees:
  - 1. Upon hire; notice should be provided within a reasonable time frame as part of the hiring process.
  - 2. When an employee becomes eligible due to a change in work pattern.
- C. Employees eligible for PEBB benefits must have no less than ten (10) calendar days after the date of notice to elect coverage.
- D. WWCC must provide employees written notice of a loss of eligibility for PEBB benefits employer contributions due to:
  - 1. Termination.
  - 2. When an employee work pattern has changed.
    - a. When an employee who is ineligible for the PEBB benefits employer contribution has a change in work pattern that increases their work hours that results in remaining ineligible for the PEBB benefits employer contributions, the college must notify the employee in writing that they remain ineligible.
- E. Employees must notify the college of their potential eligibility for the PEBB benefits employer contributions due to:
  - 1. Stacking (combining hours worked at a single state agency for an employee, or combining workloads at multiple institutions of higher-education for faculty).
  - 2. Layoff within the past 24 months.
- F. Faculty must notify the college of their potential eligibility for maintaining the PEBB benefits employer contributions through two-year averaging (WAC 182-12-131(3)).
  - 1. Faculty must provide written notification to the college of their potential eligibility of two-year averaging within the deadlines established by the college.
    - a. If the faculty works for more than one institution of higher-education with different deadlines between them, then the faculty has until the latest deadline to notify all institutions of higher-education.
    - b. If a faculty fails to notify the college by this deadline, they will not receive the employer contribution for that academic year through two-year averaging. The

faculty has the right to appeal or reapply for consideration the next academic year.

2. Upon notification from the faculty, the college must use and provide to the faculty either:
  - a. PEBB eligibility worksheet B-3 (Worksheet B); OR
  - b. A stand-alone notice provided by the PEBB Program.
3. The college must keep a hard copy or electronic acknowledgement that notice was received by the employee.

<p><b>Policy Contact:</b> <u>Vice President of Human Resources</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Chad E. Hickox, President</u></p> <p><b>Date Originally Approved:</b> <u>July 18, 2022</u></p> <p><b>Last Reviewed/Revised on:</b> _____</p>
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