#17-1

Title: Determining faculty eligibility for summer/short class sessions

Policy #17-1

Contact:	PEBB Rules Manager	**Effective:**	January 1, 2010
		Rescinded:	NA
Associated RCW:	41.05.065(4)(c) 41.05.065(4)(k)	**Supersedes:**	NA
Associated WAC:	182-12-114(2) 182-12-131		
Assoc. fed law/reg:	NA	**Owner:**	Rules Specialist
Associated Procedures:			
Associated Forms & Communication		**Approved by:**	
		Position:	Deputy Division Director, PEB Division
		Date approved:	6 Nov 2012

Purpose:

a) To clarify a higher education institution's role in defining faculty for the purposes of insurance benefits.
b) To clarify that higher education institutions must consider class sessions that have different time frames than traditional quarters and semesters, including summer sessions, when determining a faculty's eligibility for benefits and the employer contribution toward insurance coverage.
c) To provide a method for calculating the percentage of full-time for faculty teaching these nontraditional class sessions.
d) To provide a method for determining when the employer contribution toward insurance coverage begins and ends for faculty teaching these nontraditional class sessions.

Policy:

1. Higher education institutions must consider the work pattern of every employee and decide which PEBB eligibility category (employee, seasonal employee, or faculty) the employee best fits, regardless of the nomenclature that the institution uses for other purposes. Institutions must define a "full-time" academic workload and communicate it in an accessible manner to the employee. Note: For community and technical college faculty, the academic workload percent calculation is governed by 28B.50.489 (1) and (2).

2. Higher education institutions must consider the entire academic workload of any given faculty when determining eligibility for benefits and the employer contribution toward insurance coverage. This includes summer class sessions, class sessions that are shorter than that of traditional quarters and semesters, and other nontraditional class sessions.

3. Institutions shall determine eligibility for employees who work a short or nontraditional class session by calculating the employee's workload as a percentage of *full-time per traditional quarter/semester.*

a. Example A: Assume 100% = some combination of lecture, research, and clinical work. If an employee works one six-week summer sessions at 80% full time, and full time is defined as 100% per quarter (12 weeks), then the employee would be considered to work 40% for the summer "quarter/semester."
b. Example B: Assume 100% full time = teach 15 credit hours per quarter. If an employee works a short session in the fall quarter teaching 10 credit hours, and full time is defined as teaching 15 credit hours per quarter, then the employee would be considered to work 66% for the fall quarter.

4. When the faculty is eligible for the employer contribution based on the percentage of *full-time per quarter/semester* worked during a nontraditional class term, the higher-education institution must provide the faculty with the employer contribution for the whole quarter, semester, or summer in which the nontraditional class term falls.

   a. Based on this policy statement, higher-education institutions must use WAC 182-12-114(3)(c) and 182-12-131 for effective dates of eligibility for benefits and the employer contribution. This may mean that the employer provides the employer contribution for months in which the employee is not actually working.

   b. Faculty can combine, or "stack," the percentage of *full-time per quarter/semester* that is worked in short or nontraditional sessions with faculty workloads in traditional quarters/semesters in order to meet eligibility criteria of 182-12-114(3) and maintain the employer contribution according to 182-12-131.

      Example: Assume 100% full time = teach 15 credit hours per quarter. A faculty teaches one 5 credit course during the traditional fall quarter (= 33% of full time per quarter). The faculty also teaches one 5 credit course during a short class session that falls within but is shorter than the fall quarter (=33% of full time per quarter). When the faculty stacks the traditional with the nontraditional workload, the combined percentage of full time per quarter is 66%. Therefore, the faculty may use the combined percentage to either establish or maintain the employer contribution according to 182-12-113 or 182-12-131.

   c. Faculty who are not anticipated to teach a nontraditional class session until after the traditional quarter or semester (or summer) has begun become eligible for benefits and the employer contribution when their workload meets the eligibility criteria. This is stated in WAC 182-12-114(3)(a)(iii): "Faculty who receive additional workload after the beginning of the anticipated work period (quarter, semester, or instructional year), such that their workload meets the eligibility criteria... become eligible when the revision is made."

   d. For class sessions which overlap two traditional quarters or semesters (*figure #A*), institutions shall prorate the percentage of *full-time per quarter/semester* worked in the nontraditional class sessions between the traditional quarters or semesters.

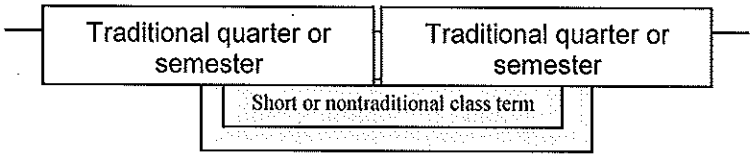

figure #A