


# Title: Providing a notice to an employee and an employer

## PEBB Program Administrative Policy 11-1

<b>Contact:</b>	Policy and Rules Coordinator, ERB Division	<b>Effective:</b>	January 1, 2020
<b>Associated RCW:</b>	41.05.009(2) 41.05.065 (4)(c)(iii), (iv), & (v)	<b>Rescinded:</b>	NA
<b>Associated PEB Board Policy Resolutions:</b>			
<b>Associated WAC:</b>	182-12-113 182-12-114	<b>Supersedes:</b>	NA
<b>Assoc. fed law/reg:</b>	NA		
<b>Associated Procedures:</b>		<b>Owner:</b>	Policy, Rules, & Compliance Manager, ERB Division
<b>Associated Forms &amp; Communication</b>	A, B, C, & D series worksheets	<b>Approved by:</b>	
		<b>Position:</b>	Director of the PEBB Program
		<b>Date approved:</b>	November 26, 2019

### Purpose:

To clarify the requirements of an employer-to-employee and employee-to-employer notice, as stated in RCW 41.05.009(2) and 41.05.065 (4)(c)(iii), (iv), and (v).

### Policy:

1. An employer must send a written notice to an employee upon hire and when an employee becomes eligible for the employer contribution because of a change in work pattern.

PEBB eligibility worksheets in the ["A," "B," and "D" series](#) meet the notice requirements. An employer must either use these worksheets or stand-alone notices provided by the PEBB Program to comply with this policy. An employer may send this notice via email.

- a. The notice should be provided within a reasonable time frame as part of the hiring process.
  - b. For a new hire, an employer must keep a hard copy or electronic acknowledgement that the notice was received by the employee.
2. When an employee loses eligibility for the employer contribution toward insurance coverage due to termination or because their work pattern changed, the employer must notify the employee in writing that they have lost eligibility.

PEBB eligibility worksheets in the ["B" and "C" series](#) meet the notice requirements. An employer must use these worksheets or stand-alone notices provided by the PEBB Program to comply with this policy. An employer may send this notice via email.

3. An employee must notify their employer of their potential eligibility due to:
  - a. Stacking (combining hours worked at a single agency for an employee, or combining workload at multiple higher-education institutions for faculty); OR
  - b. Layoff within the past 24 months.

PEBB eligibility worksheets in the ["A" series](#) meet the notice requirements. An employer must use and provide the employee these worksheets or stand-alone notices provided by the PEBB Program to comply with this policy. An employer may send this notice via email.

4. Faculty must notify their employers of their potential eligibility for maintaining the employer contribution through two-year averaging ([WAC 182-12-131\(3\)](#)).

PEBB eligibility worksheet B-3 (Worksheet B) meets the notice requirements. An employer must use and provide the employee these worksheet or these stand-alone notices provided by the PEBB Program to comply with this policy. An employer may send this notice via email.

- a. Faculty must provide written notification to their employers of their potential eligibility of two-year averaging within the deadlines established by the employing agency or agencies.
- b. If the faculty works for more than one institution with different deadlines between them, then the faculty has until the latest deadline to notify all employers.
- c. If a faculty fails to notify their employers 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.