Title: Providing a notice to a school employee

SEBB Program Administrative Policy 11-1

Purpose:
To clarify the requirements of a School Employees Benefits Board (SEBB) Organization-to-school employee notice, as stated in WAC 182-31-030(2) and RCW 41.05.009(2).

Policy:

1. A SEBB Organization must send a written notice to a school employee upon hire and when a school employee becomes eligible for the employer contribution toward SEBB benefits because of a change in work pattern. The notice should be provided within a reasonable time frame as part of the hiring process. A school employee eligible for SEBB benefits must have no less than ten calendar days after the date of notice to elect coverage.

   To comply with this policy, a SEBB Organization must use either:
   a. SEBB eligibility worksheets in the “A,” “B,” or “D” series, or
   b. Stand-alone notices provided by the SEBB Program.

   A SEBB Organization may send this notice via email.

2. When a school employee loses eligibility for the employer contribution toward SEBB benefits due to termination or because their work pattern changed, a SEBB Organization must notify the school employee in writing that they have lost eligibility.

   To comply with this policy, a SEBB Organization must use either:
   a. SEBB eligibility worksheet B-3 or worksheets in the “C” or “D” series, or
   b. Stand-alone notices provided by the SEBB Program.

   A SEBB Organization may send this notice via email.
3. When a school employee who is ineligible for the employer contribution toward SEBB benefits has a change in work pattern that increases their work hours that results in remaining ineligible for the employer contribution toward SEBB benefits, a SEBB Organization must notify the school employee in writing that they remain ineligible.

To comply with this policy, a SEBB Organization must use either:

a. SEBB eligibility worksheet B-1, or

b. Stand-alone notices provided by the SEBB Program.

A SEBB Organization may send this notice via email.

4. A SEBB Organization must keep a hard copy or electronic acknowledgement that the notice was received by the school employee.