

**Title: Providing a notice to a school employee ~~and a SEBB~~
Organization
NEW SEBB Program Administrative Policy 11-1**

Contact:	Policy and Rules Coordinator, ERB Division	Effective:	October 15, 2019 2020
Associated RCW:	41.05.008 41.05.009(2) 41.05.740 (6)(d) and (e)	Rescinded:	NA
Associated SEB Board Policy Resolutions:			
Associated WAC:	182-31-030 182-31-040 182-31-050	Supersedes:	NA
Assoc. fed law/reg:	NA		
Associated Procedures:		Owner:	Policy, Rules, & Compliance Manager, ERB Division
Associated Forms & Communication	A, B, C, & D series worksheets	Approved by:	
		Position:	Director of the SEBB Program
		Date approved:	

Purpose:

To clarify the requirements of an ~~employer~~ School Employees Benefits Board (SEBB) Organization to ~~school~~ employee ~~and employee to employer~~ notice, as stated in WAC 182-31-030(2) and RCW 41.05.009(2) and 41.05.740(6)(d) and (e).

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. ~~A SEBB organization may send this notice via email. 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.~~

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

- a. SEBB eligibility worksheets in the "A," "B," and/or "D" series, meet the notice requirements; a SEBB organization must use the worksheets or
 - b. Stand-alone notices provided by the SEBB Program.
2. A SEBB Organization may send this notice via email.
 - i. The notice for a school employee must include:
 - ii. A determination of whether the school employee is eligible for SEBB benefits;
 - iii. A description of any hours used in calculating the anticipation;
 - iv. A reference to SEBB rules WAC 182-31-040 (eligibility for the employer contribution toward benefits);

- v. ~~_____ A statement describing appeal rights for an employee and reference to chapter 182-32 WAC;~~
- vi. ~~_____ Information about what plans (medical, dental, vision, life, AD&D, and LTD) the school employee will be defaulted into if they fail to make a timely election;~~
- vii. ~~_____ The school employee's premium costs for the default plans; AND~~
- viii. ~~_____ The school employee will be charged the tobacco surcharge and no dependents will be enrolled.~~
- ix. ~~_____~~

~~The notice should be provided within a reasonable time frame as part of the hiring process.~~

~~For a new hire, a SEBB Organization must keep a hard or electronic acknowledgement that the notice was received by the school employee.~~

~~3.2. When a school employee loses eligibility for the employer contribution toward insurance coverage SEBB benefits due to termination or because their work pattern changed, the SEBB Organization must notify the school employee in writing that they have lost eligibility. A SEBB organization may send this notice via email.~~

~~NOTE: 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, B-2a, B-3a, B-4, and B-5 meet the notice requirements; a SEBB Organization must use the worksheets, or~~

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

~~to comply with this policy.~~

~~A SEBB Organization may send this notice via email.~~

~~4.3. 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.~~