

Title: Providing a notice to a school employee

SEBB Program Administrative Policy 11-1

Contact:	Policy and Rules Coordinator, ERB Division	Effective:	January 1, 202 3 6
Associated RCW:	41.05.009(2)	Owner:	Policy, Rules, & Compliance Manager, ERB Division
Associated SEB Board Policy Resolutions:		Approved by:	
Associated WAC:	182-12-200 182-12-205 182-12-262 182-31-030 182-31-040 182-31-050	Position:	Director of the SEBB Program
Assoc. fed law/reg:	NA	Date approved:	
Associated Forms & Communication	A, B, C, & D series worksheets		

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.

When a school employee becomes eligible for the employer contribution toward SEBB benefits and they are enrolled in Public Employees Benefits Board (PEBB) retiree insurance coverage, the PEBB Program will:

- Automatically defer PEBB retiree insurance coverage as described in WAC 182-12-205 (11)(a). The school employee will be exempt from the deferral form requirement. When the school employee is no longer eligible for the employer contribution toward SEBB benefits, they may enroll in PEBB retiree insurance coverage as described in WAC 182-12-171, 182-12-180, 182-12-205 (6)(a)(ii), or continue in a deferred status if they meet the requirements as described in WAC 182-12-200 or 182-12-205; or
- ~~4.~~ • Automatically disenroll them from PEBB retiree insurance coverage as described in WAC 182-12-262 (2)(d).

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.