

# Newly Eligible Employee Checklist

## State agencies and higher education institutions

State agencies and higher education institutions are required to send written notification to all employees. (Policy 11-1)

- Upon hire,
- When there is a change to eligibility for the employer contribution due to a change in work pattern.

Notices must include the following for all employees:

- A determination of eligibility for PEBB benefits
- A description of any excluded work hours when determining eligibility
- A reference to WAC [182-12-114](#) (establishing eligibility) and [182-12-131](#) (maintaining eligibility)
- A statement describing the employee's right to appeal an eligibility determination and a reference to WAC [182-16](#)

In addition, faculty notification must also include the following:

- When faculty must notify the employing institution that he or she is working as faculty at another institution (stacking)
- Eligibility criteria for off-quarter/semester or summer coverage
- Eligibility criteria to maintain benefits under two-year averaging and the institution's deadline for faculty to request to be considered for two-year averaging

The notification should also include a copy of or links to the:

- [Employee Enrollment Guide](#),
- [Employee Enrollment/Change](#) form (if not providing the guide)
- [MetLife Enrollment/Change](#) form
- [Long-Term Disability Enrollment/Change](#) form (if not providing the guide)
- [PEBB website](#)

PEBB also strongly recommends that letters or e-mails clearly call the employee's attention to the following:

- Dates of deadlines for enrolling in benefits, 31 days from the initial date of eligibility for:
  - Employee Enrollment/Change form;
  - Life and AD&D Insurance Enrollment/Change form;
  - Long-Term Disability Enrollment/Change form.
- When changes to enrollment can be made:
  - During Annual Open Enrollment (held in November) or
  - When a Special Open Enrollment event occurs (see *Employee Enrollment Guide*).
- Spousal/Dependent verification requirements.
- Spouse or tobacco use surcharge attestation requirements.
- If employee chooses to waive medical benefits, enrollment in dental, basic life insurance, and basic LTD insurance is required.
- If employee does not enroll or waive, they will default as a single subscriber into Uniform Medical Plan (UMP) Classic and Uniform Dental Plan, and will owe the monthly tobacco surcharge.

The [eligibility worksheets](#), provided on the [Perspay website](#), meet all of the above requirements. If PEBB has approved an alternative method of notification, the higher education institution **must** submit the alternative method to [Amy Corrigan](#) each **December** for review and approval.

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*Agencies and institutions should not wait to give employees the necessary forms to enroll in PEBB benefits during an in-person orientation. **Please be mindful that meetings with new employees may be canceled and never rescheduled or employees may not attend the in-person session.** In-person meetings are not mandatory, but providing the required notifications and materials in a timely fashion is essential to ensure employees have adequate time to make decisions regarding their benefits.*

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