Newly Eligible Employee Checklist

SEBB Organizations

SEBB organizations are required by SEBB Program Administrative Policy 11-1 to send written notification to all employees.

- 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 SEBB benefits
- A description of any hours used in calculating the anticipation
- A reference to SEBB rules WAC 182-31-040 (eligibility for the employer contribution toward benefits)
- A statement describing the employee’s right to appeal an eligibility determination and a reference to WAC 182-32

Notices must include the following for all employees determined to be eligible:

- Information about what plans the employee will be defaulted into if they fail to make a timely election
- The employee’s premium costs for the default plans AND
- The employee will be charged the tobacco use surcharge AND
- Dependents will not be enrolled

The eligibility worksheets on the SEBB Benefits-Admins website meet all of the above requirements.

Eligible employees should be directed to:

- Enroll online via SEBB My Account
- Review the Employee Enrollment Guide and/or visit the SEBB Website to learn about their benefits with the SEBB Program
- Employee Enrollment/Change form (if the employee is not able to enroll online)
- MetLife Enrollment/Change form (if the employee is not able to enroll online)
- Long-Term Disability Enrollment/Change form (if the employee is not able to enroll online)
- Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP)
enrollment form (if the employee is not able to enroll online)

- Understand that if they waive enrollment in medical insurance they are still required to be enrolled in dental, vision, basic life, basic accidental death and dismemberment, and basic long-term disability insurance.

- When changes to enrollment can be made:
  - During Annual Open Enrollment, or
  - When a Special Open Enrollment (SOE) event occurs