

**Title: Determining eligibility for a seasonal employee and maintenance of the employer contribution through the off-season**

**PEBB Program Administrative Policy 15-1**

<b>Contact:</b>	Policy and Rules Coordinator, ERB Division	<b>Effective:</b>	January 1, 2020
		<b>Rescinded:</b>	
<b>Associated RCW:</b>	41.05.065 (4)(b)	<b>Supersedes:</b>	
<b>Associated PEB Board Policy Resolutions:</b>			
<b>Associated WAC:</b>	182-12-109 182-12-114(1) 182-12-114 (2)(a) 182-12-131 (2)(a) 182-12-131 (2)(b) 182-12-131(7) 182-12-138(1)		
<b>Assoc. Fed law/reg:</b>			
<b>Associated Procedures:</b>		<b>Owner:</b>	Policy, Rules, & Compliance Manager, ERB Division
<b>Associated Forms &amp; Communications</b>		<b>Approved by:</b>	<i>DL Z Liu</i>
		<b>Position:</b>	Director of the PEBB Program
		<b>Date approved:</b>	November 26, 2019

**Purpose:** To clarify seasonal employee eligibility.

WAC 182-12-109: "Season" means any recurring annual period of work at a specific time of year that lasts three to eleven consecutive months.

WAC 182-12-109: "Seasonal employee" means a state employee hired to work during a recurring, annual season with a duration of three months or more, and anticipated to return each season to perform similar work.

WAC 182-12-109: "Pay status" means all hours for which an employee receives pay.

WAC 182-12-114 (2)(a): "A seasonal employee is eligible if they are anticipated to work an average of at least eighty hours per month and are anticipated to work for at least eight hours in each month of at least three consecutive months of the season."

**Policy:**

1. In establishing eligibility and maintaining the employer contribution toward Public Employees Benefits Board (PEBB) insurance coverage, an employee is said to be employed for a "season" if they work in each of three consecutive calendar months.

For example, an employee who works during a recurring, annual period that spans from January 15 to March 15 is considered to be working a three-month season.

An employee who works during a recurring, annual period that spans from January 15 to February 15 does not meet the definition of seasonal employee because the employee is working in each of only two consecutive calendar months. If this is the employee's only employment, then the employee would not be eligible for the employer contribution during those two months.

2. Establishing eligibility.

- a. Unless required under federal law, an employer cannot use leave hours in calculating how many hours an employee "works" when establishing eligibility for a seasonal employee.

For example, an employer cannot use annual leave or sick leave when calculating how many hours are anticipated to be worked.

- b. An employer must provide benefits upon hire for the employee's first season when:
- i. The employee is anticipated to work an average of at least eighty hours per month and anticipated to work for at least eight hours in each month of at least three consecutive months of the season (WAC 182-12-114 (2)(b)(i)); and
  - ii. Based on the employer's reasonable knowledge, the employee will likely return the next season.
- c. If an employee is anticipated to work for more than six consecutive months, the employer must provide benefits upon hire when the employer anticipates the employee will work an average of at least eighty hours per month and eight hours in each month (WAC 182-12-114 (1)(b)(i)). This is true whether or not the employer anticipates the employee will return each season.
- d. An employee who is determined to be ineligible for benefits, but later works an average of at least eighty hours per month and works for at least eight hours in each month and works for more than six consecutive months, becomes eligible the first of the month following a six-month averaging period (WAC 182-12-114 (2)(b)(iii)).
- e. If an employing agency revises an employee's anticipated work hours or anticipated duration of employment such that the employee meets the eligibility criteria in WAC 182-12-114 (2)(a), the employee becomes eligible when the revision is made (WAC 182-12-114 (2)(b)(ii)).
- f. An employee who returns for a second consecutive season at the same agency is *presumed to return* each subsequent season: Any employee who returns for a second season of three months or more establishes eligibility for benefits upon hire at the beginning of the second season when the employer anticipates the employee will work an average of at least eighty hours per month and work for at least eight hours in each month of the season.

3. Maintaining the employer contribution season to season: A benefits-eligible seasonal employee (eligible as described in WAC 182-12-114(2)) who works a season of less than nine months is eligible for the employer contribution in any month of the season in which they are in pay status eight or more hours during that month (WAC 182-12-131 (2)(a)).

4. Maintaining the employer contribution over the off-season: A benefits-eligible seasonal employee (eligible as described in WAC 182-12-114(2)) who works a season of nine months or more is eligible for the employer contribution in any month of the season in which they are in pay status eight or more hours during that month and through the off season following each season worked, but the eligibility may not exceed a total of twelve consecutive calendar months for the combined season and off season (WAC 182-12-131 (2)(b)).
  - a. Any hours in pay status during the season, including leave, are used when calculating whether an employee is eligible for maintaining the employer contribution over the off-season.
  - b. A seasonal employee must have at least eight hours pay status, or have protected leave under federal law or Washington state's Paid Family and Medical Leave (PFML) program, in each month of a season of nine months or more in order to remain eligible for the employer contribution during the off-season.
  - c. The employer contribution for the off season continues a maximum of three calendar months.
  - d. If the employment relationship is terminated after a season of nine months or more, the employer contribution toward PEBB insurance coverage ceases. The employment relationship is terminated if the employee is terminated or resigns and is not anticipated to return the following season. The employer contribution ends the end of the month of the date specified in the resignation letter or the date of the termination (WAC 182-12-131(7)).