


Title: Providing a notice to a school employee

SEBB Program Administrative Policy 11-1

Contact:	Policy and Rules Coordinator, ERB Division	Effective:	October 15, 2020
Associated RCW:	41.05.009(2)	Rescinded:	NA
Associated SEB Board Policy Resolutions:			
Associated WAC:	182-31-030	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:	September 17, 2020

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.

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.