


# Title: Providing a notice to a school employee

## SEBB Program Administrative Policy 11-1

<b>Contact:</b>	Policy and Rules Coordinator, ERB Division	<b>Effective:</b>	January 1, 2023
<b>Associated RCW:</b>	41.05.009(2)	<b>Owner:</b>	Policy, Rules, & Compliance Manager, ERB Division
<b>Associated SEB Board Policy Resolutions:</b>		<b>Approved by:</b>	
<b>Associated WAC:</b>	182-31-030 182-31-040 182-31-050	<b>Position:</b>	Director of the SEBB Program
<b>Assoc. fed law/reg:</b>	NA	<b>Date approved:</b>	August 24, 2022
<b>Associated Forms &amp; Communication</b>	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.

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.