

**Title: Allowable mid-year termination for an employer group ~~or board members of school districts and educational service districts~~**

**PEBB Program Administrative Policy 90-1**

|   |   |                       |   |
|---|---|-----------------------|---|
| <b>Contact:</b>                                 | Policy and Rules Coordinator, ERB Division          | <b>Effective:</b>     | January 1, 2024 <sup>45</sup>                     |
| <b>Associated RCW:</b>                          | 41.04.205<br>41.04.208                              | <b>Owner:</b>         | Policy, Rules, & Compliance Manager, ERB Division |
| <b>Associated PEB Board Policy Resolutions:</b> |   | <b>Approved by:</b>   |   |
| <b>Associated WAC:</b>                          | 182-08-015<br>182-08-245(5)                         | <b>Position:</b>      | Director of the PEBB Program                      |
| <b>Assoc. fed law/reg:</b>                      |   | <b>Date approved:</b> |   |
| <b>Associated Forms &amp; Communication</b>     | Interlocal Agreement between HCA and Employer Group |                       |   |

**Purpose:**

This policy clarifies when an employer group ~~or board members of school districts or educational service districts~~ may terminate their participation in Public Employees Benefits Board (PEBB) insurance coverage mid-year.

**WAC 182-08-245(5)** The employer group ~~or board members of school districts and educational service districts~~ must maintain participation in PEBB insurance coverage for at least one full year. An employer group ~~or board members of school districts and educational service districts~~ may only end participation at the end of a plan year unless the authority approves a mid-year termination. To end participation, an employer group ~~or board members of school districts and educational service districts~~ must provide written notice to the PEBB Program at least 60 days before the requested termination date. If an employer group terminates participation in PEBB insurance coverage, they must:

- (a) Notify all their employees, dependents, or retirees who are enrolled in PEBB insurance coverage 45 days prior to the employer group's date of termination; and
- (b) Provide assistance to retirees as described in RCW 41.04.208(12).

**Policy:**

1. The PEBB plan year ends December 31 of each year.
2. The authority will consider, but not limit, requests for a mid-year termination if the request meets one of the following criteria and is received within the required timeframe:

- a. An employer group ~~or board members of school districts and educational service districts~~ requests to end participation as of the end of their fiscal year.
  - b. An employer group requests to end participation for a collective bargaining unit effective the date of the bargaining unit agreement.
3. Coverage will be terminated prospectively the first of the month following the agreement.