


**Title: Providing a notice to a school employee and a SEBB Organization**

**SEBB Program Administrative Policy 11-1**

<b>Contact:</b>	Policy and Rules Coordinator, ERB Division	<b>Effective:</b>	October 1, 2019
<b>Associated RCW:</b>	41.05.008 41.05.740 (6)(d) and (e)	<b>Rescinded:</b>	
<b>Associated SEB Board Policy Resolutions:</b>			
<b>Associated WAC:</b>	182-31-030 182-31-040 182-31-050	<b>Supersedes:</b>	
<b>Assoc. fed law/reg:</b>			
<b>Associated Procedures:</b>		<b>Owner:</b>	Policy, Rules, & Compliance Manager, ERB Division
<b>Associated Forms &amp; Communication</b>	A, B, C, & D series worksheets	<b>Approved by:</b>	
		<b>Position:</b>	Director of the SEBB Program
		<b>Date approved:</b>	August 30, 2019

**Purpose:**

To clarify the requirements of an employer-to-employee and employee-to-employer notice, as stated in RCW 41.05.009(2) and 41.05.740(6)(d) and (e).

**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 because of a change in work pattern. A SEBB organization may send this notice via email.

NOTE: SEBB eligibility worksheets in the “A,” “B,” and “D” series meet the notice requirements; a SEBB organization must use the worksheets, notices, forms, and tools provided by the SEBB Program to comply with this policy.

- a. The notice for a school employee must include:
  - i. A determination of whether the school employee is eligible for SEBB benefits;
  - ii. A description of any hours used in calculating the anticipation;
  - iii. A reference to SEBB rules WAC 182-31-040 (eligibility for the employer contribution toward benefits);
  - iv. A statement describing appeal rights for an employee and reference to chapter 182-32 WAC;
  - v. Information about what plans (medical, dental, vision, life, AD&D, and LTD) the school employee will be defaulted into if they fail to make a timely election;

- vi. The school employee's premium costs for the default plans; AND
  - vii. The school employee will be charged the tobacco use surcharge and no dependents will be enrolled.
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- b. The notice should be provided within a reasonable time frame as part of the hiring process.
  - c. For a new hire, a SEBB Organization must keep a hard or electronic acknowledgement that the notice was received by the school employee.
2. When a school employee loses eligibility for the employer contribution toward insurance coverage due to termination or because their work pattern changed, the SEBB organization must notify the school employee in writing that they have lost eligibility. A SEBB organization may send this notice via email.

NOTE: SEBB eligibility worksheets in the "A," "B," and "D" meet the notice requirements; a SEBB Organization must use the worksheets, forms, and tools provided by the SEBB Program to comply with this policy.