

Eligibility Worksheets: C Series

School Employees Benefits Board (SEBB)
Outreach & Training
2020



SCHOOL EMPLOYEES BENEFITS BOARD

Updates

- Reviewing C series worksheets only today
- Will be reviewing D series ASAP
 - Previously anticipated only 1
 - Currently have 4 in review process
 - Will send out GovDelivery to register







Worksheets

WAC 182-31-030

SEBB Policy 11-1



SEBB Worksheets

SEBB Program provides worksheets to determine eligibility for the employer contribution toward SEBB benefits. Worksheets:

- Facilitate decisions compliant with RCW and WAC
- Provides required notice and information to employees
- Confirms receipt of the required notice and information
- Provides guidance and suggestions for the SEBB organization

Important: Complete the worksheet electronically. Do not save worksheets to your computer, as they are updated often and employees may be issued outdated information.



SEBB Worksheets

When worksheets have been completed:

- Provide a copy to the employee to review, sign and date
 - Employee must return the signed copy or an email confirming receipt to the BA
- BA's must sign and date and provide a copy of the signed worksheet to employee
- File the worksheet in the employees personnel file

If emailing the worksheet to the employee a copy of the "read receipt" can serve as employee signature and date.



SEBB C Series Worksheets:

C-1 Worksheet

Employee who is currently eligible for benefits and leaving work on approved leave without pay, workers compensation, called to active duty, layoff, applying for disability retirement, or appealing a grievance.

C-2 Worksheet

Employee is currently eligible for benefits and ceases active work during approved FMLA.



SEBB C Series Worksheets:

<u>C-3 Worksheet</u> School employee currently eligible who is

leaving work due to the employment

relationship being terminated.

<u>C-4 Worksheet</u> Employee leaving employment due to

retirement

<u>C-5 Worksheet</u> Deceased Employee



SEBB C Series Worksheets Updates:

C-1 Worksheet

Employee who is currently eligible for benefits and leaving work on approved leave without pay, Paid Family and Medical Leave (PFML), workers compensation, called to active duty, layoff, applying for disability retirement, or appealing a grievance.

C-2 Worksheet

Employee is currently eligible for benefits and ceases active work during approved FMLA or PFML which is concurrent or overlapping with FMLA.

C-4 Worksheet

Employee leaving employment due to retirement.

Worksheet currently references date of retirement, changing to: date the employee's coverage will terminate.

Washington State Health Care Authority

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Scenarios



Approved Leave

Jordan: Eligible school employee, approved for Worker's Comp

- Leave is approved on 3/15
- No longer anticipated to reach 630 hours
- Employer contribution towards SEBB benefits will end March 31
 - Terminate employee's coverage in SEBB My Account
 - Complete and provide the <u>C-1 worksheet</u> to Jordan



FMLA

Carmen: Eligible school employee, approved for FMLA

- Leave is approved on 1/20
- Complete and provide the <u>C-2 worksheet</u> to Carmen



Termination

Tim: Eligible school employee, working at Granite Falls School District.

- Resigned employment with Granite Falls effective 6/30
- Employer contribution towards SEBB benefits will end June 30
 - Terminate employee's coverage in SEBB My Account
 - Complete and provide the <u>C-3 worksheet</u> to Tim



Retiring Employee

Bob has decided to retire and is choosing to start receiving his pension benefit July 1.

- Submits letter of resignation effective 6/17
- SEBB benefits will end 6/30
 - BA will terminate coverage in SMA
 - Complete and provide the <u>C-4 worksheet</u>



Deceased Employee

There are options to continue coverage for surviving dependents of a deceased employee:

- SEBB Continuation Coverage, or
- PEBB Retiree Coverage
- Benefits will end last day of the month of death
 - BA will terminate coverage in SMA
 - Complete and provide the <u>C-5 worksheet</u>
 - Guidance for coverage options, no signature required



Approved Leave

Julie: Works for Zillah SD, and is an eligible school employee, receiving the employer contribution.

- Placed on approved FMLA and PFML in Aug of 2020
 - Complete and provide C-2 Worksheet
- FMLA lasts until Oct 30, 2020
 - PFML goes for another 4 weeks ending Nov 27, 2020
 - Upon PFML ending, goes on approved LWOP through March 10
 - Coverage ends Nov 30, 2020 since she is not anticipated to work 630 hours this school year
 - Complete and provide C-1 Worksheet





Resources



Benefit Administrator Resources

SEBB BA website

hca.wa.gov/sebb-benefits/admin

Outreach & Training

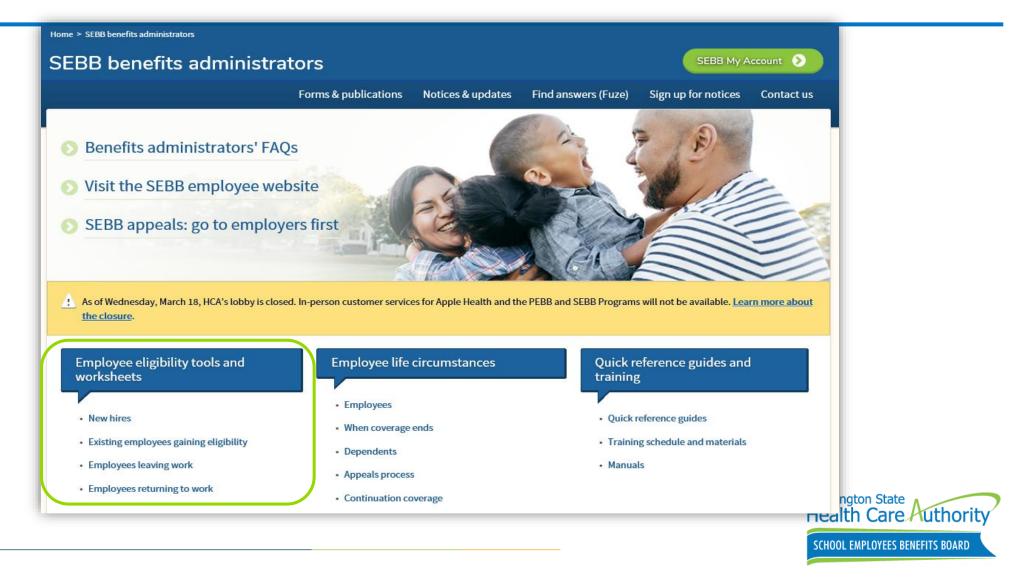
- 1-800-700-1555
- Online via <u>FUZE</u> secure messaging system

SEB Board

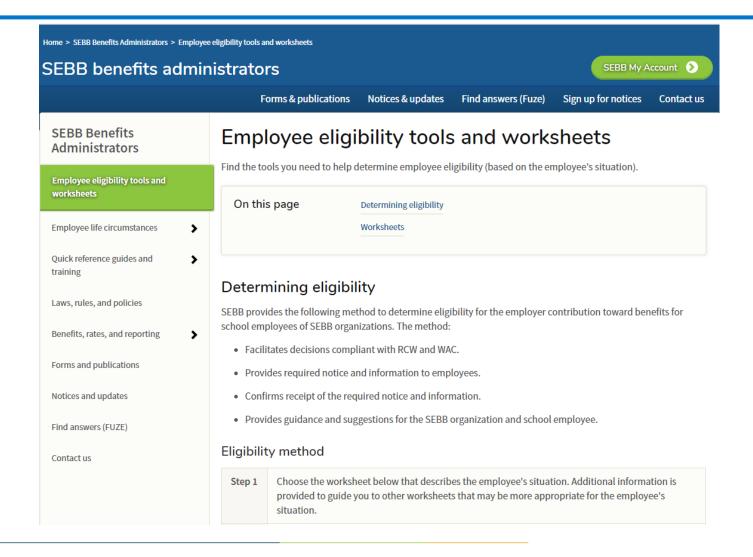
https://www.hca.wa.gov/employee-retiree-benefits/about-sebb



Benefit Administrator Resources



Benefit Administrator Resources





Upcoming Webinars

June 12: Special Open Enrollment (SOE) Events

June 26: Retirement, Accounting & Billing

July 31: Error Correction

Aug 14: Preparing for the upcoming school year



How to register: https://www.hca.wa.gov/sebb-benefits-admins/training-schedule



Questions & Answers

We will now address some of the questions that did not get answered during the webinar.

- Any questions that do not get addressed today will be responded to by phone, email or FUZE.
- Employee specific questions or scenarios should be sent through FUZE.
- After the webinar, participants will receive a follow up email that includes a brief survey. We would greatly appreciate your feedback.



Thank you for participating!



