

TO: Quarterly Notice to Adjunct Faculty at South Puget Sound Community College

FROM: Lacy Neal, Benefits and Compensation Specialist
South Puget Sound Community College, 360-596-5433, lneal1@spscc.edu

RE: Benefit Eligibility Information

Insurance Benefits:

Adjunct faculty must work 50 percent or more of a full-time workload* for two consecutive quarters (for eligibility, spring and fall are considered consecutive) at one or more public higher education institutions to establish eligibility for insurance benefits, going on benefits the start of the second quarter at 50% or more. If an adjunct teaches at more than one state institution, all workload can be used to determine eligibility. **Each quarter it is the employee's responsibility to notify the Benefits Office at each institution in writing, (may use enclosed form) if he/she is employed by multiple higher education institutions and wishes this information considered for establishing/continuing health benefits. In no case will retroactive coverage be permitted if an employee fails to inform ALL of his/her employing institutions about all dual employment within the current quarter.**

Adjunct faculty who work half-time or more in each instructional year quarter of an academic year or equivalent nine-month season and who have a reasonable expectation of continued employment are eligible for benefits during the quarter or off season immediately following the end of one academic year or equivalent nine-month season (See WAC 182-12-131(3)(c) for exception. RCW 41.05.053 allows adjunct faculty members to potentially maintain health care benefits through the summer and the subsequent academic year if they have already established eligibility for state paid benefits and have an average workload of halftime or more in each of the two preceding academic years. In order to be considered for averaging, the adjunct member must provide written notification of his/her potential eligibility each spring quarter within the deadline set by the college.

At the start of each quarter, the college will notify all newly-qualified adjunct faculty members of their eligibility for health and other insurance benefits and provide information on how to enroll. At the end of the quarter the college will notify all adjunct faculty members who are no longer eligible for benefits. Once the institution terminates the member's coverage, Health Care Authority will provide information to the member on how to continue insurance for a time on a self-pay basis. If an adjunct faculty member is employed less than 50% for longer than 12 months, they will be required to re-establish eligibility. All adjunct faculty members have the right to ask the college to re-evaluate their eligibility status at any time and the right to appeal any eligibility decision made by the college through the PEBB Appeals Process. The appeals process and forms are available on the PEBB Web site: www.pebb.hca.wa.gov

State Board Retirement Plan:

The eligibility threshold for participation in the State Board Retirement Plan (TIAA-CREF) is 50 percent of a full-time workload* at one or more college districts or the State Board for two consecutive quarters (for eligibility purposes, spring and fall are considered consecutive). The SBRP is a 401(a) plan, and is a mandatory plan, unless the adjunct member is a TRS 1 member or has an existing TRS/PERS membership and meets the TRS/PERS eligible position standard. For the SBRP, the following plan contribution rates apply to both the employee and the employer: Under age 35: 5% of gross salary; age 35- 49: 7.5%; age 50 and over: 10% of gross salary. **Adjunct faculty who have established eligibility in the State Board Retirement Plan (TIAA-CREF) with one college employer and move to another college employer without a break in service are required to provide written notification to the Office of Human Resources of their potential right to continue participation.** In no case will there be a requirement for retroactive contributions if an employee fails to inform his/her college system employer or the State Board about eligibility previously established with another community or technical college or the State Board For details contact Human Resources at (360)596-5433.

Teachers' Retirement System (TRS) Plans and Public Employees Retirement System (PERS) Plans:

Adjunct faculty may continue or establish membership in a TRS Plan under the circumstances summarized below:

TRS Plan 1 Teachers: Retain membership in TRS and must be enrolled and reported to the Department of Retirement from the first day of employment with the college, regardless of percent of workload.

TRS Plan 2 & 3 Teachers: May establish eligibility at the college through employment in a TRS defined "eligible position" (employment at ONE institution in a position requiring 70 hours of earnable compensation per month for any five months in a school year), or through the DRS substitute teacher rules (employment of 70 hours of earnable compensation for one or more employers for any five months in a school year). As a "substitute teacher" in a Washington State Public School, you may be eligible to apply for service credit in the Teachers Retirement System. "Substitute teachers" are required to apply to DRS for service credit or credit for earnable compensation. You may apply immediately following the school year in which the service was rendered, beginning in July for Plan 1 or in September for Plans 2 and 3. You can obtain a "Substitute Teachers" Fact Sheet or a copy of "The Substitute Teacher's Guide to Obtaining Service Credit" for plan 1, 2, or 3 in the Office of Human Resources. You can also obtain information and an application packet from the DRS Web site at <http://www.wa.gov/drs>. If eligible, members may choose to participate in the TIAA-CREF funded retirement plan. For details, contact the Department of Retirement Systems (800) 547-6657 or the Office of Human Resources at (360) 596-5433.

PERS Plan 1, 2 & 3: If in a PERS and TIAA-CREF eligible position, PERS members have various options from participating in TIAA-CREF to electing to receive additional PERS service credit. For details, contact Human Resources at (360)596-5433 or the Department of Retirement Systems.

**Workload as defined by the collective bargaining agreement and/or the appointing authority and, for insurance and TIAA-CREF eligibility purposes, is calculated in accordance with RCW 28B.50.489.*



NOTICE OF POTENTIAL ELIGIBILITY FOR HEALTH INSURANCE AND RETIREMENT BENEFITS

As a part-time faculty member of a public higher education institution of the state of Washington, you may be eligible for state-sponsored health insurance and retirement benefits. Eligibility is determined on the following criteria:

A part-time faculty member becomes eligible at the beginning of the SECOND consecutive quarter of half-time or more employment at one or more Washington state institutions of higher education. Spring and fall quarters are considered consecutive quarters for benefit eligibility. Half-time is determined based on each institution's definition of full-time.

It is your responsibility, each quarter, to notify all of the Washington state institutions of higher education at which you are currently employed, in writing, of your multiple employment. If you fail to inform all of your employing institutions of your employment at other institutions during the quarter, you will not be eligible for retroactive benefits.

If you have established eligibility to participate in the State Board's TIAA-CREF retirement plan with another Washington state higher education institution and are adding employment with South Puget Sound Community College, or are moving your employment to South Puget Sound Community College without a break in service, you are eligible to continue participation at South Puget Sound Community College. **You are required to provide information regarding your established eligibility in TIAA-CREF, in writing, to South Puget Sound Community College.**

You may use the bottom section(s) of this form as your notification to South Puget Sound Community College. Please complete the appropriate section(s) below and return this form to **Human Resources/Payroll, Bldg. 25, within 10 days of the start of the academic quarter.**

If you have any questions regarding your eligibility, you may contact Lacy Neal at 360-596-5433.

EMPLOYEE NAME (please print): _____	SID: _____
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1. Are you employed this quarter by other Washington State higher education institutions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list them: _____	
2. Are you currently a contributing member of the State Board's TIAA-CREF retirement plan at other Washington State higher education institutions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list them: _____	
3. Are you a retiree from one of the Washington Public Employees Retirement Systems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. If yes, check the appropriate box and indicate date of retirement:	
<input type="checkbox"/> PERS 1 _____ <input type="checkbox"/> PERS 2 _____ <input type="checkbox"/> PERS 3 _____ <input type="checkbox"/> TRS 1 _____ <input type="checkbox"/> TRS 2 _____	
<input type="checkbox"/> TRS 3 _____ <input type="checkbox"/> TIAA CREF _____ <input type="checkbox"/> OTHER RETIREMENT PLAN _____	

Employee Signature: _____	Date: _____
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