



TO: Quarterly Notice to Part-time Faculty at Wenatchee Valley College

FROM: Tim Marker, HR Consultant  
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RE: Benefit Eligibility Information

**Insurance Benefits:**

Part-time faculty must work 50% 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. If a part-time faculty member 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 human resources office at each institution, in writing, if they are 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 their employing institutions about all dual employment within the current quarter.**

Part-time 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 part-time 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 part-time faculty member must provide written notification of their 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 part-time 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 part-time faculty members who are no longer eligible for benefits. Once the institution terminates the member's coverage, the Health Care Authority will provide information to the member on how to continue insurance for a time on a self-pay basis. If a part-time faculty member is employed less than 50% for longer than 12 months, they will be required to re-establish eligibility. All part-time 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 Website: <https://www.hca.wa.gov/about-hca/file-appeal-pebb>

**Retirement:**

Unless already retired or eligible to retire from a Washington State Department of Retirement System (DRS) plan, participation in a retirement plan is mandatory for employees who meet the eligibility requirements. The eligibility threshold for participation in a retirement plan is 50% of a full-time workload\* at one or more college districts for two consecutive quarters (*for eligibility purposes, spring and fall are considered consecutive*). In most cases, participation for part-time faculty will be in the State Board Retirement Plan (SBRP) or the Teacher's Retirement System (TRS) Plan 3. Current TRS 1 or 2 members may continue membership in that plan. The SBRP is a 401(a) defined contribution plan which has three different contribution amounts (based on your age): the rates are 5% to age 35, 7.5% age 35-49, and 10% for employees age 50 and over. The contribution is tax-deferred and matched by the college. The TRS plan is a combination defined benefit and defined contribution plan. **Part-time faculty who have established eligibility in the SBRP with one college employer and move to another college employer without a break in service are required to provide written notification to the human resources office of their potential right to continue participation.** In no case will there be a requirement for retroactive contributions if an employee fails to inform their college system employer about eligibility previously established with another community or technical college. For details contact human resources at 509.682.6440.

Public Employees Retirement System (PERS) members that are simultaneous employed by the college and another PERS employer may begin SBRP participation or stay with PERS but they cannot do both.

\*Workload as defined in accordance with RCW 28B.50.489. For WVC, 50% of a full-time workload is 7.5 credits.