

Title: Determining faculty eligibility for summer/short class sessions

PEBB Program Administrative Policy 17-1

Contact:	Policy and Rules Coordinator, ERB Division	Effective:	January 1, 2023
Associated RCW:	41.05.065 (4)(c) 41.05.065 (4)(k) 28B.50.489 (1) and (2)	Owner:	Policy, Rules, & Compliance Manager, ERB Division
Associated PEB Board Policy Resolutions:		Approved by:	
Associated WAC:	182-12-114(3) 182-12-131	Position:	Director of the PEBB Program
Assoc. fed law/reg:		Date approved:	August 24, 2022
Associated Forms & Communication			

Purpose:

1. To clarify an institution of higher education's role in defining faculty eligibility for the purposes of Public Employees Benefits Board (PEBB) benefits.
2. To clarify that institutions of higher education must consider class sessions that have different time frames than traditional quarters and semesters, including summer sessions, when determining a faculty member's eligibility for PEBB benefits and the employer contribution toward PEBB benefits.
3. To provide a method for calculating the percentage of full-time for faculty teaching these nontraditional class sessions.
4. To provide a method for determining when the employer contribution toward PEBB benefits begins and ends for faculty teaching these nontraditional class sessions.

Policy:

1. Institutions of higher education must consider the work pattern of every employee and decide which PEBB eligibility category (employee, seasonal employee, or faculty) the employee best fits, regardless of the nomenclature that the institution of higher education uses for other purposes. Institutions of higher education must define a "full-time" academic workload and communicate it in an accessible manner to the employee. Note: For community and technical college faculty, the academic workload percent calculation is governed by RCW 28B.50.489 (1) and (2).
2. Institutions of higher education must consider the entire academic workload of any given faculty when determining eligibility for PEBB benefits and the employer contribution toward PEBB benefits. This includes summer class sessions, class sessions that are shorter than that of traditional quarters and semesters, and other nontraditional class sessions.

3. Institutions of higher education shall determine eligibility for faculty who work a short or nontraditional class session by calculating the faculty member's workload as a percentage of *full-time per traditional quarter/semester*.
 - a. Example A: Assume 100% = some combination of lecture, research, and clinical work. If a faculty member works one six-week summer sessions at 80% full time, and full time is defined as 100% per quarter (12 weeks), then the faculty member would be considered to work 40% for the summer "quarter/semester."
 - b. Example B: Assume 100% full time = teach 15 credit hours per quarter. If a faculty member works a short session in the fall quarter teaching 10 credit hours, and full time is defined as teaching 15 credit hours per quarter, then the faculty member would be considered to work 66% for the fall quarter.
4. When the faculty member is eligible for the employer contribution based on the percentage of *full-time per quarter/semester* worked during a nontraditional class term, the institution of higher education must provide the faculty member with the employer contribution for the whole quarter, semester, or summer in which the nontraditional class term falls.
 - a. Based on this policy statement, institutions of higher education must use WAC 182-12-114 (3)(c) and WAC 182-12-131 for effective dates of eligibility for PEBB benefits and the employer contribution. This may mean that the institution of higher education provides the employer contribution for months in which the faculty member is not actually working.
 - b. Faculty can combine, or "stack," the percentage of *full-time per quarter/semester* that is worked in short or nontraditional sessions with faculty workloads in traditional quarters/semesters in order to meet eligibility criteria as described in WAC 182-12-114(3) and maintain the employer contribution as described in WAC 182-12-131. Stacking can be used when a faculty member works for more than one institution of higher education as described in WAC 182-12-114 (3)(b).

Example: Assume 100% full time = teach 15 credit hours per quarter. A faculty member teaches one 5 credit course during the traditional fall quarter (= 33% of full time per quarter). The faculty member also teaches one 5 credit course during a short class session that falls within but is shorter than the fall quarter (= 33% of full time per quarter). When the faculty member combines the traditional workload with the nontraditional workload, the combined percentage of full time per quarter is 66%. Therefore, the faculty member may use the combined percentage to either establish or maintain the employer contribution as described in WAC 182-12-114 or 182-12-131.
 - c. Faculty who are not anticipated to teach a nontraditional class session until after the traditional quarter or semester (or summer) has begun become eligible for PEBB benefits and the employer contribution when their workload meets the eligibility criteria. This is stated in WAC 182-12-114 (3)(a)(iii): "Faculty who receive additional workload after the beginning of the anticipated work period (quarter, semester, or instructional year), such that their workload meets the eligibility criteria... become eligible when the revision is made."

- d. For class sessions which overlap two traditional quarters or semesters (*Figure #A*), institutions of higher education shall prorate the percentage of *full-time per quarter/semester* worked in the nontraditional class sessions between the traditional quarters or semesters.

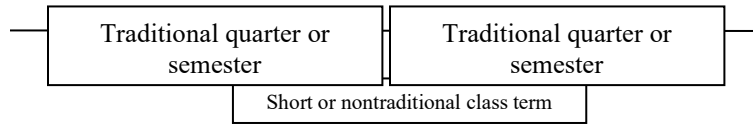


Figure #A