

ATTACHMENT A

Employee Eligibility for PEBB Benefits

The purpose of this memo is to outline the procedure used by Lewis County ("County" or "Employer") to determine employee eligibility for Washington State Public Employees Benefits Board ("PEBB") benefits. Regardless of how the County classifies an employee (e.g. as a "casual" employee or otherwise), an employee's eligibility for PEBB benefits is determined pursuant to WAC 182-12-114. The rules set forth in the WAC are as follows:

For Non-seasonal Employees

1. Eligibility Criteria.

An employee is eligible if they (i) are anticipated to work for at least eight hours in each month for more than six consecutive months and (ii) are anticipated to work an average of at least eighty hours per month.

2. When the Employee Becomes Eligible.

A. Upon Employment.

An employee is eligible from the date of employment if the employing agency anticipates the employee will work according to the criteria set forth above.

B. Upon Revision of Anticipated Work Pattern.

If an employing agency revises an employee's anticipated work hours or anticipated duration of employment such that the employee meets the eligibility criteria set forth above, the employee becomes eligible when the revision is made.

C. Based on Work Pattern.

An employee who is determined to be ineligible, but later meets the eligibility criteria above, becomes eligible the first of the month following the six-month averaging period.

3. When PEBB Insurance Coverage Begins.

Medical, dental, basic life insurance, basic accidental death and dismemberment (AD&D) insurance, and basic long-term disability (LTD) insurance begin on the first day of the month following the date an employee becomes eligible. If the employee becomes eligible on the first working day of a month, then PEBB insurance coverage begins on that date.

For Seasonal Employees

1. Eligibility Criteria.

A seasonal employee is eligible if they (i) are anticipated to work an average of at least eighty hours per month and (ii) are anticipated to work for at least eight hours in each month of at least three consecutive months of the season.

2. When the Employee Becomes Eligible.

Same as above but apply the eligibility criteria for seasonal employees.

3. When PEBB Insurance Coverage Begins.

Same as above.

Conclusion

The County handbook has a designation for casual employees, which is “an employee who is hired to work on an intermittent or as-needed (on-call) basis.” However, if the casual employee meets the eligibility criteria outlined above, then they would nonetheless be eligible for PEBB benefits.