

Conditions of Employment

- The title of your position, hourly pay rate, work schedule, name of your supervisor and effective date of employment are listed on a Personnel Action Form (PAF). Whenever a change is made in regard to any of these items, a new PAF is issued. You will receive a copy of any PAF.
- You must submit a timesheet to payroll documenting the number of hours worked in each pay period. Your hours worked are listed on your paycheck stub, online earnings history and your timesheet.
- You may be eligible for state worker's compensation if injured on the job. There are college regulations governing work-related injuries.
- You must abide by the policies and regulations of the college.
- In accordance with WAC 357-04-045 as a Non-Permanent Hourly Employee you are exempt from the civil service rules. You may not exceed 1050 hours in any 12 month consecutive period from your original date of hire.
- Employees who work more than one position or program will have all the hours combined for the total hours worked (WAC 182-12-114).
- Layoff Notification (WAC182-12-129)
If you returning from a layoff within 24 months of your original layoff date you must notify HR.
- As a general rule, the College does not permit anyone to work in excess of 69 hours per month; however, some positions may be approved for 70 or more hours. If so, the following applies:

You will become eligible for Washington State retirement benefits if your position is scheduled to work 70 hours or more any 5 months between September 1 and August 31. Once eligibility is established, both you and college must make contributions based on your gross pay beginning with the first month you worked 70 or more hours. If the college needs to collect retroactive contributions from you, this retroactive amount will be deducted from any subsequent paycheck(s). If the remaining pay is not large enough to cover the retroactive amount, you will be billed separately.
- According to WAC 182-12-114, you will be become eligible for benefits if you are anticipated to work:
 - An average of at least 80 hours per month, excluding the following hours: standby hours, any temporary increase in work hours caused by training or emergency hours that have not been or are not anticipated to be part the employee's regular work schedule or pattern, or paid time off (e.g., vacation, sick, holiday, etc.)
 - At least eight (8) hour in each month and
 - For more than six (6) consecutive months

Eligibility Decision for Benefits

- You are NOT eligible
- You are eligible

I have reviewed the information above. I understand that I can access the PEBB rules and guidance through the PEBB website (www.pebb.hca.wa.gov), specifically, WAC 182-12-114 (employee eligibility for benefits) and 182-12-131 (maintaining the employer contribution). I understand that if I have a change that affects my eligibility for benefits, my employer will notify me. I also understand that I have the right to ask my employer to re-evaluate my eligibility for benefits at any time.

I understand it is my responsibility to inform my employer immediately if I am returning from layoff status within 24 months of my layoff date.

I understand it is my responsibility to inform my employer immediately if I have or obtain multiple jobs or positions within the agency.

I acknowledge that I have the right to appeal this and any future eligibility decisions for PEBB benefits made by a PEBB-participating employing agency through the PEBB Appeals Process. The PEBB appeals process begins with requesting a review from your employer. For a complete explanation of the appeals process and the appeals forms visit the PEBB website: www.pebb.hca.wa.gov.

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| Print Employee Name | |
| Employee Signature | Date |
| Agency Representative Signature | Date |