

### Conditions of Employment for Non-Permanent Hourly Employees

- The title of your position, hourly pay rate, work schedule, supervisor name, and effective date of employment are listed on a Personnel Action Form (PAF). Your supervisor should give you a copy of any PAF created.
- You must submit the number of hours worked in each pay period using the Time & Leave Reporting (TLR) system. Your hours worked are listed on your online paycheck stub and your online earnings history.
- You may be eligible for state worker's compensation if injured on the job. The college has regulations governing work-related injuries.
- You must abide by college policies and regulations.
- 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 hours combined for the total hours worked (WAC 182-12-114).
- As a rule, the College does not permit non-permanent hourly employees 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 five months between September 1 - 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.
- Layoff Notification (WAC182-12-129). If returning from a layoff within 24 months of your original layoff date you must notify HR.
- This position is not eligible for health benefits. According to WAC 182-12-114, you become eligible for health benefits if you are anticipated to work:
  - An average of at least 80 hours per month, excluding the following hours: standby hours or a 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 hours in each month; and
  - For more than six consecutive months
- You are entitled to accrue paid sick leave beginning on your first day of employment. This leave accrues at a rate of one hour of paid sick leave for every 40 hours worked. It posts in TLR at the beginning of the next month after it was earned.
- You may use sick leave for the following reasons (RCW 49.46.210(1)(b) and (c)):
  - To care for yourself or a family member;
  - When you or a family member is the victim of sexual assault, domestic violence, or stalking; and/or
  - In the event our business or your child's school or place of care is closed by order of a public official for any health-related reason.
- The Edmonds Community College accrual year begins January 1 and ends December 31 of each year. Accrued, unused paid sick leave balances of 40 hours or less will be carried over to the following year. Accrued, unused paid sick leave over 40 hours will be forfeited at the end of the calendar year.
- You are entitled to use paid sick leave as soon as it posts in TLR. You may only use it for days/times you are scheduled to work.
- Retaliation against you by Edmonds Community College for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

I reviewed the above information. I understand that I can access the PEBB rules and guidance through the [PEBB website](#), specifically, WAC 182-12-114 (employee eligibility for health benefits) and 182-12-131 (maintaining the employer contribution). I understand that if I have a change that affects my eligibility for health benefits, my employer will notify me. I also understand that I have the right to ask my employer to re-evaluate my eligibility for health 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 my paid sick leave entitlements.

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 health benefits 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](#).

Print Employee Name

Employee Signature

Date

Agency Representative Signature

Date