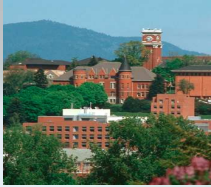


WASHINGTON STATE UNIVERSITY
World Class. Here at WSU.



Nonstudent Hourly Benefit Eligibility



June 2008


Lisa Gehring
Assistant Director

Ann Monroe
Senior HR Consultant

Human Resource Services
335-4521 hrs@wsu.edu




WASHINGTON STATE UNIVERSITY
World Class. Here at WSU.




Health Care Authority

Effective March 1, 2008, the HCA, has revised how eligibility for benefits is determine for state employees they define as:

- > Nonpermanent
- > Career Seasonal
- > Instructional Year




WASHINGTON STATE UNIVERSITY
World Class. Here at WSU.




Nonpermanent Employees

Those who work at least half-time and are expected to work for no more than six calendar months, but ultimately work more than six calendar months.

At WSU these are our nonstudent temporary hourly employees.




WASHINGTON STATE UNIVERSITY
World Class. Here at WSU.




Benefit Eligibility Nonpermanent Employees

- Employees who work 480 hours or more over a consecutive 6 month period become benefit eligible at the beginning of month 7.
- Employee must work in month 1.




WASHINGTON STATE UNIVERSITY
World Class. Here at WSU.




Benefit Eligibility Nonpermanent Employees

- Employee must work at least 8 hours in month 7 to maintain eligibility.
- After establishing eligibility, if an employee does not work a minimum of eight hours in any month, the employee will lose benefit eligibility and must reestablish eligibility by working a minimum of 480 hours or more over a six consecutive month period.
Note: the six month period will be on a "look forward" basis.




WASHINGTON STATE UNIVERSITY
World Class. Here at WSU.




EXAMPLE

- 1ST month = 176 hours
- 2nd month = 160 hours
- 3rd month = 0 hours
- 4th month = 0 hours
- 5th month = 96 hours
- 6th month = 60 hours
- Total = 492 hours
(492 > 480 and therefore eligible for benefits as of month 7)




WASHINGTON STATE UNIVERSITY
World Class. Here on WSU.




Other Employment Types

- **Career Seasonal**
 - Those who work half-time or more on a nine month seasonal basis.
- **Instructional Year**
 - Those who work half-time or more on a nine month basis.
 - An employee who works an average of 80 hours per month over a season or career will become benefit eligible.




WASHINGTON STATE UNIVERSITY
World Class. Here on WSU.




Piecework

- The same benefit eligibility rules that apply to nonstudent hourly apply to piecework.
 - Assign piecework correctly – evaluate accuracy of piecework on a regular basis.
 - Enter *actual* pieces completed into positive pay.



WASHINGTON STATE UNIVERSITY
World Class. Here on WSU.



RESOURCES

- <http://www.hrs.wsu.edu/Benefits>
- <http://www.hca.wa.gov/>

