BENEFITS FOR PART-TIME FACULTY

Establishing & Maintaining Benefits
Frequently Asked Questions

- How do I establish or maintain eligibility for benefits?
- How and when am I notified that I am benefit eligible?
- What happens when I lose eligibility?
- What about summer quarter?
- Other ways to maintain eligibility for benefits
- Resources
How do I establish eligibility for benefits?

A part-time faculty member establishes benefit eligibility by teaching two consecutive quarters at half-time or more. Generally, “half-time” is equivalent to at least two, 5 credit, classes, but can vary by department. *Please check with your department to see what constitutes half-time or more in your division*

- **Health Insurance (including Life Insurance/Long Term Disability):** Part-time faculty who are contracted for at least 50% of a full-time load at BC or work a combined load of at least 50% at BC and other Washington State public institutions of higher education for two consecutive quarters are eligible for health and dental insurance at the start of the second consecutive quarter.

- **Retirement Plan Contributions:** Part-time faculty who are contracted for at least 50% of a full-time load at BC or work a combined load of at least 50% at BC and other Washington State public institutions of higher education for two consecutive quarters are required to contribute to a retirement plan at the start of the second consecutive quarter.

- Benefits are the same for all eligible Faculty, there is no ‘pro-rating’ for PT Faculty
How do I establish eligibility for benefits?

- **Multiple Employment at 1 or more WA State community/technical college, including WA 4-year Universities and/or the Evergreen State College:**
  - Instructional loads can be “stacked” between institutions to establish or maintain eligibility. If you are teaching at more than one institution, the individual must notify each College that they are teaching at more than one institution in order for loads to be “stacked.”
    - A Multiple Employment Form will be sent to all PT Faculty BC email accounts at the beginning of each quarter.
    - Notification to BC can also be made by completing and returning the Multiple Employment form, located on the MyBC Benefits Portal in the Benefits Forms Library under “Part-Time Faculty.” Form located at: [https://go.mybcc.net/hr/hr/Benefits/Forms/AllItems.aspx](https://go.mybcc.net/hr/hr/Benefits/Forms/AllItems.aspx) in the “Part-Time Faculty Benefits” link titled “Multiple Employment Form”
How do I maintain benefit eligibility?

- Benefits continue on a quarter-by-quarter basis when you continue to have a load of half-time or more during that quarter at Bellevue College.

- Eligible teaching loads can also continue to be combined if teaching at one more institutions in order to maintain eligibility for that quarter.
  
  A *multiple employment form must be submitted to Human Resources each quarter, when teaching at other institutions that you wish to use for multiple institution loads to be considered.*
How and when am I notified that I am benefit eligible?

- All part-time loads are reviewed on a quarter-by-quarter basis.
- If you become benefit eligible, an Insurance Eligibility Notice will be sent to your Bellevue College email address from benefits@bellevuecollege.edu or an authorized HR representative.
- Eligibility notices are sent after the 10th day of the quarter to ensure that all loads have been updated and that they reflect the correct percentage for that quarter.
- The email notice will contain links to enrollment guides and forms, due dates, and contact information if you wish to set up a one-on-one meeting to review benefit options in person.
  - Returning the enrollment forms by the 31 day deadline is required, or default selections will be made for you. Changes would not be allowed until Open Enrollment, or if a qualifying event occurs. No changes would be allowed to the retirement plan selection.
What happens if I lose benefit eligibility?

- Health benefit eligibility is lost when your teaching load for a quarter drops below half-time or more.

- Benefits end at the last day of the month in which the quarter ended.

- You will receive notification of the change in eligibility after the 10th day of the following quarter.

- If you resume teaching half-time or more during the next quarter, or within 12 months of establishing eligibility, you will become re-eligible on the 1st day of the month in which that quarter begins.
What happens to my benefits during summer quarter or off-quarter?*

- Part-time instructors anticipated to work half-time or more for the entire instructional year, or equivalent nine-month period will continue benefits until the beginning of the first full month of the next instructional year, unless the employment relationship is terminated.

  Requirements for Benefit Eligibility during Summer or Off-Quarter (WAC 182-12-131)
  - You were eligible for the employer contribution at any time within the past nine months; and
  - You have worked the entire instructional year or equivalent nine month period. (3 consecutive quarters) and
  - You have worked half-time or more for the entire instructional year or equivalent nine month period. (Does not have to be half-time or more in each quarter), and
  - You have not resigned, been terminated, or reached the end of a contract, or
  - You will likely return to a faculty position after the summer or off-quarter/semester based on the employer's reasonable knowledge.

If you have met those requirements, you would be eligible for summer or off-quarter coverage.
What is an “off-quarter?”

- An “off-quarter” is generally during summer quarter when most part-time faculty are not teaching or are well below their normal load.
- If this happens for an individual in a different quarter during the year, other than summer, then that quarter could be considered the “off-quarter.”
- Part-time faculty are eligible for one “off-quarter” per 12 month period.
Other ways to maintain benefit eligibility

- **Maintenance of Benefits via Request or Continuation of “Two-Year Averaging”** (application for “Two-Year Averaging” occurs Spring Quarter and is sent via BC Email and posted on the MyBC Benefits Portal):

  - Part-time academic employees may maintain their employer paid health care benefits if they teach half-time or more on average in each of the past two academic years and notify their employer of their potential eligibility.
  
  - Once qualifying to maintain employer paid benefits through “averaging,” a part-time academic employee may continue to receive employer contributions each subsequent academic year by working at least two quarters while maintaining at least a half-time on average workload for three quarters of the academic year.
  
  - Benefits will cease if this criteria is not met. (“Academic employee” is defined in state law as a “teacher, counselor librarian or department head who is employed by a college district.”)
Resources & Eligibility Guidelines

- Benefit eligibility, forms, summaries, and links at the MyBC Benefits Portal
  (https://go.mybcc.net/hr/bcbenefits/default.aspx)

- Governing eligibility guidelines and criteria under WAC 182-12-131 at
  http://apps.leg.wa.gov/wac/default.aspx?cite=182-12-131

- Benefit Eligibility under Section IV, A - E in BCAHE 2014-17 Faculty Agreement
  (https://go.mybcc.net/hr/hr/BCCAHE%20Negotiated%20Agreements/2014-17%20Bellevue%20College%20Faculty%20Contract%20[PDF].pdf)
Thank You

- The Benefits Office will generally only contact you if your eligibility changes, and/or some type of action is required on your part. Please read your emails!!

- Please feel free to contact us if you have any questions:
  - Human Resources Benefits Office – R130
    - Email: benefits@bellevuecollege.edu
  
  - Karsten Caesar, Benefits Manager
    - Email: karsten.caesar@bellevuecollege.edu
    - Phone: (425) 564-2271
  
  - Gretchen Coulthurst, Benefits Eligibility & Enrollment Specialist
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