



**CONDITIONS OF EMPLOYMENT & BENEFITS ELIGIBILITY GUIDELINES
TEMPORARY/HOURLY EMPLOYEES**

TEMPORARY EMPLOYMENT

The position you have been appointed to is a temporary position as it is not expected to require 1050 or more hours of work in a twelve (12) consecutive month period (**WAC 357-19-435**). If your employment exceeds this limit, you may request a director's review (**WAC 357-19-448 & 450**).

RETIREMENT ELIGIBILITY INFORMATION

Temporary employees are eligible to participate in the Public Employees Retirement System (PERS) if they work seventy (70) or more hours per month for five (5) months (need not be consecutive) in each of two preceding twelve (12) month periods.

Temporary employees who are eligible to participate in PERS may become ineligible if they do not meet the above criteria for a two consecutive year period of time.

HEALTHCARE BENEFITS ELIGIBILITY INFORMATION

Temporary employees are eligible for employer-sponsored healthcare benefits if they work an average of eighty (80) or more hours for six (6) consecutive months (**WAC 182-12-114**). When determining healthcare benefits eligibility, all hours from all positions/jobs at WWCC are included, this is known as **stacking** hours.

The following types of hours are **excluded** in the determination of healthcare benefits eligibility: standby hours and any temporary increase in work hours caused by training or emergency hours that have not been or are not anticipated to be part of the employee's regular work schedule or pattern

If a temporary employee becomes eligible for healthcare benefits, to maintain eligibility and the employer contribution, the employee must remain in pay status eight (8) or more hours each month (**WAC 182-12-131**).

All hours are monitored on a monthly basis by your supervisor and the Human Resource department. If you disagree with the eligibility decision regarding healthcare benefits, you may request a review (**WAC 182-16-030 & 040**) in accordance with the WWCC Administrative Procedure governing Medical Benefits Enrollment and/or Eligibility Request for Review Process.

DISCLAIMER

These guidelines are intended to serve as a general reference for benefits eligibility information for adjunct academic employees. The information contained in this document is not intended to create any contractual right, obligation or covenant with WWCC. The provisions of this document are subject to modifications by law. This information has been compiled from a variety of sources. In the event of a conflict between information contained in this document and information contained in RCW's, WAC's, and/or other source documents, the RCW's, WAC's or source documents take precedence.