

# Quarterly Faculty Benefits Panel



May 31, 2018

UNIVERSITY *of* WASHINGTON  

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INTEGRATED SERVICE CENTER



# Agenda

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- > Session Purpose and Overview
- > Quarterly Faculty Benefits Basics
  - Eligibility policy and determination overview
  - Criteria for eligibility
- > Benefits and Summer Hiatus
  - Summer Hiatus: Definition and eligibility
  - Summer off-quarter benefits eligibility



# Consideration

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- > The content in this webinar depicts eligibility requirements as of May 31<sup>st</sup>, 2018.



# **Quarterly Faculty Benefits Overview**



# Benefits we're discussing

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- > PEBB Benefits
  - Medical and dental insurance
  - Optional life insurance



# Eligibility Policy

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- > PEBB Benefits policy is set by the Washington Administrative Code (WAC), which contains the current and permanent rules and regulations of state agencies.
- > The WAC is interpreted for the UW by the Health Care Authority (HCA), which is the entity that purchases health care through Public Employees Benefits Board (PEBB) Program.



# Eligibility Policy

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- > Using the guidelines set forth, benefits eligibility is then determined by data entered on the Workday faculty record
- > Today, we will be sharing with you the criteria used to make benefits eligibility determination



# **Has anything changed recently?**

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- > There have not been any recent changes to policy, but with the transition to Workday, we have experienced increased visibility, which allows us to administer benefits more accurately and in compliance with WAC



# Criteria for Establishing Eligibility

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- > Establish eligibility immediately if hired into a 50% FTE or more, 9 month or greater appointment
- > Establish eligibility at start of 2<sup>nd</sup> academic quarter, if 50% FTE or greater for two consecutive quarters (spring and fall are also consecutive)
- > Establish eligibility immediately if hired at 50% FTE or more for the quarter, and previously lost PEBB eligibility within the past 12 months
- > If stacking between other state agencies, or have prior coverage with other agencies: **MUST** notify the ISC



# Criteria for Maintaining Eligibility

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- > You might also be eligible for off-quarter benefits coverage (different from off-quarter leaves, which we discuss later in this presentation)
- > Workday will send an email notification to your UW email if you lose eligibility (and do not maintain eligibility).



# Process for Determining New Eligibility

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- > Faculty quarterly eligibility are complex cases which must be reviewed by a UW Benefits Specialist and likely will result in a delay to your notice, but your benefits will be retroactive to your initial eligibility date
- > You will be notified in Workday and via your UW email account if you are determined to be eligible and need to enroll
- > Contact the ISC if you have questions regarding eligibility



# **Benefits and Summer Hiatus**



# What is Summer Hiatus

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- > Summer Hiatus is a leave of absence for 9-month faculty, used to stop pay during the regularly scheduled time away during the summer months.
- > Faculty will appear as “On Leave” in Workday – it only refers to this pay hiatus
- > Summer Hiatus is not a guarantee of benefits eligibility
- > Quarterly faculty on summer hiatus will be evaluated for benefits eligibility using the previously outlined criteria



# What is Summer Hiatus

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- > Faculty who do not work the entire summer will be placed on summer pay hiatus for the entire summer and will not receive salary.
- > Faculty who work some portion of the summer will be placed on summer pay hiatus for the portion of the summer they are not working.
- > Faculty who work the entire summer will not be placed on summer hiatus.



# Who goes on Summer Hiatus?

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- > Multi-year and indefinite faculty with a 9 month service period
- > Some quarterly appointed faculty:
  - Faculty must have worked Spring quarter, and have a commitment, either an offer letter or signed contract, to return for Autumn quarter.



# Who does not go on hiatus?

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- > Faculty who do not have a commitment from their departments to return in the fall will not be placed on hiatus



# What is Off-Quarter Hiatus?

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- > Winter “Off-Quarter Hiatus” is a leave of absence for quarterly faculty who are only scheduled to work Autumn and Spring quarters
- > Faculty will appear as “On Leave” in Workday – it only refers to this pay hiatus
- > Off- Quarter Hiatus is not a guarantee of benefits eligibility and will be evaluated for eligibility using the previously outlined criteria



# Summer Hiatus and Benefits

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- > Summer Hiatus benefits rules:
  - Must have been in pay status for each of the past three quarters
  - Must have had an average of 50% pay status or more over those three quarters
  - Cannot have taken another off-quarter in the past three quarters (Faculty are eligible for benefits coverage for one off-quarter per 12-month period in scenarios where they have a commitment to return after their off-quarter).



# Process Overview: Summer Benefits

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- > When is a benefits eligibility determination made?
  - Eligibility will be reviewed in early/mid-June.
- > How and when should I expect to be notified?
  - The ISC will send you an email notification to your UW email address if you lose eligibility, generally in mid-June but possibly through July.
- > Who to go to for questions
  - Questions about your appointment or contract – contact your unit's HR department
  - Questions about your benefits: Email [ischelp@uw.edu](mailto:ischelp@uw.edu) with your questions, and they will be routed to the appropriate resources.



# Process Overview: Summer Benefits

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- > Details about advanced deductions
  - If you are eligible for off-quarter coverage, you will see advanced deductions (medical and/or optional life) on the June 25<sup>th</sup> paycheck.
  - This pre-payment will include your normal medical/optional life deduction, plus six additional deductions for coverage through September.
  - Deductions not taken in advance as part of septuple deductions:
    - > FSA/HSA/DCAP
    - > Optional LTD
    - > Retirement



# Scenario: Eligible for summer off-quarter

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- > Example: Fatima Davis is in 50% pay status for fall, winter, and spring quarters at the UW, and she has signed a contract to teach again in Fall.
- > Her unit places her on summer hiatus.
- > Fatima is eligible for off-quarter benefits coverage and will see a pre-payment deduction on her June 25<sup>th</sup> check.
  - Pre-payment includes medical deductions and optional life deductions, if enrolled.



# Scenario: Not eligible for summer off-quarter

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- > Example: Janelle Sauer taught for UW and was paid at 50% for fall, 25% for winter, and 50% for the spring quarter at the UW. She is not working summer, but does have a signed contract to teach a course in the fall.
- > Her unit places her on summer hiatus.
- > Janelle is not eligible for off-quarter benefits coverage because she did not average 50% for the past three quarters.
- > Janelle will be able to self-pay for benefits coverage directly with the HCA.



# Scenario: Not eligible for summer off-quarter

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- > Example: Anna Rodríguez taught and was paid at 50% for fall, was placed on Winter Off-Quarter Hiatus, and taught again and was paid works 50% for the spring quarter at the UW.
- > Her unit places her on summer hiatus.
- > Anna is not eligible for off-quarter benefits coverage because she had an off-quarter over the previous three quarters.
- > Anna will be able to self-pay for benefits coverage directly with the HCA.



**QUESTIONS?**

**W**