

DATE

To: NAME  
CAMPUS MAILBOX

From: UW Benefits Office

Subject: Your Employee Insurance Eligibility

**Please read this important notice that requires action on your part.**

Effective March 1, 2008, the state Health Care Authority (HCA) has revised how eligibility for insurance benefits is determined for state employees who they define as “nonpermanent,” “career seasonal,” and “instructional year” employees. Your position at UW as a temporary/hourly employee is affected by the new insurance eligibility rules.

Under these rules, UW’s temporary/hourly employees whose *average* employment is at least half-time over a period of six consecutive months will be eligible for the HCA employer provided insurances. The HCA-approved definition of half-time employment used at UW is 87 hours per month. Therefore, anyone working 522 hours (87 hours x 6 months) in a consecutive six month period will be eligible for insurance benefits beginning in the seventh month as long as employment continues into the seventh month.

Based on a review of your past six months of employment, you have been found to be eligible for insurance benefits with employer contributions, effective March 1, 2008. Note that student hours such as Work/Study are a form of financial aid, and as such are not included in the calculation. You can review the history of your hours worked on your prior paychecks, or online via Employee Self Service.

Enclosed is an insurance packet with all the materials you need to enroll. You will find additional information and tools online at [www.pebb.hca.wa.gov](http://www.pebb.hca.wa.gov). Benefits orientation sessions to assist you with decisions about your benefits are available in a variety of UW locations and at various times. You can review available sessions or take an online orientation if you prefer by going to <http://www.washington.edu/admin/hr/benefits/> and selecting “Benefits Orientation” from the sidebar.

It is very important that you complete enrollment forms as soon as possible, and no later than March 31, 2008. If you do not, you will be retroactively defaulted into “employee-only” coverage for a medical and dental plan, with premiums deducted from your paycheck. Also, unless you complete forms, your dependants will not be enrolled. Your next opportunity to enroll dependants, or change medical and dental plans will be during the annual open enrollment period in November of each year. Other HCA insurance coverage, including Life and Long-term Disability are also available to you, with 31 or 60-day respectively enrollment deadlines, and there is no future opportunity to enroll with guaranteed coverage.

Please review the enclosed information carefully. It is important to note that if your employment at UW changes in the future from a temporary/hourly to a permanent position, you *will not* have a new opportunity to make insurance choices. Please note that these rules relate to the HCA insurances only. Other benefits such as retirement eligibility are governed by different eligibility rules.

If you have questions we encourage you to attend an orientation. You may also contact the UW Benefits Office at [benefits@u.washington.edu](mailto:benefits@u.washington.edu) or by phone at 206-543-2800.

Enclosures