

DATE

To: Name
Address 1
Address 2

From: UW Benefits Office

Subject: POTENTIAL INSURANCE ELIGIBILITY

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 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 employer provided insurance benefits. The HCA-approved definition of half-time employment used at UW is 87 hours a month. Therefore, anyone working 522 hours (87 x 6) in a consecutive six month period, and having at least some employment in each of the consecutive six months will be eligible for insurance benefits.

Based on a review of your UW employment since August 1, 2007, we have determined that you are *not* eligible for insurance benefits. August 1, 2007 is the date from which HCA instructed agencies and higher education to begin review of eligibility under these new rules. 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.

If you believe our calculations are incorrect, and that you are eligible for insurance benefits, or if you are assigned to work on a nine-month seasonal or instructional year basis and believe you have worked at least half-time on average over a nine-month season or school year, you have the right to an appeal.

You may appeal the decision by sending an email to the UW Benefits Office at benefits@u.washington.edu, stating the reasons for your appeal. We will review your hours worked as posted in the UW payroll system, calculate the average workload and give you a written determination within 2 weeks.

If you disagree with the results of this appeal, or have evidence to support that this decision was made in error, you may file a written appeal directly with the HCA. Appeals must be submitted in writing within 60 days of the decision from UW, along with supporting documentation, to:

Health Care Authority
Attn: Appeals Committee
676 Woodland Square Loop SE
P O Box 42684
Olympia, WA 98504-2684

If you have questions, please contact the Benefits Office at benefits@u.washington.edu.