



- 2.2.3 Part-time hourly (AD) and Adjunct non-teaching faculty hourly (AH) assignments worked for any department at Columbia Basin College must be combined to determine whether total hours worked meet the criteria for eligibility.

### **3.0 Eligibility Implementation**

Once a part-time hourly position has been determined eligible under the criteria established by this procedure, state regulations require that the incumbent of the position be enrolled in appropriate employment benefits.

- 3.1 Eligibility Qualification: Eligible part-time hourly positions become eligible for benefits in one of two ways:
  - 3.1.1 By acknowledgement that the position will exceed the eligibility standards as established at which time, the incumbent of the position becomes eligible for benefit enrollment.
  - 3.1.2 By exceeding the eligibility standards outlined above, at which time the incumbent of the position becomes eligible for benefit enrollment.
- 3.2 Eligibility Implementation: The benefits office will enroll the employee in PEBB insurance and/or PERS Retirement benefits when eligible. The employer cost of benefits will be charged to the department budget. Eligibility is determined by the position an employee occupies, not by the employee. Once eligible, the position remains eligible regardless of the incumbent.
- 3.3 On-Going Eligibility: It is an unfair practice as defined by Chapter 49.44 RCW for a public employer to:
  - 3.3.1 Misclassify an employee to avoid providing or continuing to provide employment-based benefits, or
  - 3.3.2 Include language in a contract with an employee that requires the employee to forgo employment-based benefits.
  - 3.3.3 Consistent with this statute, no eligible position may be converted to an ineligible position once the position has become eligible. An eligible position may be eliminated at any time by management right, but it may not be reestablished at a later time in violation of this statute.

### **4.0 Position Eligibility Worksheet for Part-time Hourly Positions**

The appropriate employment form must be completed to determine eligibility status. This form must be completed by the supervisor/appropriate administrator and signed by the incumbent to be assigned to the position. Annual re-certification of eligibility status must also be submitted as requested by the Human Resources Office.