

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the '**hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



Community Colleges of Spokane

NOTIFICATION OF ABILITY TO AVERAGE

INSTRUCTIONS

Part-time academic employees (instructors) have different methods to qualify for summer or off-quarter employer paid health benefits. Averaging is one of the methods requiring notification to the Community Colleges of Spokane (CCS). Please contact the CCS Benefits Office at 434-5298 for information concerning the different methods for continued employer paid health benefits.

To be eligible through averaging, please read the criteria below and sign this form as written notification to CCS of your potential eligibility under the average rules. Send the completed form to CCS Benefits Office at MS 1006.

ELIGIBILITY CRITERIA

Part-time academic¹ employees who have established eligibility for employer paid health coverage and who have worked an average of half-time or more in each of the two preceding academic years, through employment at one or more community or technical college districts², are eligible to maintain health benefits for the subsequent summer period and throughout the following academic year as long as the eligibility criteria are met.

Uninterrupted employer paid health benefits continue for part-time academic employees who work at least two quarters of the academic year and who have worked an average of half-time or more each of the two preceding academic years. Eligibility ceases immediately if this criteria is not met.

To qualify, you must have already established eligibility for health care benefits (for example, worked two (2) consecutive quarters of 50% or more), have an average workload of 50% or more during each of the preceding two academic years and provide written notification of your potential eligibility.

I believe I meet the averaging criteria described above and I am officially notifying the CCS of my potential eligibility.

Name (please sign)

Date

Name (please print)

¹ Academic employee is defined in state law as a “teacher, counselor, librarian or department head who is employed by a college district.”

² Part-time faculty working for more than one institution must notify the benefits office in order to establish eligibility through working for more than one institution.