

Complete & Return Each Quarter

TO: ASSOCIATE FACULTY

SUBJ: POTENTIAL ELIGIBILITY FOR INSURANCE & RETIREMENT BENEFITS

Associate faculty employees who are employed on a quarter-to-quarter basis become eligible for insurance benefits beginning the second consecutive quarter of half time or more employment at one or more state institutions of higher education. Associate faculty employees may also be eligible for retirement benefits. As required by WAC 182-12-115, this memorandum constitutes notice of your potential rights to insurance coverage.

It is the RESPONSIBILITY of the EMPLOYEE to notify each institution of higher education of prior coverage and/or assignments at other institutions at the beginning of EACH QUARTER. Failure to do so may jeopardize your benefits.

Name: _____ **SID:** _____ **Dept:** _____

CURRENT QUARTER: _____

I am *currently employed* at the following state institutions of higher education:

Name of Institution	% of Full-time

PREVIOUS QUARTER: _____

I was *previously employed* at the following state institutions of higher education:

Name of Institution	% of Full-time

I have been covered for benefits in the last 18 months at the following Institution: _____

I am a member of the following retirement system (if yes, check which one):

TIAA/CREF

Washington State Teachers Plan I Plan II

Washington Public Employees Retirement Plan I Plan II Plan III

Signature

Date

Return this form to: OFFICE OF PAYROLL & BENEFITS
 Administration Bldg 1000, Rm 1015