



Adjunct 2-Year Averaging Request Form

Part-Time / Adjunct Faculty

Maintaining PEBB Benefits with 2-Year Averaging: Upcoming Academic Year Summer 2024-Spring 2025

Purpose: Adjunct faculty can maintain eligibility for PEBB benefits on a quarterly basis by maintaining a workload of 50% or greater. If workload drops below 50% FTE in any given quarter, benefits could be terminated.

Completing this form can help keep benefits available for the upcoming academic year if an adjunct faculty’s workload drops below 50% FTE. If an adjunct faculty’s workload averages 50%, or greater, in each of the last 2 academic years, benefits can be maintained for the upcoming year even with a low or non-workload quarter. The 2-year averaging procedure is established by [WAC 182-12-131](#).

Instructions: To apply for 2-year averaging, you must complete this form and return to CCS Benefits Dept. no later than **June 14th 2024**. Please print or type your name, employee ID, date and either sign or type your signature below. You **must** complete this form to notify CCS Benefits in writing to be eligible for the 2-year averaging program per PEBB policy.

Workloads can be “stacked” in combination with other schools, if applicable. If you are teaching or have taught at other public higher-ed institutions in Washington State, workloads from multiple schools can be combined. Please complete the bottom of the application to have additional workloads considered.

All part-time / adjunct faculty are encouraged to complete this form every year. Previous year’s averaging form does not carry over to the upcoming academic year.

Return Completed Forms by June 14th 2024 to:

- Email form to the CCS Benefits email address: ccs.benefits@ccs.spokane.edu
- Intercompany mail – send paper form to mailstop 1006, Attn: Benefits.

If you have questions, please contact Benefits at ccs.benefits@ccs.spokane.edu or at 509-434-5298.

By completing the information below, I am officially notifying CCS of my potential eligibility for 2-year averaging.

Name (Please Print)	CTC Emp ID#	Signature or Typed Signature	Date

Please complete the section below if you are teaching or have taught in the last 2 years at another public higher-ed institution and want this information to be considered.

In addition to Community Colleges of Spokane, I am/have been working at the following public higher-ed schools in WA during the **2022/23 and 2023/24** academic year.

NAME OF COLLEGE (if teaching at another institution.)	% OF FTE	DATE