



**Benefits Department**  
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MS 1006 | PO Box 6000  
Spokane WA 99217-6000  
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## Adjunct 2-Year Averaging Request Form

### Part-Time / Adjunct Faculty

#### Maintaining PEBB Benefits with 2-Year Averaging: Upcoming Academic Year Summer 2025-Spring 2026

**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 Spokane Colleges Benefits Department no later than **June 13<sup>th</sup> 2025**. Please print or type your name, employee ID, date and either sign or type your signature below. You **must** complete this form to notify Spokane Colleges Benefits Department 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 years averaging form does not carry over to the upcoming academic year.**

#### Return Completed Forms by June 13<sup>th</sup> 2025 to:

- Email form to the Spokane Colleges Benefits Department email address: [benefits@ccs.spokane.edu](mailto:benefits@ccs.spokane.edu)
- Intercompany mail – send paper form to mailstop 1006, Attn: Benefits.

If you have questions, please contact Benefits at [benefits@ccs.spokane.edu](mailto:benefits@ccs.spokane.edu) or at 509-434-5298.

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Name (Please Print)</b>	<b>CTC Emp ID#</b>	<b>Signature or Typed Signature</b>	<b>Date</b>

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 Spokane Colleges, I am or have been working at the following public higher-ed schools in WA during the **2023/24 and 2024/25** academic year.

NAME OF COLLEGE (if teaching at another institution.)	% OF FTE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>