



Benefits Department
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 Spokane WA 99217-6000
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**Adjunct 2-Year Averaging Request Form
 Return to Benefits Department by June 12, 2026**

Adjunct Faculty - Maintaining Employee PEBB Benefits with 2-Year Averaging

All adjuncts are encouraged to complete and return this form, whether or not you think you meet the 50% threshold.

Purpose: Adjunct faculty can maintain eligibility for PEBB benefits during low-workload quarters in the upcoming academic year, if in each of the past two academic years separately, their highest three quarters average 50% FTE or greater. These benefits can include employee medical, dental, vision, life, and long-term disability insurances.

To be approved for 2-year averaging an adjunct faculty’s highest three quarters from Summer 2025 – Spring 2026 must average 50% or greater. And, the highest three quarters from Summer 2024-Spring 2025 must average 50% or greater. If meeting this threshold for both years separately, then benefits can be maintained during a low or non-workload quarter in the upcoming year Summer 2026 – Spring 2027. 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 12, 2026**. Please print or type your name, employee ID, date and either sign or type your signature below. You **must** complete this form to be considered. Even if you don’t think you will qualify please complete this form and return.

Workloads can also 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 in the last 2 years, please complete the bottom of the application to have additional workloads considered.

**All 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 12, 2026 to:

- Email form to the Spokane Colleges Benefits Department 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 Spokane Colleges 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 Spokane Colleges, I am or have been working at the following public higher-ed schools in WA during the **2024/25 and 2025/26** academic year.

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