



2025 Benefits for Adjuncts

Benefit Eligibility, Two-Year Averaging,
Unemployment Benefits

Benefit Eligibility

- Adjunct faculty are eligible for benefits like medical insurance, dental insurance and retirement benefits when they start their **2nd quarter of teaching 50% or greater course load**.
- 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 a **Two-Year Averaging Form by June 13th, 2025** 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](#).
- **Summer or off-quarter/semester coverage:** All benefits-eligible faculty (eligible as described in WAC 182-12-114 (3)(a) and (b)) who work an average of half-time or more throughout the entire instructional year or equivalent nine-month period and work each quarter/semester of the instructional year or equivalent nine-month period are eligible for the employer contribution toward summer or off-quarter/semester PEBB benefits. – No application necessary

Benefit Eligibility – 2 Year Averaging

- **Two-year averaging:** All benefits-eligible faculty (eligible as described in WAC [182-12-114](#) (3)(a) and (b)) who worked an average of half-time or more in each of the two preceding academic years are potentially eligible to receive uninterrupted employer contribution toward PEBB benefits. "Academic year" means summer, fall, winter, and spring quarters or summer, fall, and spring semesters and begins with summer quarter/semester.
- In order to be eligible for the employer contribution through two-year averaging, the faculty must provide written notification of their potential eligibility to their employing agency or agencies within the deadlines established by the employing agency or agencies. Faculty continue to receive uninterrupted employer contribution for each academic year in which they:
 - (i) Are employed on a quarter/semester to quarter/semester basis and work at least two quarters or two semesters; and
 - (ii) Have an average workload of half-time or more for three quarters or two semesters.

Unemployment Benefits for Adjunct Faculty

- Adjunct Faculty are eligible for Unemployment Benefits during the summer.
- All adjuncts are eligible for (but not necessarily guaranteed) unemployment benefits. Those adjuncts with associate and associate plus status (contract pg. 114) are more likely to have the claim challenged than those who have are not.
- Hours you worked: you need to have worked at least 680 hours during your base year. [Learn more about your base year and estimate your benefit](#).
- Wages you earned: During the last 18 months, you need to have earned at least some of your wages in Washington state. The only exception is if you both:
 - Recently left the military or worked for the federal government.
 - Are currently located in Washington state.
- *Anyone interested in applying for unemployment should apply on the first business day after the last day of the quarterly contract. **This year that date is Monday, June 23rd, 2025.*** You can also apply after June 23rd.
- The website, [Washington Employment Security Department](#)
- You will need to make a SAW account on the [Washington State Employment Security website](#). SAW stands for Secure Access Washington. If you login to the PEBB 24/7 website you will use the same account information.

How is my unemployment benefit calculated?

Your base year

To estimate your weekly benefit amount, you need to know how much you made during your base year (BY). Your base year is the first 4 of the last 5 completed calendar quarters (Q) before the week you applied for benefits.

Alternate base year

You need to have 680 hours of work in your base year. If you didn't work 680 hours, you may be eligible for an alternate base year (ABY) claim. This uses the last 4 completed calendar quarters before the week you filed your claim.

Quarter you Applied	BY QTR 1	BY QTR 2	BY QTR 3	BY QTR 4
March - June	October - December	January - March	April - June	July - September
July - September	January – March	April - June	July – Sept	October

Applying for Unemployment Benefits

- Keep in mind that you are only required to seek work in your field. Check out universities and other professional opportunities that relate to your field. In other words, you don't have to apply at McDonald's.
- You can use job search related activities in lieu of job applications. For example, Work Source of Washington has contracted with LinkedIn to provide trainings that count towards your weekly job search total. Be sure to keep a weekly log of your job searches and activities in case you are asked by ESD to provide proof of your weekly activities.
- **Will my benefits be cut if I take a part-time job?**
 - You will not lose benefits, but you will receive less money, thereby extending your unemployment benefits over time. This turns out to be a good thing!
 - How do I calculate your employment hours if you teach during summer?
- **There may be limited hours available for advising at SFCC. Will this hurt my benefits?**
 - No. Just make sure you claim the hours with the weekly unemployment submission.
- The Bellevue Community College Faculty will be hosting a workshop on Zoom covering Unemployment Benefits for union members.



• Maintaining Unemployment Benefits

- After you apply for unemployment benefits it can take a couple of weeks or up six weeks or more for you to receive notice that you are benefit eligible.
- As soon as your application is submitted you must begin to look for work and submit a weekly report.
- Your first week after submitting an application is called your Waiting Week. No benefits will be paid for that first week even after your application is approved.
- Keep in mind that you are only required to seek work in your field. Check out universities and other professional opportunities that relate to your field. In other words, you don't have to apply at McDonald's.

Maintaining Unemployment Benefits

- You can use job search related activities in lieu of job applications. For example, Work Source of Washington has contracted with LinkedIn to provide trainings that count towards your weekly job search total. Be sure to keep a weekly log of your job searches and activities in case you are asked by ESD to provide proof of your weekly activities. Be sure to check with the Unemployment Handbook and Unemployment Updates for any rule changes.
- **Will my benefits be cut if I take a part-time job?**
 - You will not lose benefits, but you will receive less money, thereby extending your unemployment benefits over time. This turns out to be a good thing!
 - How do I calculate your employment hours if you teach during summer?
- **There may be limited hours available for advising at SCC. Will this hurt my benefits?**
 - No. Just make sure you claim the hours with the weekly unemployment submission.

Concurrent Employment – “Stacking”

- Some adjunct faculty work for more than one college. You may be teaching at SFCC, SCC or SCC extensions and have separate contracts at each college. If you meet the 50% threshold for two quarters in a row, you can receive benefits.
- If you work on a campus that is **not** part of Community Colleges of Spokane, but ***is a Washington State college or university***, you can use your concurrent employment to receive benefits, *if*, your other employer is a state university or community college that is part of the State Board of Community and Technical Colleges (SBCT). For example, if you work online at Big Bend Community College in Moses Lake, WA you can stack that contract with your SCC or SFCC contract.
- “Stacking. Faculty may establish eligibility and maintain the employer contribution toward PEBB benefits by working as faculty for more than one institution of higher education. Faculty workloads may only be stacked with other faculty workloads to establish eligibility under this section or maintain eligibility as described in WAC 182-12-131(3). A faculty becomes eligible through stacking when they meet the requirements as described in (a) of this subsection. When a faculty works for more than one institution of higher education, the faculty must notify their employing agencies that they work at more than one institution and may be eligible through stacking.”

Yes, you can be a AHE member as an adjunct faculty member!

- Our [Spokane AHE](#) is part of the Washington Education Association. The Spokane AHE has bargained for these benefits and more.
- A full list of AHE Spokane and WEA benefits can be found [HERE](#) including:
- Have more questions about membership? Contact
 - Lena Lopez Schindler, Adjunct Faculty Representative for Spokane AHE - l.lopezschindler@sfcc.spokane.edu
 - Bev Daily, AHE President- beverly.daily@sfcc.spokane.edu
 - Jackie Franklin, AHE Vice President SFCC - jackie.franklin@sfcc.spokane.edu
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