



# Public Safety Employees' Retirement System (PSERS) Eligibility Worksheet

This form is used and kept by employers to help determine an employee's eligibility for PSERS membership.

Employers keep this form for their records. Do not return to DRS.

## Employee Information

Name (Last, First, Middle)

## Position Information

Brief description of primary job duties (or attach job description):

## PSERS Eligibility Questions

Use the questions in this three-page worksheet to determine whether an individual is employed in a PSERS-covered position. See RCW [41.37.010](#) for more information. Employers keep this form for their records.

<p>1. Is this employee a statewide elected or appointed official?</p> <p><b>If you answered yes to question 1, this employee may be eligible for PSERS membership. Contact DRS. If you answered no, go to question 2.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2. Is your agency one of the following employers?</p> <ul style="list-style-type: none"> <li>• A city corrections department</li> <li>• A county corrections department</li> <li>• A public corrections entity created by RCW <a href="#">39.34.030</a></li> <li>• Washington State Department of Corrections</li> <li>• Washington State Parks and Recreation Commission</li> <li>• Washington State Gambling Commission</li> <li>• Washington State Patrol</li> <li>• Washington State Liquor and Cannabis Board</li> <li>• Washington State Department of Natural Resources</li> <li>• Washington State Department of Veterans Affairs (effective Jan. 1, 2019)</li> <li>• Washington State Department of Social and Health Services (effective Jan. 1, 2019)</li> <li>• Washington State Department of Children, Youth &amp; Families (effective July, 1 2019)</li> </ul> <p>If you answered yes, go to question 3. If you answered no, <b>STOP. Your agency is not an eligible PSERS employer and your employees are not eligible for PSERS membership.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>3. Is this position permanent and full-time?</p> <p>A permanent position is generally a position that does not have a scheduled end date. A full-time position is one that requires a minimum 160 hours each calendar month.</p> <p>If you answered yes, go to question 4. If you answered no, <b>STOP. This employee is not eligible for PSERS.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No



## PSERS Eligibility Questions — Continued

Continue using the questions in this worksheet to determine whether an individual is employed in a PSERS-covered position. See RCW [41.37.010](#) for more information.

<p>4. Is the employee expected to work full-time?</p> <p>A full-time employee means an employee who is regularly scheduled to provide at least 160 hours of compensated service for an employer each calendar month.</p> <p>If you answered yes, go to question 5.</p> <p>If you answered no, <b>STOP. This employee is not eligible for PSERS.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>5. Is the employee's primary responsibility to ensure the custody and security of incarcerated or probationary individuals?</p> <p>The employee's primary responsibility must be to ensure the custody and security of incarcerated or probationary individuals. Generally, positions that qualify should be similar to law enforcement positions. The titles listed in RCW <a href="#">41.37.010</a> are examples of some job titles that often have this responsibility.</p> <p><b>Helpful questions might be:</b></p> <ul style="list-style-type: none"> <li>• When you recruit for this position, do you look primarily for law enforcement qualities?</li> <li>• Is the employee's primary responsibility to manage a case load of individuals, including following up on the individual's compliance of their probation, such as reporting and drug screening?</li> <li>• Is the position more like law enforcement than counseling?</li> <li>• Is it required that the employee be able to handle, physically detain or arrest an individual if an incident occurs?</li> <li>• Would this position exist if there were no incarcerated or probationary individuals?</li> <li>• Is being able to handle an inmate a primary responsibility for this position?</li> </ul> <p>If you answered yes to question 5, <b>this employee qualifies for PSERS membership.</b> If you answered no, go to question 6.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>6. Is the employee in a position that requires completion of a certified criminal justice training course as part of the job and have the authority to arrest, conduct criminal investigations, enforce the criminal laws of the state of Washington, and carry a firearm?</p> <p>The employee must be required to complete a certified criminal justice training course, must be authorized to arrest, must be authorized to conduct criminal investigations, must be authorized to enforce the criminal laws of the state of Washington and must be authorized to carry a firearm as part of the job. They need not perform these functions or carry a gun at all times.</p> <p>If you answered yes to question 6, <b>this employee qualifies for PSERS membership.</b> If you answered no, go to question 7.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>7. Is the employee commissioned as a limited authority Washington peace officer, as defined in RCW <a href="#">0.93.020</a>?</p> <p>A limited authority Washington peace officer is empowered by their employer to detect or apprehend violators of the laws in some or all of the limited subject areas for which that employer is responsible.</p> <p>If you answered yes to question 7, <b>this employee qualifies for PSERS.</b></p> <p>If you answered no, and the employee works for a non-DSHS agency, or DCYF go to question 8a; go to question 8b if the employee works for DSHS or DCYF.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No



## PSERS Eligibility Questions — Continued

Continue using the questions in this worksheet to determine whether an individual is employed in a PSERS-covered position. See RCW [41.37.010](#) for more information.

<p>8a. <b>Non-DSHS and Non-DCYF employees:</b> Is the employee's primary responsibility to provide nursing care to offender and patient populations in institutions and centers operated by one of the following?</p> <ul style="list-style-type: none"> <li>• A city or county corrections department as defined in RCW <a href="#">41.37.010</a></li> <li>• A public corrections entity as defined in RCW <a href="#">41.37.010</a></li> <li>• The Washington State Dept. of Corrections</li> <li>• The Washington State Dept. of Veterans Affairs</li> </ul> <p><b>If you answered yes to question 8a, this employee qualifies for PSERS membership.</b> If you answered no, skip question 8b and go to question 9.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>8b. <b>DSHS and DCYF employees:</b> Is the employee's primary responsibility to provide nursing care to offender, adult probationary, or patient populations, or to ensure the custody and safety of offender, adult probationary, or patient populations? <b>AND</b> are they in a position that requires completion of defensive tactics training or de-escalation training? <b>AND</b> are they employed by one of the following state institutions or centers operated by DSHS or DCYF?</p> <ul style="list-style-type: none"> <li>• Juvenile rehabilitation administration institutions, not including community facilities</li> <li>• Mental health hospitals</li> <li>• Child study and treatment centers</li> <li>• Institutions or residential sites that serve developmentally disabled patients or offenders, or (as of June 11, 2020) sites that provide competency restoration services, except for state operated living alternatives facilities</li> </ul> <p><b>DSHS: If you answered yes to question 8b, this employee qualifies for PSERS membership beginning Jan 1, 2019.</b> If you answered no, go to question 9.</p> <p><b>DCYF: if you answered yes to question 8b, this employee qualifies for PSERS membership beginning July 1, 2019.</b> If you answered no, skip question 8b and go to question 9.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>9. Is the employee's primary responsibility to supervise other PSERS members?</p> <p>Only those employees whose primary responsibility is to directly supervise PSERS members are eligible.</p> <p>If you answered yes, <b>this employee qualifies for PSERS.</b></p> <p>If you answered no, <b>this employee is not eligible for PSERS membership.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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## Eligibility Acknowledgement

Name Of Person Completing Worksheet and Date Completed	Date of Employee Eligibility (if different from date completed)
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