



# PSERS ELIGIBILITY WORKSHEET

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This worksheet is designed to assist employers in determining an employee's eligibility for PSERS membership. **This worksheet should be retained by the employer.**

## SECTION 1: Employee Information

Employee Name (Last, First, Middle)

## SECTION 2: Position Information

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

## SECTION 3: PSERS Eligibility Questions

Use the questions below, and those on the reverse side of this worksheet, to determine whether an individual is employed in a PSERS-covered position. See RCW 41.37.010 (4) and (5) for more information.

1. Is this employee a statewide elected or appointed official?  Yes  No  
**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.**

2. Is your agency one of the following employers?  Yes  No
- a city;
  - county;
  - an Interlocal agency;
  - Washington State Department of Corrections;
  - Washington State Parks and Recreation Commission;
  - Washington State Gambling Commission;
  - Washington State Patrol
  - Washington State Liquor Control Board; OR
  - Washington State Department of Natural Resources

If you answered yes, go to question 3. If you answered no, **STOP.**  
**Your agency is not an eligible PSERS employer and, as a result, your employees are not eligible for PSERS membership.**

3. Is this position permanent and full-time?  Yes  No
- 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.
- If you answered yes, go to question 4.  
If you answered no, **STOP. This employee is not eligible for PSERS.**



**SECTION 3: PSERS Eligibility Questions - continued**

4. Is the employee expected to work full-time?  Yes  No

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. If you answered yes, go to question 5.

If you answered no, **STOP. This employee is not eligible for PSERS.**

5. Is the employee's primary responsibility to ensure the custody and security of incarcerated or probationary individuals?  Yes  No

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 41.37.010 (19) (b) are examples of some job titles that often have this responsibility.

**Helpful questions might be:**

- When you recruit for this position, do you look primarily for law enforcement qualities?
- 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?
- Is the position more like law enforcement than counseling?
- Is it required that the employee be able to handle, physically detain or arrest an individual if an incident occurs?
- Would this position exist if there were no incarcerated or probationary individuals?
- Is being able to handle an inmate a primary responsibility for this position?

If you answered yes to question 5, **this employee qualifies for PSERS membership.** If you answered no, go to question 6.

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?  Yes  No

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.

If you answered yes to question 6, **this employee qualifies for PSERS membership.** If you answered no, go to question 7.

**SECTION 3: PSERS Eligibility Questions - continued**

7. Is the employee commissioned as a limited authority Washington peace officer, as defined in RCW 10.93.020?  Yes  No

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.

If you answered yes to question 7, **this employee qualifies for PSERS.**  
If you answered no, go to question 8.

8. Is the employee's primary responsibility to supervise other PSERS members?  Yes  No

Only those employees whose primary responsibility is to directly supervise PSERS members are eligible.

If you answered yes, **this employee qualifies for PSERS.**  
If you answered no, **this employee is not eligible for PSERS membership.**

**SECTION 4: Eligibility Information**

Name Of Person Completing Worksheet and Date Completed	Date of Employee Eligibility (if different from date completed)
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If you have questions regarding PSERS membership eligibility,  
contact DRS at 800-547-6657 or 360.664.7000.