



Public Safety Employees' Retirement System (PSERS) Eligibility Worksheet

Washington State Department of Retirement Systems

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

Employee Information

Employee Name (Last, First, Middle)

Position Information

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

PSERS Eligibility Questions

Use 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. Employers keep this form for their records.

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?

- A city corrections department
- A county corrections department
- A public corrections entity created by RCW [39.34.030](#)
- Washington State Department of Corrections
- Washington State Parks and Recreation Commission
- Washington State Gambling Commission
- Washington State Patrol
- Washington State Liquor and Cannabis Board



- Washington State Department of Natural Resources
- Washington State Department of Veterans Affairs (effective Jan. 1, 2019)
- Washington State Department of Social and Health Services (effective Jan. 1, 2019)
- Washington State Department of Children, Youth & Families (effective July, 1 2019)
- A Public Employees' Retirement System (PERS) employer that employs 911 Telecommunicators (effective June 1, 2024)

Yes

No

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

3. Is this position permanent and full-time? 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.

Yes

No

If you answered yes, go to question 4. If you answered no, **STOP. This employee is not eligible for PSERS.**

4. Is the employee expected to work full-time?

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.

Yes

No

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?

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 [41.37.010](#) 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?

Yes

No

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?

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.

Yes

No

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

7. Is the employee commissioned as a limited authority Washington peace officer, as defined in RCW [10.93.020](#)?

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.

Yes

No

If you answered yes to question 7, **this employee qualifies for PSERS.** 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.

- 8a. **Non-DSHS and Non-DCYF employees:** 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?

- A city or county corrections department as defined in RCW [41.37.010](#)
- A public corrections entity as defined in RCW [41.37.010](#)
- The Washington State Dept. of Corrections
- The Washington State Dept. of Veterans Affairs

Yes

No

If you answered yes to question 8a, this employee qualifies for PSERS membership. If you answered no, skip question 8b and go to question 9.

- 8b. **DSHS and DCYF employees:** 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? AND are they in a position that requires completion of defensive tactics training or de-escalation training? AND are they employed by one of the following state institutions or centers operated by DSHS or DCYF?

- Juvenile rehabilitation administration institutions, not including community facilities
- Mental health hospitals
- Child study and treatment centers
- 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

Yes

No

DSHS: If you answered yes to question 8b, this employee qualifies for PSERS membership beginning Jan. 1, 2019. If you answered no, go to question 8c.

DCYF: if you answered yes to question 8b, this employee qualifies for PSERS membership beginning July 1, 2019. If you answered no, skip question 8c and go to question 9.

8c. **DSHS:** Is the employee's primary responsibility to provide nursing care to, or to ensure the custody and safety of, offender, adult probationary, or patient populations; **AND** who is in a position that requires completion of defensive tactics training or de-escalation training; **AND** who is employed by one of the following state institutions or centers operated by DSHS in institutions or residential sites that serve civilly committed residents or serve patients under not guilty by reason of insanity findings?

Yes

No

If you answered yes to question 8c, this employee qualifies for PSERS membership beginning June 1, 2025. If you answered no, go to question 9.

9. Is the employee's primary responsibility to supervise other PSERS members? Only those employees whose primary responsibility is to directly supervise PSERS members are eligible.

Yes

No

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

10. Is the employee's primary responsibility to receive, process, transmit, or dispatch 911 emergency and nonemergency calls for law enforcement, fire, emergency medical, or other public safety services? See the definitions in [RCW 41.37.010](#) and [WAC 415-106-010](#).

Yes

No

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

Eligibility Acknowledgement

Name of person completing worksheet.

Date person completed worksheet (mm/dd/yyyy)

Employee eligibility date if different from the date completed (mm/dd/yyyy)

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