

Basic Rules for Qualifying or Non-Qualifying

Employees Without a Previous PERS History		Employees With Previous PERS History and a Valid CSD	
Qualifying if:	Non-Qualifying if:	Qualifying if:	Non-Qualifying if:
<ul style="list-style-type: none"> ◆The intent is for the employee to meet the waiting period requirements identified below ◆Full-Time 100% (FTE) ◆Any other position working 600 hours or more in a calendar year ◆The employment segment meets the "Partial Year" or "Short Segment" exception 	<ul style="list-style-type: none"> ◆The intent is that the employee will not meet the waiting period requirements identified above ◆The intent is that the employee will work less than 600 hours in the calendar year, even if the employee meets the waiting period but has worked less 600 hours 	<ul style="list-style-type: none"> ◆Full-Time 100 % (FTE) ◆600 + hours in the calendar year ◆The employment segment meets the "Partial Year" or "Short Segment" exception 	<ul style="list-style-type: none"> ◆Works less than 600 hours in the calendar year

Waiting period requirements are met when an employee has served six (6) full consecutive months, with the same employer, without a 30 day break-in-service, works into the 7th month and starts contributions.

Partial Year Exception:

Upon Hire: The partial year exception upon hire applies to a partial year employment segment in the calendar year of hire that continues into the next calendar year.

- The agency's hire intent determines whether the position is qualifying or non-qualifying

Upon Termination: The partial year exception upon termination applies to a partial year employment segment in the calendar year of termination that is continued from the preceding calendar year.

- If the employee worked 600 hours in the calendar year preceding the year of termination, the position is qualifying in the year of termination.
- If the employee did not work 600 hours in the calendar year preceding the year of termination, the agency's hire intent determines whether the position is qualifying or non-qualifying in the year of termination.

Short Segment Exception:

Hire and Termination in the Same Calendar Year:

- Was the employee hired and terminated within the same calendar year?
- Was the employee employed for less than the entire calendar year?
- Did the employee work less than 600 hours in the calendar year?
- If yes to all three, the short segment exception does not apply

Hire and Termination in Consecutive Calendar Years:

- Did the employee terminate in the calendar year following the calendar year of hire?
- Was the employee employed for less than the entire calendar year in each year?
- Did the employee work less than 600 hours in each year?
- If yes to all three, the agency's hire intent determines whether the position is qualifying or non-qualifying.
- If no to any of the three, the short segment exception does not apply.