

## Qualifying Position Determination

### Applies to New Hires and Existing Members

- 1) Employer Hire Intent:  
Will the employee normally work 600 hours in calendar year in this position?  
If yes, the position should be designated as qualifying.  
If no, the position should be designated as non-qualifying.

The following rules include Employer Hire Intent in the determination of position qualification:

#### THE BASIC RULES:

- 2) Did the employee work 600 hours in the calendar year?  
If yes, the position is qualifying regardless of employer's Hire Intent.
- 3) Did the employee work the entire calendar year and work less than 600 hours?  
If yes, the position is non-qualifying regardless of employer's Hire Intent.
- 4) If no to both:
  - a) Does a partial year exception apply?
  - b) Does a short segment exception apply?

#### PARTIAL YEAR EXCEPTIONS:

- 5) 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.
  - a) The employer's Hire Intent determines whether the position is qualifying or non-qualifying in the calendar year of hire.
- 6) UPON SEPARATION: The partial year exception upon separation applies to a partial year employment segment in the calendar year of separation that is continued from the preceding calendar year.
  - a) If the employee worked 600 hours in the calendar year preceding the year of separation, the position is qualifying in the year of separation.
  - b) If the employee did not work 600 hours in the calendar year preceding the year of separation, the employer's Hire Intent determines whether the position is qualifying or non-qualifying in the year of separation.

SHORT SEGMENT EXCEPTIONS:

7) HIRE AND SEPARATION IN THE SAME CALENDAR YEAR:

- a) Was the employee hired and separated within the same calendar year?
- b) Was the employee employed for less than the entire calendar year?
- c) Did the employee work less than 600 hours in the calendar year?
- d) If yes to all three, the employer's Hire Intent determines whether the position is qualifying or non-qualifying.
- e) If no to any of the three, the short segment exception does not apply.

8) HIRE AND SEPARATION IN CONSECUTIVE CALENDAR YEARS:

- a) Did the employee separate in the calendar year following the calendar year of hire?
- b) Was the employee employed for less than the entire calendar year in each year?
- c) Did the employee work less than 600 hours in each year?
- d) If yes to all three, the employer's Hire Intent determines whether the position is qualifying or non-qualifying.
- e) If no to any of the three, the short segment exception does not apply.