

1. **PEBB categories that may be eligible¹**
 - a. Permanent
 - b. Nonpermanent
 - c. Career Seasonal
 - d. Seasonal

2. **PEBB categories of eligibility – what do they mean?**
 - a. The similarity in terminology evolved from days when HCA was part of DOP.
 - b. PEBB terminology does not mean the same as Civil Service Reform terminology, DOP terminology, or terminology used in collective bargaining agreements.
 - c. PEBB eligibility categories are based on ***expectations of employment duration and work hours*** and ***reassessment of past work duration and work hours***.

3. **What are the eligibility criteria for permanent, nonpermanent, career seasonal, seasonal criteria?**

See the attached definitions, eligibility table, and decision tree.

4. **Who isn't eligible for PEBB benefits?**

Employees who do not meet the eligibility criteria of one of the categories set out in the PEBB rules.

5. **What are the nonpermanent eligibility criteria?**
 - a. A nonpermanent employee is an employee who is not expected to work for more than six months. An employee who is categorized as a nonpermanent employee is not eligible for benefits upon hiring.
 - b. If an employee - who is categorized as a nonpermanent employee - works for more than six months at an average of ½ time or more across the previous 6 months, then they are eligible for benefits on the seventh month.
 - c. Implications:
 - ü Employees who are expected to work for more than six months, but for an indeterminate amount of hours, should be categorized as permanent and then assessed according to the permanent criteria for eligibility (based on an indeterminate hour expectation, they may not meet criteria and may not be eligible for benefits).
 - ü Employees who are expected to work for less than six months and for an indeterminate amount of hours should be categorized as nonpermanent.
 - ü An employee can only qualify for benefits under the nonpermanent criteria after six months of work averaging ½ time or more or upon reassessment of expectations and designated into another category.

6. **Suggestions:**
 - ü Determine the expected duration and number of work hours at time of hire.
 - ü Ascribe ONE category to the employee (the category that most closely describes the employer's expectations of employment duration and work hours).
 - ü Clearly document the PEBB category, the employment expectations that justify this categorization, and whether the employee is PEBB eligible in the hiring letter and in your records.
 - ü Continually monitor the duration of employment and work hours of employees who are not considered eligible to assure consistent and fair methods of applying eligibility.

7. **Resources: Eligibility Decision Tree, Eligibility table, PersPay intranet, FUZE email**

¹ There are more categories than these four, but these are the categories most applicable to state agencies.