



# Health Benefits Coverage for Part-Time Employees

Information for:  
All Funds

## INTRODUCTION

P.L. 2003, c. 172 (Chapter 172), provides certain part-time employees of the State of New Jersey and part-time faculty members at a New Jersey State college, State university, or certain county or community colleges, eligibility for enrollment in the State Health Benefits Program (SHBP) or the School Employees' Health Benefits Program (SEHBP), provided that the part-time employee is a member of a State-administered retirement system.

The part-time employee may enroll in any SHBP/SEHBP plan that is provided by the employer (except for NJ DIRECT HD1500 and Aetna Value HD1500) and, if provided by the employer, the Employee Prescription Drug Plan. If an eligible employee elects to enroll and purchase coverage, the employee must pay the full cost of the coverage.

The plan benefits, as well as the rules and procedures of the plans, are the same for part-time enrollees as they are for all other enrollees except for those areas listed to follow. If a specific topic is not outlined in this publication, please refer to the the New Jersey Division of Pensions & Benefits (NJDPB) website at: [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)

## ELIGIBILITY AND ENROLLMENT

### Part-time Active Employee Eligibility

Eligibility for coverage is determined by the NJDPB. Enrollments, terminations, changes to contracts, etc. must be processed through your employer first, then by the NJDPB. If you have any questions concerning eligibility, you should see your employer or call the NJDPB Office of Client Services at (609) 292-7524.

To be eligible for coverage under the provisions of Chapter 172, an employee must be:

- A member of a State-administered retirement system (Public Employees' Retirement System, Teachers' Pension and Annuity Fund, the Alternate Benefit Program, or the Defined Contributions Retirement Program); and
- A part-time employee of the State of New Jersey, a State college or university, the Palisades Interstate Park Commission, the New Jersey Building Authority, the State Library, or the New Jersey Commerce and Economic Growth Commission; or
- A part-time faculty member — including part-time lecturer or adjunct faculty member — employed by a State college, State university, or a county or community college that participates in the SHBP or SEHBP.

### Eligible Dependents

Your eligible dependents are:

- Your spouse, civil union partner, or eligible same-sex domestic partner.\*
- Your children (including stepchildren, legally adopted children, foster children, and legal wards) under the age of 26.

### Enrollment

You cannot be covered by the health benefits provided under Chapter 172 until you enroll in both a New Jersey State-administered retirement system and the SHBP or SEHBP. When you become eligible for enrollment in a retirement system, your employer will provide you with the *Health Benefits Enrollment and/or Change Form*. You must complete the application, providing all of the information requested, and submit it to your employer.

Part-time employees may select both a medical plan and Employee Prescription Drug Plan coverage (if provided by the employer), or medical plan coverage only by waiving prescription drug coverage (part-time employees cannot enroll in only the Employee Prescription Drug Plan).

**Note:** Part-time employees of employers who offer prescription drug coverage through the health plan in which the subscriber is enrolled are not able to waive prescription coverage.

\*For more information see the *Civil Unions and Domestic Partnerships Fact Sheet*.

Once you are enrolled in health benefits, you will be billed monthly for the cost of your selected coverage. Rate charts showing the cost of coverage are available from your employer or on the NJDPB website at: [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)

If you do not enroll all eligible members of your family within 60 days of the time you or they first become eligible for coverage, you must wait until the next Open Enrollment period (for exceptions see the "Changes in Coverage" section).

### Effective Dates of Coverage

There is a waiting period of two months following your eligibility date before your health benefits coverage begins, provided you submit a completed *Health Benefits Enrollment and/or Change Form*. For example, if you become eligible for enrollment in the retirement system on October 1 and apply for coverage under Chapter 172, your SHBP/SEHBP coverage will be effective December 1.

For some part-time employees, retirement system enrollment may be concurrent with their date of hire; other part-time employees may not be eligible for retirement system enrollment until their 13th month of continuous employment (see your human resources representative to determine your enrollment eligibility date).

**Note:** If you were enrolled in health benefits as a part-time employee with your previous employer, and your coverage is still in effect on the day you begin work with your current employer (COBRA coverage excluded), your coverage begins immediately so you have no break in coverage.

Your eligible dependents' coverage is effective the same date as your coverage is effective.

### Changes in Coverage

Coverage changes involving the addition of dependents are retroactive to the date of the event (marriage, civil union, eligible domestic partnership, birth, adoption, etc.) provided that the application is filed

within 60 days of the event. Deletion of dependents is effective on a timely or prospective basis, depending upon receipt of the application by the Health Benefits Bureau. Covered children are automatically terminated as of the end of the year they attain age 26.

### Leave of Absence

If you take an approved leave of absence, your SHBP/SEHBP coverage will remain in effect provided that you continue to pay your billed monthly premiums.

### Workers' Compensation

If you have a Workers' Compensation award pending, or have received an award of periodic benefits under Workers' Compensation or the Second Injury Fund, you and your dependents are entitled to have continued coverage at the same level as when you were an active employee. You must continue to pay your billed monthly premiums.

### RETIREE COVERAGE

#### Retiree Eligibility

Upon retirement, part-time State employees and part-time faculty members, who are enrolled in the SHBP/SEHBP under the provisions of Chapter 172, are permitted to enroll in the retired group of the SHBP/SEHBP provided that they continue to pay the full cost of their retiree coverage. Prescription drug coverage for retirees is provided through the Retiree Prescription Drug Plan.

Retirees should also see the NJDPB's requirement regarding enrollment in Medicare Part A and Part B coverage, as outlined in the *Summary Program Description*, which is available on our website at: [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)

**Note:** The provisions of Chapter 172 do not qualify an employee for State-paid or employer-paid post-retirement health care benefits under the SHBP or SEHBP. Chapter 172 retirees are responsible for paying the full cost of retired group SHBP/SEHBP coverage.

### COBRA COVERAGE

Upon termination (other than for retirement) of SHBP/SEHBP coverage provided under Chapter 172, continued coverage in the SHBP/SEHBP and the Employee Prescription Drug Plan is available under federal COBRA legislation. See the *Summary Program Description* for more information.

### PURCHASE OF INDIVIDUAL INSURANCE COVERAGE

Part-time State employees and part-time faculty members, who are eligible to enroll under the provisions of Chapter 172, are not eligible for other health coverage plans available under the provisions of the New Jersey Individual Health Coverage (IHC) Program.

If you are covered under the IHC and eligible for coverage under Chapter 172, you must contact the carrier regarding cancellation of your IHC benefits. You may re-enroll in the IHC during the IHC's October open enrollment period (for a January effective date). If your health benefits terminate, you are immediately eligible for coverage in the individual market.

Additional information about the IHC can be obtained from the New Jersey Individual Health Coverage Board at the Department of Banking and Insurance by calling 1-800-838-0935 or at: <http://dobi.nj.gov/>

### PLAN DESCRIPTIONS

For a summary of medical plans and benefits provided under the SHBP/SEHBP, visit the NJDPB website at: [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)

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