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May 10, 2013

TO: SHBP/SEHBP Participating Certifying Officers
FROM: Division of Pensions and Benefits
SUBJECT: **Ten-Month Employee Policy – Reminder**

This letter is being distributed to employers as a *reminder of the existing policy* for the effective dates of SHBP/SEHBP coverage as it applies to 10-month employees.

As outlined in N.J.S.A. 52:14-17.32c, employees hired as of September 1st under a 10-month contract are entitled to have their health benefits effective September 1st providing they start work at the beginning of the contract year **and a completed *Health Benefits Enrollment Application* is received in our office by October 5th** (or the next business day if October 5th falls on a weekend). Coverage for these employees and their dependents will continue during the two months of the year in which they are not paid, provided that proper payment is made for coverage as may be required by the State or participating employer.

Applications for 10-month employees received after October 5th will be effective November 1st. All other 10-month employees who do not start work at the beginning of the contract year (September 1st) will have benefits begin 60 days from the date of hire.

The termination of health coverage for a 10-month employee who terminates employment at the end of a contract year will be September 1st provided the employee's benefits were in effect September 1st of the previous year. Terminations submitted via the Employer Pensions and Benefits Information Connection (EPIC) must be processed by the 5th of the month prior to the health benefit termination date. Please refer to the "Timetable for Terminations in the NJ SHBP/SEHBP for State and Monthly Employers" found in EPIC by clicking on *10-month termination explanation* when processing terminations.

If you have any questions about the information in this letter, please contact the Division's Office of Client Services at (609) 292-7524 to speak with an Employer Group representative or send an e-mail to: pensions.nj@treas.state.nj.us