



# 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 HDLow) 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

### 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 (the Public Employees' Retirement System (PERS), Teachers' Pension and Annuity Fund (TPAF), the Alternate Benefit Program (ABP), or the Defined Contributions Retirement Program (DCRP)); 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 same-sex domestic partner;\* and
- Your children (including stepchildren, legally adopted children, foster children, and legal wards) under the age of 26.

### Enrollment

When you become eligible for enrollment in a retirement system, you must make all health benefit elections through Benefitsolver, which can be accessed by navigating to [mynjbenefitshub](http://mynjbenefitshub) or via your myNew-Jersey account.

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. Prescription drug coverage is included with all HD plans.

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 our website.

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

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. See the “Changes in Coverage” section.

## **Effective Dates of Coverage**

There is a waiting period of 60 days following your eligibility date before your health benefits coverage begins, and you must submit your health benefits elections through Benefitsolver within this 60 day enrollment window. For example, if you become eligible for enrollment in a State-administered 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, enrollment in a State-administered retirement system may be concurrent with their date of hire; other part-time employees may not be eligible for 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 (coverage under the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) 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, domestic partnership, birth,\* adoption, etc.) provided that the elections are

made in Benefitsolver within 60 days of the event. 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**

Upon retirement, part-time State employees and part-time faculty members 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 can find the NJDPB's requirement regarding enrollment in Medicare Part A and Part B coverage outlined in the *Summary Program Description*, which is available on our website.

**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 our website for more information.

## **PURCHASE OF INDIVIDUAL INSURANCE COVERAGE**

Part-time State employees and part-time faculty members 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 Open Enrollment period in October (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 our website.

---

*This fact sheet has been produced and distributed by:*

**New Jersey Division of Pensions & Benefits  
P.O. Box 295, Trenton, NJ 08625-0295**

(609) 292-7524

For the hearing impaired: TRS 711 (609) 292-6683  
[www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)

---

\* To add a newborn infant to your coverage, you have 90 days from the date of birth to submit the online application through [my.njbenefitshub.com](http://my.njbenefitshub.com).