



I. PURPOSE:

To provide the information related to and procedure for enrolling in various employee benefit plans.

II. PROCEDURE:

A. On or prior to the first day of employment, a new employee will participate in New Hire Orientation (NHO), where they will receive all necessary employee benefit enrollment information and will complete elections electronically and/or submit written documents as applicable to join the various benefit plans.

1. Enrollment in health benefits is completed online through the State's MyNJ Portal.
2. Retirement Plan enrollment is based upon the employee's employment classification.
 - a. Public Employees' Retirement System (PERS), a Defined Benefit pension fund. Enrollment is completed by the Office of Human Resources.
 - b. Police and Fire Retirement System (PFRS), a Defined Benefit pension fund. Enrollment is completed by the Office of Human Resources.
 - c. Defined Contribution Retirement Plan (DCRP) for part-time Classified employees. Enrollment is completed by the Office of Human Resources.
 - d. Alternate Benefit Program (ABP), a tax sheltered, Defined Contribution retirement plan for higher education faculty and certain administrators. Enrollment is completed by the Office of Human Resources based upon employee selection of investment carrier(s).

B. The new employee will also receive information and references to resources that describe the plans in detail.

1. New Jersey State Health Benefits Program.
 2. PERS, PFRS, DCRP, & ABP retirement plan information.
<http://www.state.nj.us/treasury/pensions/>
- C. Group Life Insurance Plan information. All questions on employee benefits should be directed to the Office of Human Resources.
- D. Disability Income Types
1. Employee's use of their own accrued applicable leave time.
 2. Short-term disability (in accordance with the applicable collective bargaining agreement or contract).