



State of New Jersey

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August 2020

TO: State Biweekly, State Monthly, and SHBP-participating Local Government Certifying Officers, Human Resources Representatives, and Benefit Administrators

FROM: New Jersey State Health Benefits Program (SHBP)

SUBJECT: Executive Order No. 172

On August 3, 2020, Governor Murphy issued Executive Order No. 172, which waives the 60-day waiting period for enrollment in the State Health Benefits Program (SHBP) for newly hired employees and members returning from retirement, layoff, etc.

For the duration of the Public Health Emergency, any new or returning employee who is hired on or after March 9, 2020 (the date of issuance of Executive Order No. 103-2020), may immediately enroll in the SHBP at the member's election. This applies to employees and dependents of State biweekly and State monthly employers, as well as employees and dependents of Local Government employers that participate in the SHBP.

Previously under Executive Order No. 115, the 60-day waiting period was waived only for new employees hired specifically in response to the COVID-19 pandemic. Executive Order No. 172 now permits waiver for any new public employee, or returning employee, hired on or after March 9, 2020, and who is eligible for enrollment in the SHBP.

Executive Order No. 172, similar to the earlier Executive Order No. 115, only applies to employees eligible for enrollment in the SHBP. This Order does not waive the 60-day waiting period for the School Employees' Health Benefits Program (SEHBP).

EMPLOYER RESPONSIBILITIES

Employees hired on or after March 9, 2020, and who are eligible for the SHBP may now be enrolled immediately for coverage without the 60-day waiting period.

- Those hired on or after August 3, 2020, will automatically have the 60-day waiting period waived upon submission to the New Jersey Division of Pensions & Benefits (NJDPB) of a properly completed and employer-certified *Health Benefits Enrollment and/or Change Form*. Employers need take no additional action to enroll these employees for immediate SHBP coverage.

The *Health Benefits Enrollment and/or Change Form* is available on the NJDPB website. Please be sure to use the correct form for your State or Local Government employer group and for appropriate union representation, where applicable.

- Those hired between March 9, 2020, and August 3, 2020, and enrolled — or pending enrollment — in the SHBP, must be identified by the employer for retroactive coverage back to the date of hire. Employers should first verify these employees wish to be

covered back to the date of hire, as the employee will be responsible for retroactive health benefit premiums. Upon identification and verification, the employee's existing SHBP coverage — or pending application if still within the 60-day waiting period — will be terminated and the employee will be reenrolled retroactively back to the date of hire.

To notify the SHBP of an employee requesting retroactive enrollment, send an email with the employee's full name in the subject line to the Health Benefits Bureau, and include the employing location and a contact phone number in the body of the message. Send the email address for your appropriate employer group's Health Benefits email address:

- State Active: *HBStateActive@treas.nj.gov*
- State Colleges: *HBStateColleges@treas.nj.gov*
- Local Government: *HBLocalGov@treas.nj.gov*

Please note that these addresses are for employer communications only — do not provide for employee use.

ADDITIONAL INFORMATION

If you have questions regarding any of the information provided in this letter, contact the NJDPB's Office of Client Services at (609) 292-7524, or email the NJDPB at: *pensions.nj@treas.nj.gov*