

## TITLE 17

## TREASURY-GENERAL

## CHAPTER 1

## GENERAL ADMINISTRATION

## Authority

N.J.S.A. 52:18A-96 et seq.

## Source and Effective Date

R.1993 d.376, effective August 2, 1993.  
See: 25 N.J.R. 1955(a), 25 N.J.R. 3506(a).

## Executive Order No. 66(1978) Expiration Date

Chapter 1, General Administration, expires on May 1, 1998.

## Historical Note

The provisions of this chapter 1 were originally adopted by the Director, Division of Pensions, and became effective prior to September 1, 1969.

1969 Revisions: Amendments became effective December 19, 1969 as R.1969 d.34. See: 1 N.J.R. 10(a), 2 N.J.R. 7(a).

1971 Revisions: Amendments became effective February 1, 1971 as R.1971 d.16. See: 3 N.J.R. 11(b), 3 N.J.R. 52(a).

1972 Revisions: Amendments became effective October 30, 1972 as R.1972 d.214. See: 4 N.J.R. 310(d).

1973 Revisions: Subchapter 6 "Judicial Pension Fund" was repealed effective September 12, 1973 as R.1973 d.258. See: 5 N.J.R. 292(d), 5 N.J.R. 358(b). Amendments became effective June 28, 1973 as R.1973 d.171. See: 5 N.J.R. 203(b), 5 N.J.R. 294(a). Further amendments became effective September 12, 1973 as R.1973 d.258. See: 5 N.J.R. 292(d), 5 N.J.R. 358(b).

1974 Revisions: Amendments became effective March 12, 1974 as R.1974 d.62. See: 6 N.J.R. 84(a), 6 N.J.R. 158(b). Further amendments became effective August 8, 1974 as R.1974 d.219. See: 6 N.J.R. 277(a), 6 N.J.R. 360(a).

1975 Revisions: Amendments became effective February 14, 1975 as R.1975 d.30. See: 7 N.J.R. 33(a), 7 N.J.R. 122(a). Further amendments became effective August 1, 1975 as R.1975 d.235. See: 7 N.J.R. 346(b), 7 N.J.R. 446(a). Further amendments became effective December 31, 1975 as R.1975 d.385. See: 7 N.J.R. 577(c), 8 N.J.R. 88(a).

1976 Revisions: Amendments became effective February 5, 1976 as R.1976 d.36. See: 7 N.J.R. 578(a), 8 N.J.R. 140(d). Further amendments became effective March 26, 1976 as R.1976 d.95. See: 8 N.J.R. 140(b), 8 N.J.R. 262(a). Further amendments became effective July 2, 1976 as R.1976, d.212. See: 8 N.J.R. 312(d), 8 N.J.R. 407(b). Further amendments became effective October 28, 1976 as R.1976 d.338. See: 8 N.J.R. 489(c), 8 N.J.R. 586(b).

1977 Revisions: Amendments became effective February 8, 1977 as R.1977 d.32. See: 9 N.J.R. 43(b), 9 N.J.R. 147(c). Subchapter 10 became effective April 1, 1977 as R.1977 d.117. See: 9 N.J.R. 142(c), 9 N.J.R. 243(a). Further amendments became effective November 1, 1977 as R.1977 d.416. See: 9 N.J.R. 493(e), 9 N.J.R. 601(a).

1978 Revisions: Amendments became effective March 14, 1978 as R.1978 d.96. See: 10 N.J.R. 37(b), 10 N.J.R. 175(b). Further amendments became effective March 15, 1978 as R.1978 d.98. See: 10 N.J.R. 175(c). Subchapter 11 became effective March 15, 1978 as R.1978 d.99. See: 10 N.J.R. 38(b), 10 N.J.R. 175(d). Further amendments

became effective December 12, 1978 as R.1978 d.421. See: 10 N.J.R. 516(a), 11 N.J.R. 52(a).

1979 Revisions: Amendments became effective May 1, 1979 as R.1979 d.169. See: 11 N.J.R. 209(b), 11 N.J.R. 304(d).

1980 Revisions: Amendments became effective February 5, 1980 as R.1980 d.63. See: 12 N.J.R. 52(d), 12 N.J.R. 163(a). Further amendments became effective July 1, 1980 as R.1980 d.301. See: 12 N.J.R. 351(a), 12 N.J.R. 497(c). Further amendments became effective July 1, 1980 as R.1980 d.301. See: 12 N.J.R. 351(a), 12 N.J.R. 497(c). Further amendments became effective November 5, 1980 as R.1980 d.487. See: 12 N.J.R. 614(a), 12 N.J.R. 729(a).

1981 Revisions: Amendments became effective March 6, 1981 as R.1981 d.85. See: 13 N.J.R. 109(a), 13 N.J.R. 247(c). Further amendments became effective July 9, 1981 as R.1981 d.239. See: 13 N.J.R. 308(b), 13 N.J.R. 458(a). Further amendments became effective August 6, 1981 as R.1981 d.291. See: 13 N.J.R. 374(e), 13 N.J.R. 525(a). Further amendments became effective September 10, 1981 as R.1979 d.343. See: 13 N.J.R. 459(a), 13 N.J.R. 617(a). Further amendments became effective November 2, 1981 as R.1981 d.427. See: 13 N.J.R. 616(c), 13 N.J.R. 779(d).

1982 Revisions: Amendments became effective January 2, 1981 as R.1981 d.1. See: 12 N.J.R. 727(c), 13 N.J.R. 111(c). Further amendments became effective February 2, 1982 as R.1982 d.20. See: 13 N.J.R. 883(a), 14 N.J.R. 161(b). Further amendments became effective October 18, 1982 as R.1982 d.347. See: 14 N.J.R. 328(b), 14 N.J.R. 1163(e). Subchapter 12 became effective October 18, 1982 as R.1982 d.350. See: 14 N.J.R. 329(a), 14 N.J.R. 1164(a). Further amendments became effective October 19, 1982 as R.1982 d.358. See: 14 N.J.R. 200(a), 14 N.J.R. 1163(c). Further amendments became effective December 20, 1982 as R.1982 d.438. See: 14 N.J.R. 1149(a), 14 N.J.R. 1464(a).

1983 Revisions: Amendments became effective January 3, 1983 as R.1982 d.470. See: 14 N.J.R. 1200(a), 15 N.J.R. 36(b). Subchapter 7 was changed from Pension Increase Program to Pension Adjustment Program, effective January 17, 1983 as R.1983 d.491. See: 14 N.J.R. 1290(a), 15 N.J.R. 95(b). Further amendments became effective January 17, 1983 as R.1983 d.491. See: 14 N.J.R. 1290(a), 15 N.J.R. 95(b). Further amendments became effective February 22, 1983 as R.1983 d.39. See: 14 N.J.R. 1447(b), 15 N.J.R. 245(a). Further amendments became effective March 21, 1983 as R.1983 d.77. See: 15 N.J.R. 80(b), 15 N.J.R. 448(b). Further amendments became effective May 2, 1983 as R.1983 d.132. See: 15 N.J.R. 319(b), 15 N.J.R. 696(a). This chapter was readopted pursuant to Executive Order 66(1978) effective May 16, 1983 as R.1983 d.174. See: 15 N.J.R. 523(a), 15 N.J.R. 930(b). Further amendments became effective June 20, 1983 as R.1983 d.216. See: 15 N.J.R. 525(a), 15 N.J.R. 1037(d). Further amendments became effective July 5, 1983 as R.1983 d.265. See: 15 N.J.R. 687(a), 15 N.J.R. 1104(a). Further amendments became effective August 15, 1983 as R.1983 d.334. See: 15 N.J.R. 1012(b), 15 N.J.R. 1383(b). Further amendments became effective October 3, 1983 as R.1983 d.416. See: 15 N.J.R. 1238(a), 15 N.J.R. 1688(c). Further amendments became effective November 21, 1983 as R.1983 d.546. See: 15 N.J.R. 1457(a), 15 N.J.R. 1597(b).

1984 Revisions: Amendments became effective January 17, 1984 as R.1983, d.599. See: 15 N.J.R. 174(a), 16 N.J.R. 148(a). Further amendments became effective August 20, 1984 as R.1984 d.374. See: 16 N.J.R. 703(a), 16 N.J.R. 2302(b). Further amendments became effective December 17, 1984 as R.1984 d.559. See: 16 N.J.R. 2420(a), 16 N.J.R. 3478(b).

1985 Revisions: Amendments became effective February 4, 1985 as R.1985 d.8. See: 16 N.J.R. 3192(a), 17 N.J.R. 320(a). Further amendments became effective July 1, 1985 as R.1985 d.348. See: 17

N.J.R. 1068(a), 17 N.J.R. 1673(a). Further amendments became effective June 17, 1985 as R.1985 d.321. See: 17 N.J.R. 900(a), 17 N.J.R. 1586(a). Further amendments became effective September 3, 1985 as R.1985 d.442. See: 17 N.J.R. 1642(b), 17 N.J.R. 2144(b).

1986 Revisions: Amendments became effective January 6, 1986 as R.1985 d.664. See: 17 N.J.R. 2603(a), 18 N.J.R. 93(a). Further amendments became effective April 7, 1986 as R.1986 d.86. See: 18 N.J.R. 59(a), 18 N.J.R. 706(a). Further amendments became effective June 16, 1986 as R.1986 d.211. See: 18 N.J.R. 626(b), 18 N.J.R. 1310(c). Further amendments became effective October 6, 1986 as R.1986 d.390. See: 18 N.J.R. 1450(b), 18 N.J.R. 2059(a). Further amendments became effective October 20, 1986 as R.1986 d.425. See: 18 N.J.R. 1686(a), 18 N.J.R. 2135(a).

1987 Revisions: Amendments became effective February 2, 1987 as R.1987 d.76. See: 18 N.J.R. 2320(a), 19 N.J.R. 304(a). Further amendments became effective February 17, 1987 as R.1987 d.108. See: 18 N.J.R. 2377(a), 19 N.J.R. 380(a). Further amendments became effective March 16, 1987 as R.1987 d.128. See: 19 N.J.R. 51(b), 19 N.J.R. 456(b). Further amendments became effective May 4, 1987 as R.1987 d.198. See: 19 N.J.R. 353(a), 19 N.J.R. 772(b). Further amendments became effective July 20, 1987 as R.1987 d.293. See: 19 N.J.R. 626(a), 19 N.J.R. 1320(b). Further amendments became effective August 3, 1987 as R.1987 d.317. See: 19 N.J.R. 446(a), 19 N.J.R. 1456(a).

1988 Revisions: Amendments became effective February 16, 1988 as R.1988 d.68. See: 19 N.J.R. 2129(a), 20 N.J.R. 408(a). This chapter was readopted pursuant to Executive Order 66(1978) effective May 6, 1988 as R.1988 d.243. See: 20 N.J.R. 636(a), 20 N.J.R. 1208(a).

Pursuant to Executive Order No. 66(1978), Chapter 1 expired on May 6, 1993. Pursuant to Executive Order No. 66(1978), Chapter 1 was readopted as new rules by R.1993 d.376. See: Source and Effective Date.

See section annotations for specific rulemaking activity.

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#### SUBCHAPTER 1. ACCOUNTING

##### 17:1-1.1 Receipts deposited

(a) All routine receipts as of noon of any working day, which are identifiable as to origin and propriety, are to be deposited the same day.

(b) All other checks are to be deposited as soon as possible.

(c) If checks are not in the amount of the billing and there is no dispute as to the amount involved, such checks will be returned to the remitter and the obligation will be considered as not having been paid; the remitter will be so advised.

Amended by R.1981 d.427, effective November 2, 1981.

See: 13 N.J.R. 616(c), 13 N.J.R. 779(d).

Added (c).

##### 17:1-1.2 Remittance; limitation

Remittance to the Division shall only be by check, bank draft or money order.

##### 17:1-1.3 Due dates for transmittals and reports

(a) Monthly remittances and transmittals for the Police and Firemen's Retirement System and the monthly remittances and reports for the Consolidated Police and Firemen's Pension Fund are due in the Division of Pensions the 10th day of the month following the close of the preceding month for which contributions are required.

(b) Monthly retirements and transmittals for the Public Employees' Retirement System, the Judicial Retirement System and the Teachers' Pension and Annuity Fund are due in the Division of Pensions from the State monthly locations and local employers the 10th day of the month following the close of the preceding month for which contributions are required.

(c) The monthly report to the carriers of the Alternate Benefit Program shall be due from the Centralized Payroll Unit on the 20th day of the month following the close of the preceding month for which deductions or reductions were required.

(d) Monthly reports for Alternate Benefit Program participants of county colleges and State monthly locations are due in the Division of Pensions the fifth day of the month following the close of the preceding month, with the exception that those institutions which are prepaying both the employer and employee contributions and have agreed to be completely accountable and responsible for the timely submission of such contributions shall submit the monthly reports to the Division of Pensions by the fifteenth day of the month following the close of the preceding month.

(e) Quarterly transmittals and reports, including the remittance for the third month of the calendar quarter, for the Police and Firemen's Retirement System are due in the Division of Pensions the 10th day of the month following the close of the preceding quarter.

(f) Quarterly transmittals and reports, including the remittance for the third month of the calendar quarter, for the Public Employees' Retirement System, the Judicial Retirement System and the Teachers' Pension and Annuity Fund are due in the Division of Pensions the 10th day of the month following the close of the preceding year.

(g) Payroll deductions for pension, contributory insurance and the Supplemental Annuity Program and salary reductions for the Tax Sheltered Supplemental Annuity Program shall be remitted on a biweekly basis immediately following the payroll payment dates for State employees reported by the Centralized Payroll System.

(h) Monthly remittances and transmittals for the State Health Benefits Program are due the 24th day of each month preceding the month for which such premium payments are required. Reporting agencies will be considered in default if premiums are not paid within the 31-day period, which begins on the first of the month following the due date for which premiums are required.

(i) Semi-monthly remittances and transmittals for Social Security are due in the State Agency for Social Security from all covered entities on the 5th day of the month representing contributions due for the last half of the preceding month and on the 20th day of the current month representing contributions due for the first fifteen days of the month. Annual reports and Federal forms are due in the State Agency for Social Security on February 1st, following the end of the preceding calendar year.

As amended, R.1971 d.16, eff. February 1, 1971.

See: 3 N.J.R. 11(b), 3 N.J.R. 52(a).

As amended, R.1980 d.301, eff. July 1, 1980.

See: 12 N.J.R. 351(a), 12 N.J.R. 497(c).

As amended, R.1982 d.491, eff. January 17, 1983.

See: 14 N.J.R. 1290(a), 15 N.J.R. 95(b).

The Judicial Retirement System, added.

As amended, R.1983 d.546, eff. November 21, 1983.

See: 15 N.J.R. 1457(a), 15 N.J.R. 1957(b).

Due days change from 1st to 5th day of month; exceptions articulated.

As amended, R.1983 d.599, eff. January 17, 1984.

See: 15 N.J.R. 174(a), 16 N.J.R. 148(a).

(i) deleted and replaced with instructions about semi-monthly remittances and transmittals.

Amended by R.1986 d.86, effective April 7, 1986.

See: 18 N.J.R. 59(a), 18 N.J.R. 706(a).

Added text in (f) "Division of Pensions the 10th day of the".

#### 17:1-1.4 Delinquent notices

(a) Reporting agencies which do not file timely reports, transmittals or remittances will receive a delinquent notice.

(b) In the event the employer does not respond to the delinquent notice, the group will be added to a list of the delinquent agencies to be sent to the field service counselors, who will contact the delinquent employers to secure the data needed by the Division.

#### 17:1-1.5 Interest charges; delinquent transmittals

(a) If payment in full, representing the monthly transmittal and report of contributions or charges is not made within 15 days of the due dates for such transmittals and reports, interest at the rate of six percent per annum shall commence to run against the total transmittal of contributions or charges for the period on the first day after such 15th day.

(b) The penalty will apply where the moneys have been forwarded but without the report necessary to distribute such moneys to the proper accounts.

As amended, R.1983 d.77, eff. March 21, 1983.

See: 15 N.J.R. 80(b), 15 N.J.R. 448(b).

Reference to charges as well as contributions were added.

#### 17:1-1.6 Disbursement authorizations

All checks disbursed, requiring the signature of the State Treasurer, are forwarded with signed authorizations to the Department of the Treasury.

#### 17:1-1.7 Disbursement Schedules

(a) All disbursements, other than the regular pension payrolls, including the payment of loans, withdrawals and rebates should be made once a week.

(b) The pension payrolls are disbursed by the cash control section of the Treasury Department at the end of each calendar month.

As amended, R.1974 d.62, effective March 12, 1974.

See: 6 N.J.R. 84(a), 6 N.J.R. 158(b).

#### 17:1-1.8 Disbursement; limitations

All disbursements returned by the Federal post office as "undelivered" shall be redeposited promptly. Disbursements shall be made by check, delivered by the Federal post office or as provided by the Director of the Division of Pensions.

As amended, R.1974 d.62, effective March 12, 1974.

See: 6 N.J.R. 84(a), 6 N.J.R. 158(b).

As amended, R.1975 d.235, effective August 1, 1975.

See: 7 N.J.R. 346(b), 7 N.J.R. 446(a).

As amended, R.1982 d.491, effective January 17, 1983.

See: 14 N.J.R. 1290(a), 15 N.J.R. 95(b).

(b): "accrue" changed to "accrue."  
Amended by R.1985 d.348, effective July 1, 1985.  
See: 17 N.J.R. 1068(a), 17 N.J.R. 1673(a).

(a) and (b) deleted.  
Amended by R.1989 d.37, effective January 17, 1989.  
See: 20 N.J.R. 2639(a), 21 N.J.R. 173(b).

Deleted text "and in no ... the post office" and added "Disbursements shall be ...".

### 17:1-1.9 Adjustment statements

(a) Adjustment statements are mailed as audits are completed.

(b) Ten days after an overpayment notice is mailed a check is issued unless the employing agency offers an explanation for the variance.

(c) Overpayments are returned to the source from which they were received; however, for those overpayments covering State employees reported on a biweekly basis, multiple members, and on post audit overpayments, the member is made the payee.

(d) One month after shortage statements are mailed, a second notice is sent.

(e) One month after the second notice, a letter is sent advising the reporting agency that the shortage will be certified with interest as a back deduction or as an arrears obligation if payment is not received within 30 days.

(f) If the member is off the payroll so that such extra deduction cannot be certified, the shortage will be established in the member's account and will be subject to an interest charge of six percent per annum calculated from the date of the first notice forwarded to the member.

As amended, R.1974 d.62, effective March 12, 1974.  
See: 6 N.J.R. 84(a), 6 N.J.R. 158(b).

### 17:1-1.10 Minimum adjustments

(a) In order to facilitate the reconciliation of members' accounts upon death, no rebates or additional contributions shall be made to a member's loan and arrearages balances if such adjustments involve amounts of \$10.00 or less. All bad balances of \$10.00 or less will be written off.

(b) Bad balances of \$50.00 or less in accounts that have been withdrawn will be written off. However, if a withdrawn member can satisfactorily prove with convincing documentation that monies are due from the withdrawn account, such refunds shall be made, notwithstanding the fact that the bad balance had been previously written off.

(c) A bad balance of \$50.01 to \$100.00 which is owed to a withdrawn member shall be paid without any further analy-

sis of the member's account. Payment will be made to the employee and forwarded to the last employer of record.

(d) Rules concerning the bad balances in retirement accounts are as follows:

1. No rebates or additional contributions shall be made for retired members if the adjustments involve amounts that range from a positive to a negative \$5.00 for pensions and \$50.00 for contributory life insurance premiums. All balances within these ranges will be written off.

2. In the event the positive or negative balance is greater than \$5.00 for pensions but produces a monthly retirement adjustment of less than \$1.00, no recalculation or monthly benefits will be computed. Positive balances will be rebated and negative balances will be written off.

3. All money found to be due and payable subsequent to a member's retirement shall be repaid in one sum or scheduled for repayment within a period of 12 months. Any other schedule of repayment shall be referred to the Board of Trustees.

(e) Audit differences of \$2.00 or less in the reporting of members' pension contributions or contributory life insurance premiums during a quarter will not require a cash adjustment.

(f) Audit differences of \$8.00 or less in the reporting of members' pension contributions or contributory life insurance premiums covering an annual period are not subject to cash adjustments.

Amended by R.1982 d.470, effective January 3, 1983.  
See: 14 N.J.R. 1200(a), 15 N.J.R. 36(b).

Minimum adjustments changed from less than \$1.00 to \$2.00 or less in a quarter and from \$3.00 to \$8.00 or less in a calendar year.  
Amended by R.1985 d.8, effective February 4, 1985.  
See: 16 N.J.R. 3192(a), 17 N.J.R. 320(a).

Substantially amended.  
Amended by R.1985 d.442, effective September 3, 1985.  
See: 17 N.J.R. 1642(b), 17 N.J.R. 2144(b).

Deleted "A member's retirement ... by more than \$100.00." and inserted "In the event ... will be rebated." in subsection (b).  
Amended by R.1987 d.108, effective February 17, 1987.

See: 18 N.J.R. 2377(a), 19 N.J.R. 380(a).  
Amended by R.1987 d.317, effective August 3, 1987.  
See: 19 N.J.R. 446(a), 19 N.J.R. 447(a), 19 N.J.R. 1456(a).

Substantially amended.  
Amended by R.1988 d.68, effective February 16, 1988.  
See: 19 N.J.R. 2129(a), 20 N.J.R. 408(a).

Old (c) repealed and new (c) inserted.  
Amended by R.1988 d.427, effective September 6, 1988.  
See: 20 N.J.R. 1181(a), 20 N.J.R. 2310(b).

Added new (c); renumbered existing (c)-(e) as (d)-(f).  
Amended by R.1990 d.518, effective November 5, 1990.  
See: 22 N.J.R. 1348(b), 22 N.J.R. 3386(c).

Repayment requirements added at (d)3.  
Amended by R.1993 d.114, effective March 15, 1993.  
See: 24 N.J.R. 4501(a), 25 N.J.R. 1228(b).

Revised (d)1 and 2.

**17:1-1.11 Mail distribution**

(a) All mail sent to the Division of Pensions will be received, opened and sorted by the mail section, with the exception of registered or certified mail which will be sent directly to the addressee.

(b) The mail section will send all correspondence to the appropriate administrative bureau in the division, where the correspondence should be acknowledged or answered within five working days of its receipt in the administrative bureau.

As amended, R.1974 d.62, effective March 12, 1974.

See: 6 N.J.R. 84(a), 6 N.J.R. 158(b).

As amended, R.1975 d.235, effective August 1, 1975.

See: 7 N.J.R. 346(b), 7 N.J.R. 446(a).

**17:1-1.12 Annual statements; retirement system**

(a) Statements of account are mailed annually to employers for active members who contributed to the Public Employees Retirement System, the Police and Firemen's Retirement System and the State Police Retirement System during the second quarter of a calendar year.

(b) Statements of account are mailed annually to employers for active members who contributed to the Teachers' Pension and Annuity Fund during the last quarter of a calendar year.

(c) Interim statements will not be supplied except upon written request for good cause.

**17:1-1.13 Annual statements; supplemental annuity**

(a) Statements of accounts are mailed annually to employers for participants of the Tax Sheltered and Nontax Sheltered Supplemental Variable Annuity Programs, who contributed to the program as of June 30.

(b) Interim statements will not be supplied except upon written request for good cause.

**17:1-1.14 Annual reports of salary changes**

(a) Employers are provided with one copy of the report of salary changes.

(b) The report of salary changes will be sent to reporting agencies of the Public Employees Retirement System except boards of education, and the Police and Firemen's Retirement System with their quarterly report for the fourth quarter.

(c) The reporting agencies must file the report of salary changes with the Division by February 1.

(d) The report of salary changes will be sent to boards of education with their quarterly reports for the second quarter.

(e) The reporting districts must file the report of salary changes with the Division by August 1.

(f) A report of salary change may be filed with the Division during any quarter of the calendar year. Such report of salary change must be filed on or before the tenth day of the second month of the quarter to assure timely projection for the next quarterly report of contributions.

Amended by R.1982 d.358, effective October 18, 1982.

See: 14 N.J.R. 200(a), 14 N.J.R. 1163(c).

Salary change may be filed during any calendar quarter.

**17:1-1.15 Endorsements**

(a) In cases where incapacity prevents a complete personal endorsement, but the member or beneficiary is able to make his mark, this is acceptable providing the signature of two witnesses appear on the check. Such witnesses' signatures and the member's mark must be registered with the Division on a signature card. In addition, a doctor's certificate should be filed with the Division indicating that the member or beneficiary is physically but not mentally incapable of endorsing the check.

(b) In cases where a member or beneficiary is mentally or physically incompetent, the appointment of a legal guardian, conservator or committee will be required. The Division must be supplied with a copy of the legal document and the guardian's signature must be registered with the Division on a signature card. In cases where an incompetent retired member or beneficiary is confined to a State institution in New Jersey (under Department of Human Services) in lieu of guardianship, his or her retirement allowance may be continued upon court order (N.J.S.A. 30:4-67 et seq.) directing the retirement system to make payment to the chief administrative officer for the use and care of said member or beneficiary during the period of confinement.

(c) Under certain conditions, the Division will honor an agreement executed between a retirant or beneficiary and a bank, savings and loan association, insured Federal credit union or insured State chartered credit union, with such institution assuming full responsibility for the receipt and collection of the pension checks in the absence of the personal endorsement of the retirant or beneficiary. The agreement must be consummated on the appropriate approved form which will be provided for this purpose by the retirement system. The agreement cannot be executed where a retirant or beneficiary is mentally or physically incompetent, or where the allowance will be deposited in an account other than their personal account.

(d) A person holding a power of attorney will be permitted to endorse a check payable to such person as attorney for the retirant or beneficiary. However, a power of attorney form prescribed by the Division must be duly executed before the attorney's signature will be accepted as a proper endorsement on a check issued to the retirant or beneficiary.

(e) Retirants and beneficiaries will periodically be requested to complete a card, requiring notarization, which indicates their social security number, date of birth, and signature; if circumstances prevent notarization, two witnesses may be accepted in lieu of notarization. In the event the Division does not receive the notarized signature card within 45 days, a final request will be sent to the retirant or beneficiary, advising him that if it is not returned within 30 days, his monthly benefits will be suspended until a personally endorsed, notarized card has been received.

Amended by R.1974 d.219, effective August 8, 1974.

See: 6 N.J.R. 277(a), 6 N.J.R. 360(a).

Amended by R.1975 d.385, effective December 31, 1975.

See: 7 N.J.R. 577(c), 8 N.J.R. 88(a).

Amended by R.1976 d.95, effective March 26, 1976.

See: 8 N.J.R. 140(b), 8 N.J.R. 262(a).

Amended by R.1979 d.169, effective May 1, 1979.

See: 11 N.J.R. 209(b), 11 N.J.R. 304(d).

Amended by R.1981 d.85, effective March 6, 1981.

See: 13 N.J.R. 109(a), 13 N.J.R. 247(c).

(b) "Human Services" was "Institutions and Agencies".

Amended by R.1982 d.20, effective February 1, 1982.

See: 13 N.J.R. 883(a), 14 N.J.R. 161(b).

(c): Added "savings and loan ... credit union"; deleted "the bank"; added "such institution".

#### 17:1-1.16 Lost pension checks

(a) Upon receiving notification that a retirant or other payee has not received a particular check for whatever reason, the Division of Pensions and Benefits shall send the payee an affidavit of non-receipt for completion.

1. Upon receipt of the affidavit of non-receipt, the Division shall send a stop payment order to the bank upon which the check was drawn. However, if theft is alleged, a stop payment order shall be sent to the bank immediately upon notification of the alleged theft.

2. Upon receipt of an acknowledgment from the bank of the stop payment notice, the Division shall issue a replacement check.

3. If the payee refuses to execute the affidavit, the procedure set forth in this subsection will be followed but a replacement check will not be issued until 90 days after the check date have passed.

(b) The Division of Pensions and Benefits, upon being notified that the retirant has not received a particular check, shall review its canceled check file.

1. If the check has been paid, a copy of the check, together with a forged check affidavit, shall be sent to the retirant.

2. Upon receipt from the retirant of the properly executed affidavit and issuance of a credit by the bank to the account, a replacement check shall be issued.

Repeal and New Rule, R.1994 d.416, effective August 15, 1994.

See: 26 N.J.R. 2200(b), 26 N.J.R. 3460(c).

#### 17:1-1.17 Administrative expenses; proration among systems

(a) Not later than 60 days after receipt of the expenditures by account the Division of Pensions will prepare a complete fiscal statement indicating the administrative expenses incurred by the Division within its State appropriation for the previous fiscal year, the year ending the prior June 30:

1. Such statement will reflect the total expenses incurred in each account within the Division's appropriation.

2. Supplemental statements will be prepared allocating specific costs attributable to each of the retirement programs within the operation of the respective bureaus.

3. The costs specifically attributable to the Bureau of Police and Fire Funds and other costs specifically attributable to the four retirement systems administered by this Bureau will be itemized in a supplemental statement dividing the cost between the several systems on the basis of the *pro rata* membership of these systems.

4. A supplemental statement will also be prepared pertaining to specific costs attributable to the Teachers' Pension and Annuity Fund and the Public Employees' Retirement System, including the work of the Office of Secretarial Services and other specific costs which will likewise be divided on a *pro rata* basis determined by the respective membership of these systems.

5. Supplemental statements will be prepared pertaining to other specific programs, such as the State Agency for Social Security and the State Health Benefits Program, and so forth.

6. Included in the administrative expenses incurred by the Division shall be those of the State Division of Investment as the expenses of that division pertain to the investment of monies appropriate to each retirement system or fund calculated on the number of transactions processed for the respective systems.

(b) To the extent that there are costs which are attributable to the Division as a whole, as distinguished from costs attributable to each separate program administered by the division, all systems will share in the cost of the Division's expenses also on a *pro rata* basis.

(c) Such statements will be quoted to the board or commission of each system with the appropriate voucher request for reimbursement to the State.

Amended by R.1975 d.30, eff. February 14, 1975.

See: 7 N.J.R. 33(a), 7 N.J.R. 122(a).

Amended by R.1984 d.559, eff. December 17, 1984.

See: 16 N.J.R. 2420(a), 16 N.J.R. 3478(b).

Deleted "November 15 of each year" and substituted "60 days after receipt of the expenditures by account".

Amended by R.1986 d.425, effective October 20, 1986.

See: 18 N.J.R. 1686(a), 18 N.J.R. 2135(a).

Deleted "Chief of Administrative Services" and "on a pro rata . . . of each system" and substituted "on the number . . . the respective systems."

#### 17:1-1.18 Manual charge

(a) One copy of the employee benefit manual will be issued without charge to certain officers of the State, other interested agencies to members of the several boards and commissions, certain employees of the Division of Pension and to each certifying officer of the State and local government employers participating in the several systems administered by the Division of Pensions.

(b) A supply will be printed to provide additional copies at a price sufficient to cover printing, handling and postage and those requests will be honored as the remaining supply permits.

(c) Charges for copies of pension records which have been deemed to be public information will be made in accordance with the provisions of N.J.S.A. 47:1A-2.

R.1971 d.16, eff. February 1, 1971.  
See: 3 N.J.R. 11(b), 3 N.J.R. 52(a).  
Amended by R.1977 d.32, eff. February 8, 1977.  
See: 9 N.J.R. 43(b), 9 N.J.R. 147(c).  
Amended by R.1982 d.491, eff. January 17, 1983.  
See: 14 N.J.R. 1290(a), 15 N.J.R. 95(b).  
"Agent" changed to "officer".

#### Case Notes

Petition to purchase pension credit for prior temporary service after expiration of statutory filing limitation denied: Public Employees' Retirement System held without statutory obligation to disseminate to certifying agents amendatory legislation concerning the retirement system at the time of enactment. In re Krahn, 130 N.J.Super. 366, 327 A.2d 248 (App.Div.1974).

#### 17:1-1.19 Retired employees; health insurance charges

(a) Whenever any beneficiary of the Public Employees' Retirement System, Teachers' Pension and Annuity Fund, Police and Firemen's Retirement System, State Police Retirement System, Judicial Retirement System, Consolidated Police and Firemen's Pension Fund, Prison Officer's Pension Fund or Central Pension Fund authorizes deductions from the retirement allowance checks for coverage under the State Health Benefits Program, the Division may make the deductions and transmit them to the State Health Benefits Program.

(b) The authorization may be withdrawn by filing an application to terminate coverage and deductions.

R.1974 d.62, eff. March 12, 1974.  
See: 6 N.J.R. 84(a), 6 N.J.R. 158(b).  
As amended, R.1982 d.491, eff. January 17, 1983.  
See: 14 N.J.R. 1290(a), 15 N.J.R. 95(b).  
"Premiums" changed to "charges".  
Amended by R.1990 d.395, effective August 6, 1990.  
See: 22 N.J.R. 1347(b), 22 N.J.R. 2342(a).  
PERS, Teacher's Fund, Police and Fire, State Police and Judicial Retirement Systems added at (a).

#### 17:1-1.20 State employees; biweekly salaries

(a) Retirement and death benefits as well as service credit will be determined on the basis of biweekly pay periods for State employees paid by centralized payroll.

(b) In the event a member is reported on a combination of monthly and biweekly pay periods, his last year's salary or final compensation as well as his service credit will be computed on a proportional basis.

R.1974 d.62, eff. March 12, 1974.  
See: 6 N.J.R. 84(a), 6 N.J.R. 158(b).

#### 17:1-1.21 Discontinuance of allowance

In the event a retirant, beneficiary or their designated representative fails to furnish within a five-month period the information requested by the division to continue paying monthly benefits, a final request will be sent by certified mail advising him that if the information is not received within one month the monthly benefit and all deductions from such benefit will be suspended until the requested information is received.

R.1975 d.235, eff. August 1, 1975.  
See: 7 N.J.R. 346(b), 7 N.J.R. 446(a).  
As amended, R.1976 d.338, eff. October 28, 1976.  
See: 8 N.J.R. 489(c), 8 N.J.R. 586(b).  
As amended, R.1979 d.169, eff. May 1, 1979.  
See: 11 N.J.R. 209(b), 11 N.J.R. 304(d).  
Amended by R.1990 d.395, effective August 6, 1990.  
See: 22 N.J.R. 1347(b), 22 N.J.R. 2342(a).  
Reference to Pensioner's Group Health Insurance deleted.

#### 17:1-1.22 (Reserved)

R.1976 d.338, eff. October 28, 1976.  
See: 8 N.J.R. 489(c), 8 N.J.R. 586(b).  
Repealed by R.1990 d.395, effective August 6, 1990.  
See: 22 N.J.R. 1347(b), 22 N.J.R. 2342(a).  
Section was Disability earnings; Pensioners' Group Health Insurance Plan.

#### 17:1-1.23 (Reserved)

R.1976 d.338, eff. October 28, 1976.  
See: 8 N.J.R. 489(c), 8 N.J.R. 586(b).  
Repealed by R.1990 d.395, effective August 6, 1990.  
See: 22 N.J.R. 1347(b), 22 N.J.R. 2342(a).  
Section was Beneficiary or Survivor; Pensioners' Group Health Insurance Plan.

#### 17:1-1.24 (Reserved)

R.1982 d.59, eff. March 1, 1982.  
See: 14 N.J.R. 35(b), 14 N.J.R. 237(d).  
New rule.  
As amended, R.1982 d.346, eff. October 18, 1982.  
See: 14 N.J.R. 328(a), 14 N.J.R. 1163(d).  
Pensioner permitted to continue coverage delineated and employee's termination automatically terminates coverage of dependent.  
Repealed by R.1990 d.395, effective August 6, 1990.  
See: 22 N.J.R. 1347(b), 22 N.J.R. 2342(a).  
Section was Amount of coverage; termination; Pensioners' Group Health Insurance Plan.

## SUBCHAPTER 2. ALTERNATE BENEFIT PROGRAMS

### 17:1-2.1 Designated carriers

(a) The Teachers' Insurance and Annuity Association and the College Retirement Equities Fund are the designated insurers for providing retirement annuity contracts for the Alternate Benefit Programs.

(b) The Prudential Insurance Company of America is the designated agency for providing the group life and disability insurance coverage for the Alternate Benefit Programs.

### 17:1-2.2 Salary reduction agreements authorized

The State and participating institutions are authorized to enter into agreements with Alternate Benefit Program participants for basic and/or voluntary salary reductions to the maximum limitations set forth in P.L. 93-406 (Employment Retirement Income Security Act of 1974 and Section 415(c) of the Internal Revenue Code of 1954, as amended for such year) of the employee's base salary, in order to purchase from the Teachers' Insurance and Annuity Association and the College Retirement Equities Fund annuities which are tax deferred under section 403(b) of the Federal Internal Revenue Code as amended.

As amended, R.1977 d.32, eff. February 8, 1977.  
See: 9 N.J.R. 43(b), 9 N.J.R. 147(c).  
As amended, R.1981 d.239, eff. July 9, 1981.  
See: 13 N.J.R. 308(b), 13 N.J.R. 458(a).  
Substantially amended.

### 17:1-2.3 Salary reduction agreements; salary deductions; limitations

(a) Limitations concerning salary reduction agreements are:

1. The entry into a salary reduction agreement between an employee and his or her employing institution shall not be available to any participant during the period of time in which no employer contributions are made on his or her behalf to any retirement annuity contract.

2. If a participant earns less than 50 percent of his or her full base salary during a pay period, no salary reductions will be reported to the Division of Pensions.

3. If a participant earns 50 percent or more of his or her base salary, during a pay period, the salary reduction will be calculated on the base salary earned.

(b) Limitations concerning salary deductions are:

1. Salary deductions for TIAA/CREF will be calculated on the full base salary if the participant earns 50

percent or more of his or her base salary during a pay period.

2. If a person earns less than 50 percent of his or her full base salary during a pay period, no base salary deductions for TIAA/CREF will be reported to the Division of Pensions.

As amended, R.1982 d.438, eff. December 20, 1982.  
See: 14 N.J.R. 1149(a), 14 N.J.R. 1464(a).  
Wording changed to clarify rule.

### 17:1-2.4 Death or retirement; notice

(a) Upon the death or retirement of a participant, the employing institution shall notify the Division of Pensions.

(b) The division shall notify the insurers and shall process the necessary forms related to such death or retirement.

### 17:1-2.5 Proof of age

Documentary proof of the age of a participant and his designated beneficiary may be required by the Division of Pensions or the insurers if the age of a participant or his beneficiary is material in determining eligibility for benefits.

### 17:1-2.6 Certifying officer

The business manager or other official designated by the institution shall be the certifying officer for the Alternate Benefit Program and shall be responsible for all duties prescribed by statute and by rules and regulations of the Division of Pensions.

As amended, R.1981 d.85, eff. March 6, 1981.  
See: 13 N.J.R. 109(a), 13 N.J.R. 247(c).  
"certifying officer" was "certifying agent".

### 17:1-2.7 Appeal from division decisions

The following statement shall be incorporated in every written notice setting forth the division's determination in a matter where such determination is contrary to the claim made by the claimant or his legal representative:

"If you disagree with the determination of the Division in this matter, you may appeal by sending a written statement to the Division within 45 days from the date of this letter, informing the Division of your disagreement and all of the reasons therefor. If no such written statement is received within the 45-day period, this determination shall be considered final."

### 17:1-2.8 Records

(a) The records of the Alternate Benefit Programs are public record, and may be inspected during regular business hours at the office of the Division of Pensions under supervision of the assistant director or other representatives of the office.

(b) Records considered confidential include medical reports submitted for any purpose, mailing addresses of active and retired participants and individual files relating to beneficiary designation where no official purpose or reason for inspection is indicated.

#### 17:1-2.9 Part-time faculty members

Eligibility of part-time faculty members whose services have been renewed for the succeeding school year shall not include part-time faculty members who are participants in an Alternate Benefit Program or who are members of any other State-administered retirement program in a full-time position with the same employer; employees of the State colleges, Rutgers—The State University, and the College of Medicine and Dentistry of New Jersey are employees of the State.

#### 17:1-2.10 Enrollment eligibility; general provisions

(a) Full-time faculty members, visiting professors and professional administrative staffs of the University of Medicine and Dentistry of New Jersey, Rutgers, the State University, the New Jersey Institute of Technology, the State colleges, the county colleges, the Commission of Higher Education and the Office of Student Assistance are eligible to participate in the Alternate Benefit Program under the provisions of N.J.S.A. 18A:66-167 et seq.

1. For the purposes of this subchapter, "professional administrative staff" means any employee whose minimum qualifications for hiring include a baccalaureate degree or its equivalent, but shall not include career service employees as defined by the Department of Personnel pursuant to the provisions of Title 11A of the New Jersey Revised Statutes.

2. For the purposes of this subchapter, "full-time" shall be defined as working 50 percent or more of the normal work week.

(b) Any eligible person who has been enrolled in the Alternate Benefit Program for at least one year may continue to be enrolled in the program, notwithstanding promotion or transfer to a position within the institution not otherwise eligible for the program.

(c) Employees meeting the following criteria shall not be eligible to participate in the Alternate Benefit Program:

1. Individuals temporarily within the United States under an F or J visa;

2. Temporary employees, with the exception of visiting professors, who are appointed for one school year, one semester or a lesser period of time. Any such full-time employee reappointed for a third consecutive semester may enroll within the Alternate Benefit Program;

3. Any employee receiving a retirement benefit from any pension system of the State of New Jersey, including an individual collecting an annuity or cash distribution from the Alternate Benefit Program; or

4. Individuals employed in a clerical or other non-professional position.

(d) Regarding questions arising concerning the application of this section, the Director of the Division of Pensions and Benefits shall have responsibility to determine eligibility for participation in the Alternate Benefit Program in consultation with the employing institute.

1. If the Division of Pensions and Benefits declares a particular job title to be eligible, all personnel in the several institutions currently employed in that position will then become eligible for participation in the Alternate Benefit Program and must, if otherwise eligible, elect within 90 days to participate in either the Alternate Benefit Program or the Public Employees' Retirement System.

2. If an individual does not file an "Election of Retirement Coverage" form during this 90-day period, he or she must remain in, or, if he or she is a member of the Teachers' Pension and Annuity Fund transfer to the Public Employees' Retirement System.

Repeal and New Rule, R.1995 d.215, effective May 1, 1995.

See: 27 N.J.R. 469(b), 27 N.J.R. 1811(a).

Formerly "Eligibility; new faculty position".

#### 17:1-2.11 (Reserved)

Repealed by R.1995 d.215, effective May 1, 1995.

See: 27 N.J.R. 469(b), 27 N.J.R. 1811(a).

Formerly "Ineligible faculty members and temporary appointees".

#### 17:1-2.12 Interprogram transfers; transfer to the Alternate Benefit Program from another State retirement system by employees of the Commission of Higher Education or Office of Student Assistance

(a) If an Alternate Benefit Program participant terminates employment in a covered institution and becomes employed in an eligible position in another New Jersey public institution, the Division of Pensions will, upon the filing of the required forms with the division, continue all of the participant's rights and obligations in the New Jersey Alternate Benefit Program.

(b) Any individual employed by the Commission of Higher Education or Office of Student Assistance subsequent to July 1, 1994, but prior to May 1, 1995 shall be entitled to transfer to the Alternate Benefit Program until August 29, 1995.

As amended, R.1977 d.32, eff. February 8, 1977.

See: 9 N.J.R. 43(b), 9 N.J.R. 147(c).

Amended by R.1995 d.215, effective May 1, 1995.

See: 27 N.J.R. 469(b), 27 N.J.R. 1811(a).

**17:1-2.13 Assignments; group life insurance**

(a) Any person insured under the Alternate Benefit Program group life insurance policy, pursuant to an arrangement among the insured, the group policyholder and the insurer, shall be entitled to make any person other than his employer a gift assignment of the rights and benefits conferred on him by any provision of such group life policy or by law, including specifically but not by way of limitation the right to exercise the conversion privilege and the right to name a beneficiary.

(b) Any such assignment, whether made before or after the effective date of this rule, shall entitle the insurer to deal with the assignee as the owner of all rights and benefits conferred on the insured under the group life policy in accordance with the terms of the assignment.

R.1973 d.171, eff. June 28, 1973.  
See: 5 N.J.R. 203(b), 5 N.J.R. 294(a).

**17:1-2.14 Leave without pay or change in status**

While any participant in the Alternate Benefit Program may make personal contributions at any time directly to the insurer of the individual retirement annuities, no employer obligations will be paid when the participant is on a leave of absence without pay or when the participant no longer meets the definition of a full-time regularly appointed teaching or administrative staff member in an applicable academic position.

**17:1-2.15 Termination; return**

If no employer contributions are submitted to the Alternate Benefit Program on behalf of a participant for a consecutive two-year period, said individual shall be deemed a new participant in the Alternate Benefit Program if he subsequently returns to employment in a position covered by said program.

**17:1-2.16 Retention of contributions; incomplete enrollment application**

No employee or employer contributions shall be authorized by the Division of Pensions for payment to any carrier underwriting annuity contracts until completed enrollment applications have been filed by an employee.

R.1973 d.171, eff. June 28, 1973.  
See: 5 N.J.R. 203(b), 5 N.J.R. 294(a).

**17:1-2.17 Termination; withdrawal**

(a) A participant may withdraw his contributions held in escrow only if he terminates all employment subject to coverage by the Alternate Benefit Program.

(b) No application for withdrawal of contributions held in escrow shall be approved if:

1. The participant is on official leave of absence;

2. The participant or his employer certifies that his employment contract has not expired, or that he has executed another contract to work in a position subject to coverage by the Alternate Benefit Program; or

3. The participant has been dismissed or suspended from employment. In this event, such a participant will be eligible to withdraw if he has formally resigned from his position or there is no legal action contemplated or pending and this dismissal has been adjudged final.

As amended, R.1977 d.32, eff. February 8, 1977.  
See: 9 N.J.R. 43(b), 9 N.J.R. 147(c).

**17:1-2.18 Contributions**

(a) A participant may elect to allocate salary deductions, salary reductions and employer contributions as prescribed under the guidelines of the Teachers' Insurance and Annuity Association and the College Retirement Equities Fund then in effect.

(b) A participant may increase or decrease the percentage of optional annuity deductions or reductions no more than once a taxable year. For purposes of these rules, a taxable year is deemed to be the calendar year commencing on January 1 and ending on December 31.

(c) Regarding eligible employees in the units paid through the State Centralized Payroll System, changes in the percentage of a participant's optional annuity deductions and his salary reductions may not be effected until his employing institution has certification from the Division of Pensions.

As amended, R.1981 d.240, eff. July 9, 1981.  
See: 13 N.J.R. 309(a), 13 N.J.R. 458(b).

(c): "Regarding ... system" added.  
As amended, R.1984 d.374, eff. August 20, 1984.  
See: 16 N.J.R. 703(a), 16 N.J.R. 2302(b).  
Amended by R.1985 d.664, effective January 6, 1986.  
See: 17 N.J.R. 2603(a), 18 N.J.R. 93(a).

Old (a) deleted and new text substituted; (b) text "or the allocation ... Retirement Equities Fund" deleted and "or reductions substituted."

**17:1-2.19 Death before payment to insurer**

If a participant dies before his employee annuity deductions may be paid to the designated insurer, his deductions shall be paid in a single sum by the employer to the beneficiary designated for the retirement annuity contract upon receipt of a death certificate and appropriate forms.

**17:1-2.20 Base or contractual salary**

Since the statute provides that only base or contractual salary be subject to salary deductions or reductions or group life coverage, payments related to a division of faculty practice moneys shall not be included in such base salary.

As amended, R.1976 d.36, eff. February 5, 1976.  
See: 7 N.J.R. 578(a), 8 N.J.R. 140(d).

**17:1-2.21 Base monthly salary for disability benefits**

In determining disability benefits, base monthly salary shall be 1/12 of the participant's base annual salary.

**17:1-2.22 Life insurance**

(a) Any participant, who is reported on a 10-month basis and who has not resigned or been discharged, shall be covered by the applicable insurance benefits for the remaining two summer months of the year provided that the participant has filed a contract of employment for the next school year or where the applicant has gained tenure.

(b) Death benefits shall be based upon the base salary upon which contributions were made to the Alternate Benefit Program during 12 months or 26 biweekly pay periods immediately preceding death.

R.1982 d.483, eff. January 17, 1983.  
See: 14 N.J.R. 1200(b), 15 N.J.R. 95(c).

**17:1-2.23 Long term disability insurance**

(a) In accordance with the provision of the Federal Age Discrimination in Employment Act and upon advise of the New Jersey Attorney General's Office and despite the provisions of N.J.S.A. 18A:66-184, a participant enrolling in the Alternate Benefit Program or a participant becoming totally disabled after age 60 but under 70 will be eligible for long term disability insurance benefits.

(b) Applications for long term disability insurance benefits are made on forms prescribed by the carrier, the Prudential Insurance Company and supplied by the Alternate Benefit Program.

(c) Concerning the long term disability insurance program, in accordance with the New Jersey Attorney General's opinion AA M79-4158 and the provisions of the Federal Civil Rights Act, participants in the Alternate Benefit Program who are on authorized leaves of absence for maternity will not be treated any differently than other participants who are on authorized leaves of absence for personal illness.

R.1982 d.483, eff. January 17, 1983.  
See: 14 N.J.R. 1200(b), 15 N.J.R. 95(c).

**17:1-2.24 (Reserved)****17:1-2.25 Ten-month participants**

A participant employed on other than a 12-month contract year will continue to be insured during the summer vacation period provided a bona fide employee-employer relationship exists during this period as determined by the Division of Pensions.

**17:1-2.26 Leave for illness**

Coverage during a leave of absence due to illness, as set forth in section 10 of chapter 242, Public Laws of 1969, shall apply only to the personal illness of the participant.

**17:1-2.27 Military leave**

If a participant is granted a military leave of absence to enter active military service, military leave contributions remitted by an employer on behalf of the employee, and employer contributions for the period of the military leave shall be based on the employee's salary at the time he entered military service and be retained by the employer or the Division of Pensions as required by the statute until the participant has resumed active employment and has contributed to the Alternate Benefit Program for a period of at least 90 days after termination of the military leave.

As amended, R.1974 d.62, eff. March 12, 1974.  
See: 6 N.J.R. 84(a), 6 N.J.R. 158(b).

**17:1-2.28 Military leave; withdrawal**

No participant shall be entitled to withdraw amounts contributed by his employer for the period of a military leave of absence unless he shall have resumed active employment and contributed to an Alternate Benefit Program for a period of at least 90 days after termination of the military leave.

**17:1-2.29 Travel**

Travel to and from work is not considered duty rendered in the course of employment for the purpose of determining eligibility for accidental death benefits.

**17:1-2.30 Voluntary back contributions**

A participant may remit in lump sum during the first year of a participation the statutory employee contributions based on the salary earned during the period from his appointment to the initial date of payroll deductions for the Alternate Benefit Program; appropriate employer contributions will be remitted to his account.

**17:1-2.31 Repurchases; employer's share**

On the repurchase of an annuity contract the portion of the repurchase value attributable to employer contributions shall be refunded to the Division of Pensions directly from the carriers and deposited to the account of the "Alternate Benefit Program—State of New Jersey".

**17:1-2.32 (Reserved)****17:1-2.33 Minimum adjustment**

In order to facilitate the reconciliation of contributions no rebates or additional contributions shall be made where an adjustment involves an amount of \$3.00 or less.

**17:1-2.34 Insurance liability for unenrolled members**

(a) In the event of the death of an individual prior to enrollment and on account of whom it has been determined that insurance benefits are payable:

1. The employer will be charged directly for the full amount of the insurance benefit when no application was completed by the employee and the employee was required to enroll.

2. The employer will not be charged directly if an application for enrollment was filed with the Division of Pensions prior to the employee's date of death.

3. The program may assume the liability when an application has been executed by the employee but not received by the Division of Pensions prior to his demise, provided satisfactory evidence concerning the filing delay has been presented to the Division of Pensions.

R.1981 d.213, eff. July 9, 1981.

See: 13 N.J.R. 244(e), 13 N.J.R. 458(c).

#### 17:1-2.35 County colleges; agents

In order to provide for a uniform administration in the maintenance of the escrow accounts of new participants, county colleges, pursuant to the provisions of N.J.S.A. 18A:66-189, shall deduct and retain the first year's contributions. Such county colleges are to be deemed agents for the Division of Pensions for this limited purpose.

R.1981 d.241, eff. July 9, 1981.

See: 13 N.J.R. 309(b), 13 N.J.R. 458(d).

#### 17:1-2.36 Transfers; interest

Pursuant to the provisions of N.J.S.A. 18A:66-173, when payment of the transferred member's reserves in the State-administered retirement system is made more than 30 days after eligibility for the transfer, interest is added to the reserves being transferred from the system to the carriers of the Alternate Benefit Program. The 30-day period after eligibility for transfer shall not begin to run until the Division of Pensions has received all of the documents or other related information necessary to effectuate the transfer in question. The rate of interest is the average rate of return, to the nearest hundredth percent, of the State Cash Management Fund (State accounts) as reported by the Division of Investment for the fiscal year ending June 30 preceding the period for which interest is payable. No interest is payable if the amount of interest is less than \$10.00.

R.1982 d.480, effective January 17, 1983.

See: 14 N.J.R. 1201(a), 15 N.J.R. 96(a).

Amended by R.1988 d.316, effective July 18, 1988.

See: 20 N.J.R. 969(a), 20 N.J.R. 1732(a).

"30 days" was "one year"; added language concerning the average rate of return as payable interest, and a payable threshold of \$10.00. Amended by R.1990 d.517, effective November 5, 1990.

See: 22 N.J.R. 2405(a), 22 N.J.R. 3386(a).

Text added to clarify language.

#### Case Notes

Denial of cost free transfers from Public Employees' Retirement System to the Firemen's Retirement System under regulation to remedy prior age discrimination was not error. *Koschker v. Board of Trustees, Police and Firemen's Retirement System*, 233 N.J.Super. 209, 558 A.2d 503 (A.D.1989).

Denial of corrections officer's request to transfer from the Public Employees' Retirement System to the more beneficial Police and Firemen's Retirement System was improper. *Allen v. Board of Trustees, Police and Firemen's Retirement System*, 233 N.J.Super. 197, 558 A.2d 496 (A.D.1989).

Sheriff who had prior opportunity to transfer was not entitled to a cost-free transfer from Public Employees' Retirement System to Police and Firemen's Retirement System, under statute authorizing free transfer to those who had been previously precluded from making a transfer because they were over age 35. *Simon v. Board of Trustees, Police and Firemen's Retirement System*, 233 N.J.Super. 186, 558 A.2d 490 (A.D. 1989), certification denied 117 N.J. 652, 569 A.2d 1348.

#### 17:1-2.37 Contributions; late payment

(a) Participating institutions, which shall include the State for locations on state centralized payroll, shall pay employer and employee contributions (deductions and reductions) to the carrier underwriting annuity contracts within 30 days after the month in which the employee contributions are withheld, or within 15 days of receipt from the carrier of the statement of amount owed by the institution, whichever is later, but in no event later than 45 days after the month in which the employee contributions are withheld.

(b) If the contributions are not received by the carrier within the time limits of (a) above, the participating institution shall pay interest on the contributions, at the rate used by the carrier for crediting interest to participant accounts which receive interest for the month after the month in which the employee contributions are withheld, for each day after the time limit the contributions remain unpaid.

(c) The daily rate for interest on the contributions shall be the annual rate divided by 365, rounded to the nearest one-hundredth percent. The interest payable for each participant shall be indicated on the report to the carrier when the interest is paid.

New Rule, R.1987, d.276, effective July 20, 1987.

See: 18 N.J.R. 1256(a), 19 N.J.R. 1235(a).

### SUBCHAPTER 3. CENTRAL PENSION FUND

#### 17:1-3.1 Application required

For retirement of State employees under the Veterans Retirement Act (N.J.S.A. 43:4-1 et seq.) or the Health Act (N.J.S.A. 43:5-1 et seq.) an application on a form provided by the Division of Pensions must be prepared by the employee, certified by the employing agency and filed with the Division of Pensions.

#### 17:1-3.2 Disability certification form

Where disability is the cause for the pension, a certification of the disability by a physician on a form provided by the Division of Pensions must be filed with the Division of Pensions.

**17:1-3.3 Proof of veteran's status**

Evidence of veteran's status and honorable discharge must accompany the application under the Veterans Retirement Act.

**17:1-3.4 Withholding forms**

A Federal form, W-4, "Employee's Withholding Exemption Certificate", must be filed with the Division of Pensions.

**17:1-3.5 Surrogate's certification**

(a) When a pensioner dies and a residual benefit is payable, the claimant shall file an appropriate certification from the Surrogate's Office with the Division of Pensions.

(b) No such certification will be necessary in the case of the Health Act where there is a named beneficiary surviving the pensioner.

(c) A death certificate and a form for payment will also be required.

**SUBCHAPTER 4. CLAIMS AND CREDIT****17:1-4.1 Records**

(a) The records of all employee benefit programs administered by the Division of Pensions are public records and may be inspected during regular business hours at the office of the respective bureau, and under supervision of the Bureau Chief or other representatives of the office.

(b) Records considered confidential include medical reports submitted for any purpose, mailing addresses of active and retired members, individual files pertaining to beneficiary designation and any other matters pertaining to individual accounts where no official purpose or reason is indicated for inspection.

**17:1-4.2 Compulsory enrollments; failure to enroll**

(a) In most retirement systems there are employees who are required to enroll as a member of the retirement system as a condition of employment.

(b) In some cases the employee may fail to file an application for enrollment even though he and his employer have been advised of the compulsory nature of enrollment. In these cases the certifying officer is obligated to complete the employee's section of the enrollment application as well as such other information prescribed on the enrollment application. However, where an employer fails to complete the information prescribed by the enrollment application, the employee will be enrolled and assigned the highest possible rate of pension contribution. Upon receipt of a properly completed enrollment application, the member's rate of contribution will be redetermined and his contributions adjusted, and the member's beneficiary designation may be accepted provided the member has signed the enrollment application.

(c) In the event of the member's death where no benefits are payable to a specific survivor, all benefits otherwise payable would be paid to his estate since the employee has not made the necessary beneficiary designation which is part of the enrollment application.

(d) For the purpose of establishing an employer's liability on delinquent enrollment applications, as well as the member's requirement to prove insurability, one year shall cover the 12-month period elapsing between the employee's date of enrollment or transfer and the date pension contributions are certified to begin, plus an additional two months to allow for administrative processing time.

As amended, R.1981 d.85, eff. March 6, 1981.

See: 13 N.J.R. 109(a), 13 N.J.R. 247(c).

(b): "certifying officer" was "certifying agent".

**17:1-4.3 Multiple enrollments; contributions**

(a) In some retirement systems an employee may be enrolled in the system on the basis of more than one position with more than one employer participating in the retirement program. Within the limits of the statute and board regulations such an employee shall be required to enroll from each position and the employee's rate of contribution shall be based on the earliest enrollment date that may be assigned.

(b) For multiple members, the division will make the determination as to which employer shall use the two percent credit in computing pension contributions.

**17:1-4.4 Enrollment schedules**

(a) Employees appointed on or after the 17th of a month will be enrolled as of the first of the following month.

(b) An optional enrollee is enrolled as of the first of the month following the date the enrollment application is received.

As amended, R.1971 d.16 eff. February 1, 1971.

See: 3 N.J.R. 11(b), 3 N.J.R. 52(a).

Amended by R.1987 d.76, effective February 2, 1987.

See: 18 N.J.R. 2320(a), 19 N.J.R. 304(a).

Deleted text "unless otherwise specified by the employee."

**17:1-4.5 Proof of veteran's status**

A member who fails to submit evidence of his military discharge will be enrolled as a nonveteran and his nonveteran classification will not be altered until such time as his military discharge papers are received, confirming his eligibility for a veteran classification.

**17:1-4.6 Intrafund transfers**

A member of the Teacher's Pension and Annuity Fund, the Police and Firemen's Retirement System or the Public Employees' Retirement System who terminates employment with one participating employer but transfers to a similar position with another participating employer may continue such membership without interruption.

As amended, R.1982 d.491, eff. January 17, 1983.

See: 14 N.J.R. 1290(a), 15 N.J.R. 95(b).

The Police and Firemen's Retirement System added.

#### 17:1-4.7 Insurance coverage; ineligibility

Any member who is not eligible for noncontributory insurance shall also be ineligible for contributory insurance coverage.

#### 17:1-4.8 Deduction schedules

All deductions will be certified to begin on the first of the month for quarterly reporting units, or the beginning of a biweekly pay period for members who are paid by the State Centralized Payroll section.

#### 17:1-4.9 Multiple beneficiaries

Where a member has designated more than one beneficiary, in the absence of a specific request, the payment will be made to the beneficiaries on a "share and share alike, survivor or survivors" basis.

#### 17:1-4.10 Compulsory purchase; employee notice

When an employee is required to make a substantial purchase even though he is an optional enrollee, he will be required to sign a written agreement to purchase the service before his enrollment application will be processed.

#### 17:1-4.11 Purchase terms; computation; employee pay-all

(a) A member who requests a purchase at the time of his enrollment will have the cost of purchase based on his age and salary on the date normal pension contributions are certified to begin.

(b) A member, eligible for the purchase of service after his membership has been established, who desires to purchase service which requires a certification of his public employment, will receive a purchase quotation based on his age and salary on the date the service certification is received; if proof of age is also required, the purchase quotation will be based on the date the proof of age or the service certification is received, whichever is later.

(c) Pursuant to the provisions of Chapter 7, Laws of 1981, the following shall apply:

1. At the time of purchase request, an estimated cost for purchase of service will be calculated based on factors supplied by the actuary. This cost will be communicated to the member in a manner such that is clearly understood that an additional lump sum cost may be required at retirement to consummate the purchase.

2. Upon application by the member for retirement, the actual cost of the service purchased will be calculated. The difference between this actual cost and any monies accumulated based upon the estimated cost will have to be paid in a lump sum.

3. If a required final payment is not made but the member is eligible to retire based on actual service, the

purchase will be cancelled, the member will be retired with a benefit based on actual service, and any monies accumulated for the purchase will be refunded.

4. If a required final payment is not made and the member is not eligible to retire based on actual service, the application for retirement will not be approved pending completion of the purchase.

(d) Pursuant to the provisions of Chapter 451, Laws of 1981, and Chapter 198, Laws of 1983, the following shall apply:

1. At the time of purchase request, an estimated cost for purchase of service will be calculated based on factors supplied by the actuary. This cost will be communicated to the member in a manner that is clearly understood that an additional lump sum cost may be required at retirement to consummate the purchase.

2. Upon application by the member for retirement, the actual cost of the service purchased may be calculated. The difference between this actual cost and any monies accumulated based upon the estimated cost may have to be paid in a lump sum.

3. If a required final payment is not made, but the member is eligible to retire, the member will be retired with a benefit based on a pro rata service.

(e) Pursuant to the provisions of Chapter 223, Laws of 1984, the following shall apply:

1. At the time of purchase request, an estimated cost for purchase of service will be calculated based on factors supplied by the actuary. This cost will be communicated to the member in a manner such that is clearly understood that an additional lump sum cost may be requested at retirement to consummate the purchase.

2. Upon application by the member for retirement, the actual cost of the service purchased will be calculated. The difference between this actual cost and any monies accumulated based upon the estimated cost will have to be paid in a lump sum if the member wishes to receive full credit for the total amount of service involved in the purchase.

3. If a required final payment is not made by the member at the time of retirement, such member will receive a pro rata credit for the service purchased under the provisions of Chapter 223, Laws of 1984, prior to the date of retirement.

As amended, R.1979 d.343, eff. September 10, 1981.

See: 13 N.J.R. 459(a), 13 N.J.R. 617(a).

(c) added.

As amended, R.1982 d.347, eff. October 18, 1982.

See: 14 N.J.R. 328(b), 14 N.J.R. 1163(e).

Changes pursuant to provisions of Chapter 451, Laws of 1981 concern purchases and final payments of outstanding amounts at retirement.

As amended, R.1983 d.416, eff. October 3, 1983.

See: 15 N.J.R. 1238(a), 15 N.J.R. 1688(c).

Reference to Chapter 198, Laws of 1983.  
Amended by R.1985 d.321, effective June 17, 1985.  
See: 17 N.J.R. 900(a), 17 N.J.R. 1586(a).

(e) added.

Amended by R.1985 d.659, effective January 6, 1986.  
See: 17 N.J.R. 2529(b), 18 N.J.R. 93(b).

(e)2 added the text "if the member ... in the purchase"; old 3.-4. deleted and new 3 added.

#### Case Notes

Petition to purchase pension credit for "paternity" or childcare leave of absence denied because leave was in excess of three months duration and not otherwise purchaseable under statutory provision allowing for purchase of maternity leave: maternity found to refer solely to the state of being pregnant (Board's Final Decision). *Chaleff v. Bd. of Trustees', Teachers' Pension and Annuity Fund*, 3 N.J.A.R. 317 (1981), affirmed 188 N.J.Super. 194, 457 A.2d 33 (App.Div.1983), certification denied 94 N.J. 573, 468 A.2d 215 (1983).

#### 17:1-4.12 Purchase terms; grace period

A member who receives a written optional purchase cost quotation is given a 60-day grace period to confirm that he or she wishes to make the purchase of credit. If the confirmation of the purchase is not received from the member within 60 days, the cost of purchase must be recalculated to determine if any change in the cost is warranted as a result of change in age or salary.

Amended by R.1993 d.81, effective February 16, 1993.  
See: 24 N.J.R. 4239(b), 25 N.J.R. 710(c).

Revised text.

#### 17:1-4.13 Purchases; cancellation or cash discount requested

(a) A member who authorizes payroll deductions or makes a lump sum payment for the partial or complete purchase of service credit and then requests cancellation of the purchase and/or the return of his payment, or who requests the cancellation of further payroll deductions as previously arranged, shall be informed that the purchase cannot be cancelled.

(b) No more than one request received from a member for the cash discount value of an outstanding arrearage or a purchase quotation for previous service will be honored in a calendar year.

Amended by R.1980 d.302, effective July 1, 1980.  
See: 12 N.J.R. 352(a), 12 N.J.R. 497(d).  
Amended by R.1982 d.469, effective January 3, 1983.  
See: 14 N.J.R. 1201(b), 15 N.J.R. 36(c).

#### 17:1-4.14 Withdrawal application; processing

Withdrawal applications which are filed prior to the member's resignation or the termination of compensation, will not be processed until the effective date of the later of the two conditions.

#### 17:1-4.15 Withdrawal; waiver required

A member eligible for retirement benefit who applies to withdraw his contributions in one sum, is forwarded a statement of the monthly retirement allowance to which he could otherwise qualify, and the related insurance coverage. He is required to sign a waiver of such benefits before an application for withdrawal can be processed.

#### 17:1-4.16 Retirement quotations

(a) A member who applies for retirement without having received a preliminary quotation of retirement benefits, will be sent a statement of the benefits he can receive under both maximum allowance and option 1, where applicable; if such an individual has elected a particular option, all options will be quoted to him for which he has submitted the information necessary for the quotation regardless of the selection he may have made on his retirement application.

(b) If no response is received from the member prior to the date his retirement application must be submitted to the board for approval, the maximum allowance or option selected by the member on his original retirement application will be submitted to the board for its approval.

As amended, R.1971 d.16, effective February 1, 1971.

See: 3 N.J.R. 11(b), 3 N.J.R. 52(a).

As amended, R.1974 d.62, effective March 12, 1974.

See: 6 N.J.R. 84(a), 6 N.J.R. 158(b).

#### 17:1-4.17 Retroactive salary increases

In no event will individual retroactive salary adjustments that have been authorized after the member's effective date of retirement or date of death be used as creditable salary for pension or insurance purposes even if the period covered by the salary adjustment extends to a period before the member's effective date of retirement or date of death.

As amended, R.1974 d.62, eff. March 12, 1974.

See: 6 N.J.R. 84(a), 6 N.J.R. 158(b).

#### 17:1-4.18 Final compensation

(a) In computing retirement benefits salary increments in excess to 15 percent over the previous year's salary preceding retirement may be considered as possibly a violation of the statute governing the definition of final compensation and all such cases should be investigated.

(b) Those cases where a violation of the statute is suspected shall be referred to the respective board or commission.

#### Case Notes

Borough attorney's salary increase did not result from creation of new position and statute limiting compensation to be used for pension calculation was applicable. *DiMaria v. Board of Trustees of Public Employees' Retirement System*, 225 N.J.Super. 341, 542 A.2d 498 (A.D.1988) certification denied 113 N.J. 638, 552 A.2d 164.

Obligation to exclude salary adjustments from compensation is not limited to salary increases granted in the year immediately preceding retirement. *DiMaria v. Board of Trustees of Public Employees' Retirement System*, 225 N.J.Super. 341, 542 A.2d 498 (A.D.1988) certification denied 113 N.J. 638, 552 A.2d 164.

ALJ was not precluded from considering whether increase in member's salary more than one year preceding retirement was granted primarily in anticipation of retirement. *DiMaria v. Board of Trustees of Public Employees' Retirement System*, 225 N.J.Super. 341, 542 A.2d 498 (A.D.1988) certification denied 113 N.J. 638, 552 A.2d 164.

Increase in salary from \$18,000 to \$55,000 was granted primarily in anticipation of retirement. *DiMaria v. Board of Trustees of Public Employees' Retirement System*, 225 N.J.Super. 341, 542 A.2d 498 (A.D.1988) certification denied 113 N.J. 638, 552 A.2d 164.

**17:1-4.19 Biweekly salary computation; retirement and death benefits (final compensation or last year's salary)**

(a) In computing the salary upon which pension contributions were based during a member's last year of service, in the case of a 12-month State employee reported on a biweekly basis, a total of 26 biweekly pays will be used, including any retroactive salary payments made within the prescribed period.

(b) In computing final compensation upon which pension contributions were based, in the case of a 12-month State employee reported on a biweekly basis, a total of 78 biweekly pays will be used, including any retroactive salary payments made within the prescribed period.

(c) In order to compute (a) and (b) above for biweekly State employees who are paid by centralized payroll, the actuary will supply factors to convert biweekly salaries to compensate for State biweekly payroll schedules. Application of the factors to the salaries reported for pension purposes will develop the wage base for the calculation of benefits.

(d) In computing (a) and (b) in the case of State employees reported on a 10-month basis, the total biweekly pays will include those pay periods in the third quarter of each year in which the member does not receive salary. The adjustment as specified in (c) above shall not be made.

(e) If a member was reported on a biweekly basis on any combination of 10 and 12-month contract years in such one or three-year period, the final average compensation or last year's salary period to death or retirement shall be determined on a proportional basis.

(f) The biweekly pay periods for which no contributions were made shall be counted as zero.

R.1974 d.62, eff. March 12, 1974.  
See: 6 N.J.R. 84(a), 6 N.J.R. 158(b).  
As amended, R.1978 d.96, eff. March 14, 1978.  
See: 10 N.J.R. 37(b), 10 N.J.R. 175(b).

**17:1-4.20 Disability applications; priorities**

(a) When disability cases are returned from the Medical Review Board to the Disability Review Section, the Disability Review Section will prepare sufficient copies and forward to the secretaries of the respective retirement systems those cases that are ready for presentation to the board or commission, as the Medical Review Board has made a specific recommendation that can be acted upon by the board or commission.

(b) The priority in forwarding the cases to the secretaries of the respective retirement systems shall be in the order of the boards regular meeting schedule.

(c) If the Medical Review Board has not given a specific medical recommendation upon which the board or commission may act, the case will not be forwarded to the secretary of the retirement system, but the Disability Review Section will proceed in accordance with the advice of the Medical Review Board to obtain additional information needed by the board to render a medical recommendation.

**17:1-4.21 Disability retirants; reexaminations**

A person receiving a disability retirement allowance and who has not attained the normal retirement age, will not be subject to the periodic medical reexamination, if he reaches the normal retirement age in the year in which the examination is to be performed, provided he has had at least one reexamination.

As amended, R.1980 d.63, eff. February 5, 1980.  
See: 12 N.J.R. 52(d), 12 N.J.R. 163(a).

**17:1-4.22 Disability retirants; availability of medical records**

The division will release a copy of the examining physician's medical report to the member, his attorney or any person authorized by the member in writing to receive a copy of such report. In no event will the report be released to any individual not authorized in writing to receive the report.

As amended, R.1981 d.86, eff. March 6, 1981.  
See: 13 N.J.R. 110(a), 13 N.J.R. 247(d).

Old text concerning medical records and availability deleted, new text concerning disability retirants substituted therefor.

**17:1-4.23 Survivor certifications**

Widows, widowers, parents and guardians of minor children receiving pension checks may be contacted annually by letter or certificate of eligibility to determine eligibility for the continuation of monthly benefits.

As amended, R.1971 d.16, eff. February 1, 1971.  
See: 3 N.J.R. 11(b), 3 N.J.R. 52(a).  
As amended, R.1979 d.169, eff. May 1, 1979.  
See: 11 N.J.R. 209(b), 11 N.J.R. 304(d).

**17:1-4.24 Due date; retired health benefits coverage**

(a) An employee, upon retirement, or an eligible survivor of such employee, will be notified by certified mail of his right to continue coverage in the State Health Benefits Program.

(b) The retired employee or eligible survivor must, within a 15-day period following the receipt of the letter offering retired coverage, submit the appropriate application and premiums for such coverage.

**17:1-4.25 Indictments, litigation or appeals**

(a) When a member is indicted and has been accused of a crime involving moral turpitude, the matter shall be referred to the Attorney General's office to determine the status of any claim which may be filed by the member.

(b) No credit shall be granted for the period during which the member's salary has been terminated while under indictment or suspension, until the outcome of the proceedings determines the basis for the award of such credit, if any.

(c) All claims for retirement, death benefits and the return of contributions cannot be processed until the matter has been completely resolved and this has been verified by contact with the Attorney General's office, the Department of Education, the Civil Service Commission or other responsible agencies.

(d) Likewise in cases where anything pertaining to a member's employment is in litigation, or under appeal, the matter should be referred to the Attorney General's office to determine if claims can be processed or whether the processing of such claims are to be postponed pending a final resolution of the litigation or appeal.

As amended, R.1982 d.491, eff. January 17, 1983.

See: 14 N.J.R. 1290(a), 15 N.J.R. 95(b).

Spelling correction and "agents" changed to "agencies".

**17:1-4.26 Medical examinations; out-of-State**

(a) The retirement system may arrange medical examinations for members who live out-of-State with physicians located in the vicinity of the member's place of residence.

(b) In the event the Board or Commission contemplates the denial of a disability claim based on an out-of-State physician's medical report, the employee will be required to be examined by a New Jersey physician who is a member of the Board of Medical Examiners for the Division of Pensions.

(c) The New Jersey medical examiner's report and all related data will be reviewed by the Board or Commission to determine whether the member's application for disability benefits will be approved.

R.1974 d.62, effective March 12, 1974.

See: 6 N.J.R. 84(a), 6 N.J.R. 158(b).

**17:1-4.27 Final compensation; salaries to be used for a period of purchased service**

(a) If a period of purchased New Jersey service may be included in the period for the calculation of final compensation, actual base salaries paid during such period will be certified and used in the computation.

(b) The period of a purchased leave of absence will not be included in the calculation of final compensation.

R.1974 d.62, effective March 12, 1974.

See: 6 N.J.R. 84(a), 6 N.J.R. 158(b).

**17:1-4.28 Post-retirement employment; employer certification**

(a) Employers shall certify on the certification of service and final salary form that the retiring employee has terminated all service.

(b) Also, within the three-month period following the employee's effective date of retirement, a certification will be sent to the employer, with a copy to the employee, in order for him to affirm that the employee has indeed terminated as of the effective retirement date and that no services are being rendered by the retirant as an employee in any other capacity.

R.1975 d.235, effective August 1, 1975.

See: 7 N.J.R. 346(b), 7 N.J.R. 446(a).

**17:1-4.29 Employer resolution; involuntary disability application**

(a) Applications for the involuntary disability retirement of an employee of a local employer must be accompanied by a resolution of the governing body, or in the case of a State employee, by a letter from the State department head, certifying that the employee is disabled and unable to perform his regular or assigned duties.

(b) The resolution or letter and retirement application must be accompanied by supporting medical reports.

R.1975 d.235, effective August 1, 1975.

See: 7 N.J.R. 346(b), 7 N.J.R. 446(a).

**17:1-4.30 Optional settlements; group life insurance**

As the statutes provide that death benefits under the group life insurance contracts may be paid under any optional settlement made available by the insurance company, the beneficiary will be informed of such opportunity in the correspondence when such optional settlements are possible. If the beneficiary requests advice concerning such settlements, the claim shall be forwarded to the carrier for contact with the beneficiary. The Division will be advised of the final settlement for the recording of the data with the retirement system.

R.1977 d.416, effective November 1, 1977.

See: 9 N.J.R. 493(e), 9 N.J.R. 601(a).

**17:1-4.31 Normal retirement age**

(a) The normal retirement age for the respective systems are as follows:

1. As per N.J.S.A. 43:15A-47, age 60 in the Public Employees' Retirement System;
2. As per N.J.S.A. 18A:66-43, age 60 in the Teachers' Pension and Annuity Fund;
3. As per N.J.S.A. 43:16A-5, age 55 in the Police and Firemen's Retirement System;
4. As per N.J.S.A. 53:5A-8, age 55 in the State Police Retirement System;
5. As per N.J.S.A. 43:6A-9.2, age 60 in the Judicial Retirement System.

R.1980 d.64, effective February 5, 1980.  
See: 12 N.J.R. 55(a), 12 N.J.R. 163(b).

#### **17:1-4.32 Workers' compensation; reduction of retirement allowance**

(a) A member who retires on an accidental disability retirement under the provisions of the applicable statutes governing the various State-administered retirement systems and who receives periodic benefits under the workers' compensation law after the date of retirement shall be subject to a reduction in the pension portion of his or her retirement allowance in the amount of the periodic benefits received after the date of retirement.

1. The reduction shall be a dollar-for-dollar reduction in the pension portion of the retirement allowance in the amount of the periodic benefits for the time period for which the periodic benefits are received.
2. If an accidental disability retiree receives a retirement allowance without reduction and periodic benefits under the workers' compensation law for any time period after the date of retirement, the retiree shall repay to the retirement system the amount of the pension portion of his or her retirement allowance which should have been subject to reduction under the applicable statute and this rule. The repayment may be in the form of a lump sum payment or scheduled as deductions from the retiree's retirement allowances and pension adjustment benefits, except that, if the retiree does not respond by remitting payment in a lump sum within 60 days, the Division shall establish a repayment schedule. In the event of the death of the retiree before full repayment of the amount required under this rule, the remaining balance shall be deducted from any death benefits payable on behalf of the retiree.
3. The reduction under this rule shall not affect the retiree's pension adjustment benefits or survivor benefits that may be payable upon the death of the retiree.

(b) Any retiree or beneficiary receiving pension adjustment benefits based upon a retirement allowance reduced due to receipt of periodic workers' compensation benefits shall be entitled to receive pension adjustment benefits based upon the full retirement allowance.

R.1981 d.85, effective March 6, 1981.  
See: 13 N.J.R. 109(a), 13 N.J.R. 247(c).  
Repeal and New Rule, R.1994 d.424, effective August 15, 1994.  
See: 26 N.J.R. 2201(a), 26 N.J.R. 3461(a).

#### **17:1-4.33 Leaves of absence for maternity; benefits; nondiscrimination**

In accordance with the Attorney General's opinion AAA M79-4158, rendered in January, 1981, public employees, who are on authorized leaves of absence for maternity, will not be treated any differently from other public employees, who are on authorized leaves of absence for personal illness, concerning their rights, duties and obligations regarding their pension or other related employee benefit programs.

R.1981 d.428, eff. November 2, 1981.  
See: 13 N.J.R. 617(b), 13 N.J.R. 779(e).  
New Rule.

#### **17:1-4.34 Credit for partial month service**

(a) For retirement purposes, a full month of service credit will be granted to any member who has rendered 16 days or more of eligible service within a particular month.

(b) In order to purchase a full month of service credit for previous, eligible service, an employee must have been appointed to such position before the 17th day of a particular month and remained in that capacity at the end of that month. (See N.J.A.C. 17:1-4.4 for Enrollment schedules).

R.1982 d.469, eff. January 3, 1983.  
See: 14 N.J.R. 1201(b), 15 N.J.R. 36(c).

#### **17:1-4.35 Purchases pursuant to Chapter 226, Laws of 1985**

In order to be eligible to purchase temporary service credit under the provisions of Chapter 226, Laws of 1985, a member of the Public Employees' Retirement System shall submit a written request to purchase the temporary service credit within one year from the date that his or her initial pension contributions to the Public Employees' Retirement System are certified to begin. Such purchase must be authorized by the member before the expiration date indicated on the purchase quotation letter issued by the Division of Pensions.

New Rule R.1986 d.390, effective October 6, 1986.  
See: 18 N.J.R. 1450(b), 18 N.J.R. 2059(a).

#### **17:1-4.36 Peacetime military service; service credit**

(a) A member or former member, or a person required to be a member, of a State-administered retirement system who leaves employment covered by a State-administered retirement system to enter military service of the United States and returns to covered employment within the time period and under the circumstances required for entitlement to reemployment rights under federal law (38 U.S.C. sec. 2021 et seq.), may obtain service credit in the State-administered retirement system covering the employment after military service as provided in this section. The types of service or situations eligible for reemployment rights include regular active duty, initial active duty for training, active and inactive training for members of reserve components and National Guard units, and situations where an employee leaves employment for military service or for examination of fitness for military service and is not taken into military service.

1. The person must be a member or be required to be a member of a State-administered retirement system prior to leaving employment to enter military service and must leave the covered employment to enter military service.

2. The person must return to employment covered by a State-administered retirement system within the time periods prescribed by federal law. A person may serve only four years, plus an additional year, or other additional, limited time periods in the case members of the National Guard or military reserve units called to active duty, to be eligible for reemployment rights. The person must seek reemployment within the time period prescribed by federal law which is generally 90 days following release from military service. A reservist or guardsman returning from initial active duty for training must seek reemployment within 31 days after release from duty. A person returning from other training duty or who leaves employment for military service or for examination of fitness for military service and is not taken into military service must report to work at the next regularly scheduled work period after release from duty. In all cases, the time limit for return to employment is tolled for up to one year for any injury or illness related to military service requiring hospitalization which continues after release from military service.

3. The person's military service must have been honorable or satisfactory. This requirement is not applicable to military training other than initial active duty for training.

4. The person may be denied reemployment rights if the person is not qualified to perform the duties of the position for which reemployment is sought or if the employer's circumstances have so changed as to make it impossible or unreasonable to reemploy the person. The person will not be entitled to service credit in a State-administered retirement system if reemployment is validly denied.

5. To receive service credit in a State-administered retirement system for military service, the person must apply within one year following the date of return to employment or the date initial pension contributions are certified to begin in the retirement system if the person's former membership was terminated or was in a different retirement system.

6. To obtain service credit for the military service, the person must make contributions to the retirement system for all of the period of military service based upon the person's current salary and full percentage contribution rate. The contributions must be authorized by the person within one year following the date of return to employment or the date initial pension contributions are certified to begin, or the expiration date indicated on the quotation letter, whichever is later.

7. A person who returned to employment covered by a State-administered retirement system after December 3, 1974 and on or before January 24, 1986, and was eligible for reemployment rights under federal law with respect to the employment, may obtain service credit for the military service by applying, on or before January 24, 1987, to:

i. The retirement system of which the person is a member, or was a member in the case of a retired person; or

ii. The Division of Pensions in the case of a former member of a State-administered retirement system who is not retired or is not a current member.

8. The contributions required to obtain the service credit shall be based upon the person's salary and full percentage contribution rate at the time of return to employment.

9. The contributions required to obtain the service credit may be paid by any method authorized for purchases of service credit under the retirement system.

10. If a person retires prior to paying the total amount of contributions required to obtain service credit for the military service, the total amount of service credit shall be in direct proportion as the amount paid bears to the total amount of contribution obligation.

New Rule, R.1987 d.198, effective May 4, 1987.

See: 19 N.J.R. 353(b), 19 N.J.R. 772(b).

#### **17:1-4.37 Ordinary disability applications; medical examinations**

(a) Applicants for ordinary disability retirement shall submit with their applications all the medical information they can supply relative to their disability, including reports of their personal physicians and consulting physicians, hospital records, diagnostic test results, and any other medical information which would assist the Medical Review Board and the board or commission of the retirement system in determining eligibility of the applicants for disability retirement. The Disability Review Section shall forward the applications and the accompanying medical information to the Medical Review Board.

(b) If the medical information supplied by the applicant is sufficient for the Medical Review Board to make a medical recommendation, it shall return the case to the Disability Review Section with its recommendation. If the Medical Review Board deems that the medical information supplied by the applicant is not sufficient for it to make a medical recommendation, it shall advise the Disability Review Section to arrange to have the applicant examined by a physician or physicians under contract with the Division of Pensions to perform disability examinations, or to obtain additional information needed to make its medical recommendation.

(c) The board or commission which governs the pension fund or retirement system may request that an applicant be examined or reexamined by a physician or physicians under contract with the Division of Pensions, or that additional information be obtained, if it deems that the medical information available is insufficient to make a decision on the eligibility of the applicant for ordinary disability retirement.

New Rule, R.1988 d.231, effective June 6, 1988.  
See: 20 N.J.R. 231(a), 20 N.J.R. 1286(b).

## SUBCHAPTER 5. HEARINGS

### 17:1-5.1 Hearing request

(a) The division, board or commission shall cause to be given to the applicant written notice of its decision. Said notice shall inform the applicant of his or her right to request a hearing in the event the applicant disagrees with the decision of the agency and the manner in which such request must be made.

(b) The decision by the agency shall be final unless the applicant shall file a request for a hearing within 45 days after the date of the written notice of the decision.

(c) Administrative hearings will be conducted by the Office of Administrative Law pursuant to the provisions of N.J.S.A. 52:14B-1 et seq. and N.J.A.C. 1:1.1.

As amended, R.1982 d.491, eff. January 17, 1983.

See: 14 N.J.R. 1290(a), 15 N.J.R. 95(b).

Hearings conducted by Office of Administrative Law.

### 17:1-5.2 through 17:1-5.6 (Reserved)

R.1982 d.491, eff. January 17, 1983.

See: 14 N.J.R. 1290(a), 15 N.J.R. 95(b).

Deleted sections.

## SUBCHAPTER 6. (RESERVED)

### Authority

Unless otherwise expressly noted, all provisions of this subchapter concerning the judicial Pension Fund were rescinded pursuant to authority of N.J.S.A. 52:18A-95 et seq. and such recession was filed and effective September 12, 1973, as R.1973 d.258. See: 5 N.J.R. 292(d), 5 N.J.R. 358(b).

## SUBCHAPTER 7. PENSION ADJUSTMENT PROGRAM

### 17:1-7.1 Employer payments; multiple enrollees

The liability of the several employers in the case of multiple enrollees (a pensioner receiving benefits from a

retirement system on the basis of several positions covered by the same system) will be prorated on the basis of the final salaries reported to the system prior to retirement.

As amended, R.1969 d.34, eff. December 19, 1969.

See: 1 N.J.R. 10(a), 2 N.J.R. 7(a).

### 17:1-7.2 Employer payments; delinquencies

(a) The division will inform all retirants and beneficiaries of the reason for the suspension of payments.

(b) Retroactive adjustments will be made once the employer's appropriation has been paid.

As amended, R.1976 d.212, eff. July 2, 1976.

See: 8 N.J.R. 312(d), 8 N.J.R. 407(b).

### 17:1-7.3 Administration fees; investment earnings

(a) The certification by the Director of the Division of Pensions of the amounts payable by local employers shall include an administrative fee to reimburse the State for the cost of administering the Pension Adjustment Program on behalf of their employees. The fee shall be \$1.00 per pensioner or beneficiary.

(b) Administrative fees, assessable to local employers participating in the Pension Adjustment Program, will be recovered from investment earnings on contributions as long as such earnings exceed the fees assessable. Employers will be billed for the difference whenever the investment earnings are less than the administrative fees assessed.

(c) Excess earnings, remaining after the recovery of the assessment of the administrative fees, shall be transferred to the State of New Jersey—General Fund.

As amended, R.1971 d.16, eff. February 1, 1971.

See: 3 N.J.R. 11(b), 3 N.J.R. 52(a).

As amended, R.1978 d.421, eff. December 12, 1978.

See: 10 N.J.R. 516(a), 11 N.J.R. 52(a).

As amended, R.1981 d.291, eff. August 6, 1981.

See: 13 N.J.R. 374(e), 13 N.J.R. 525(a).

Rule concerning administration fees and investment earnings replaces "Reserved" section.

### 17:1-7.4 Return to public employment; pension adjustments

(a) When a retiree returns to public employment to a position covered by the same retirement system from which he or she retired and subsequently retires from the post-retirement employment, each retirement will be treated separately for pension adjustment purposes.

(b) The benefit year for each retirement will be the initial year in which the retirement is effective and the member shall satisfy the 24 month waiting period for each retirement before the pension adjustment benefits may be received for that retirement.

(c) If a member was receiving pension adjustment benefits at the time that the initial retirement was cancelled due

to the post-retirement employment, he or she shall begin to receive pension adjustment benefits based upon the initial retirement immediately upon the reinstatement of the initial retirement.

As amended, R.1971 d.16, eff. February 1, 1971.  
See: 3 N.J.R. 11(b), 3 N.J.R. 52(a).  
New Rule, R.1987 d.128, effective March 16, 1987.  
See: 19 N.J.R. 51(b), 19 N.J.R. 456(b).

#### 17:1-7.5 (Reserved)

As amended, R.1971 d.16, eff. February 1, 1971.  
See: 3 N.J.R. 11(b), 3 N.J.R. 52(a).

#### 17:1-7.6 Waiver

(a) Application for waiver in whole or part by a retirant or beneficiary who is eligible to receive the increased allowance shall be made at least 30 days prior to the desired effective date on a form prescribed by the Division of Pensions and shall be effective on the first day of a subsequent month.

(b) A waived benefit may be reinstated by application to the Division of Pensions at least 30 days prior to the reinstatement date and shall be effective on the first of a subsequent month.

As amended, R.1969 d.34, eff. December 19, 1969.  
See: 1 N.J.R. 10(a), 2 N.J.R. 7(a).

#### 17:1-7.7 Accrued increase; limitations

Upon the death of a retirant or a beneficiary receiving a pension, any payments which were due to the deceased shall be paid to a named beneficiary as established in the records of the State-administered retirement system, or if none is named, to the deceased's estate.

As amended, R.1969 d.34, eff. December 19, 1969.  
See: 1 N.J.R. 10(a), 2 N.J.R. 7(a).

#### 17:1-7.8 Employer payments

The employers shall review the detailed tabulations of retirants and beneficiaries provided with the invoice for employer liability submitted by the Division of Pensions and shall report any corrections or revisions within 60 days of receipt of the invoice, otherwise invoices must be paid as submitted.

### SUBCHAPTER 8. SOCIAL SECURITY

#### 17:1-8.1 (Reserved)

Repealed by R.1981 d.1, effective January 2, 1981.  
See: 12 N.J.R. 727(c), 13 N.J.R. 111(c).  
Section was "Director's responsibility".

#### 17:1-8.2 Records

(a) The records of the State Agency for Social Security are public records and may be inspected during regular business hours at the office of Chief of the Bureau of Contribution Accounting under the supervision of the chief or other representative of the office.

(b) Records are considered confidential where no official purpose or reason for inspection is indicated.

#### 17:1-8.3 Social Security referendum

(a) As the provisions of P.L. 1956, c.169, contemplate the termination of an entire pension fund and the transfer of its assets, liabilities and membership to the Public Employees' Retirement System upon a successful referendum on the issue of Social Security coverage by a majority vote, when the referendum involves the use of a divided system approach in accordance with the provisions of P.L. 1980, c.86, all of the provisions of P.L. 1956, c.169, shall apply except on a pro rata basis.

(b) Unless the pension fund is terminated in its entirety, the pensions and other benefits granted shall be continued by the pension fund. As the pension fund is not terminated in whole, the actuary shall calculate the liability of each employer only for persons becoming members of the Public Employees' Retirement System, taking into account the pro rata value of assets and liabilities which are transferred to the Public Employees' Retirement System.

(c) As the use of a divided system approach may not result in the termination of the pension fund, the members of the pension fund who are already covered by Social Security and who are not eligible to vote in the referendum shall also be permitted to enroll in the Public Employees' Retirement System on the same optional basis and to the same extent and with the same limitations as those who voted in favor of Social Security coverage.

As amended, R.1978 d.421, effective December 12, 1978.  
See: 10 N.J.R. 516(a), 11 N.J.R. 52(a).  
R.1980 d.467, effective October 23, 1980.  
See: 12 N.J.R. 728(b).

#### 17:1-8.4 Federal-State agreement; modifications

All modifications of the Federal-State agreement are prepared by the Division of Pensions and subject to review by the Attorney General's office.

#### 17:1-8.5 Coverage and wage issues

All coverage issues or questionable wage items are to be submitted to the Division of Pensions for resolution with the Federal Social Security Administration.

#### 17:1-8.6 Benefit and claim issues

All benefit and claim issues are the responsibility of the Federal Social Security Administration.

**17:1-8.7 Single check; contributions**

With each transmittal the employer will send one check representing employer and/or employee contributions made payable to the "State of New Jersey, Social Security Fund".

As amended, R.1980 d.301, effective July 1, 1980.  
See: 12 N.J.R. 351(a), 12 N.J.R. 497(c).

**17:1-8.8 Single check; administrative fee**

Upon receipt of a billing by the State agency, the employer will send one check representing the pro rata reimbursement of administrative expenses made payable to the "State of New Jersey, Social Security Administrative Account".

As amended, R.1980 d.301, effective July 1, 1980.  
See: 12 N.J.R. 351(a), 12 N.J.R. 497(c).

**17:1-8.9 Wage reports and transmittals; copies**

(a) Participating employers shall forward by the due date one copy of the transmittal, annual wage report and Federal forms as required to the State Agency for Social Security.

(b) Interstate instrumentalities, with the exception of the Palisades Interstate Park Commission, or any agency whose employer tax liability is paid by the State, are required to file an annual wage report with the division.

(c) Copies of such report must be retained by employers for 10 years.

As amended, R.1975 d.235, eff. August 1, 1975.  
See: 7 N.J.R. 346(b), 7 N.J.R. 446(a).  
As amended, R.1983 d.599, eff. January 17, 1984.  
See: 15 N.J.R. 1741(a), 16 N.J.R. 148(a).

(a) deleted and replaced with simplified instructions.

**17:1-8.10 Wage reports; forms**

(a) Reports must be made utilizing forms and formats prescribed by the Division of Pensions.

(b) Prior approval for the use of special forms or other media for reporting must be obtained from the Division of Pensions.

As amended, R.1983 d.599, eff. January 17, 1984.  
See: 15 N.J.R. 1741(a), 16 N.J.R. 148(a).

The word "formats" inserted.

**17:1-8.11 Wage reports, transmittals and remittances, and Federal forms; employer responsibility**

(a) Each employer is charged with the responsibility of transmitting and remitting contributions for each semi-monthly period. A transmittal without the proper check or a check without the proper transmittal cannot be forwarded to the Federal government and still meet the State's contractual obligation. Where the amount reported on transmittal as being remitted does not agree with accompanying check, neither item can be accepted and both will be returned to the employer. Failure to resubmit correct

information and money in a timely manner will result in a delinquency notice.

(b) Illegible or incomplete reports and transmittals or copies of Federal report forms, shall be rejected by the Division of Pensions and returned to participating employers. The employer will bear the expense of any interest penalty levied by the Federal government for such non-reporting or for any other good cause in accordance with Federal regulations. This includes boards of education reporting members of the Teachers' Pension and Annuity Fund.

As amended, R.1975 d.235, eff. August 1, 1975.  
See: 7 N.J.R. 346(b), 7 N.J.R. 446(a).  
As amended, R.1983 d.599, eff. January 17, 1984.  
See: 15 N.J.R. 1741(a), 16 N.J.R. 148(a).

Information added concerning transmittals and remittances and Federal forms, new material codified at (a); old material codified at (b).

**17:1-8.12 Late filing penalties**

(a) If proper transmittals and contributions are not received by the State Agency for Social Security by the due date, such employer will be liable for any penalties assessed by the Federal government.

(b) The participating employer will be sent a delinquency notice covering late or rejected items. Whenever participating employers are delinquent for a period of 90 days in forwarding the appropriate contributions, transmittals and/or reports, the Division of Pensions shall notify the State Treasurer and the Director of Budget and Accounting, who are authorized to deduct any amount due from any monies payable to the employer by a department or agency of the State. In this event, the State Agency will estimate the contributions due by using the information from the last available transmittal. The State Agency will assess interest and report penalty charges for non-compliance of the above in the following manner:

1. Interest charges will be based on the prime rate as of January 1 of each calendar year.
2. Penalty charges for non-filing of reports will be assessed a charge of \$50.00 per day, not to exceed \$1,000 per month.

R.1980 d.301, eff. July 1, 1980.  
See: 12 N.J.R. 351(a), 12 N.J.R. 497(c).  
As amended, R.1982 d.471, eff. January 3, 1983.  
See: 14 N.J.R. 1202(a), 15 N.J.R. 37(a).

(b) added.

As amended, R.1983 d.132, eff. May 2, 1983.  
See: 15 N.J.R. 319(b), 15 N.J.R. 696(a).

Complete text repealed and replaced with new rule.  
As amended, R.1983 d.599, eff. January 17, 1984.  
See: 15 N.J.R. 1741(a), 16 N.J.R. 148(a).

(a)-(c) deleted; completely replaced by (a) and (b).  
As amended, R.1984 d.558, effective December 17, 1984.  
See: 16 N.J.R. 2421(a), 16 N.J.R. 3478(c).

(b) added "The State Agency will ... exceed \$1,000 per month."

**Historical Note**

The above new rule replaced prior text concerning wage reports.

**17:1-8.13 Social Security coverage; Excluded services**

If an employer had previously excluded services which he subsequently wishes to cover, he shall be required to cover all previously excluded services in order to avoid the issue of discrimination against any particular group of eligible employees.

R.1981 d.85, effective March 6, 1981.  
See: 13 N.J.R. 109(a), 13 N.J.R. 247(c).

**17:1-8.14 Administrative fee**

(a) The administrative cost of the program shall be borne by the State and reimbursed annually on a pro rata basis by participating employers.

(b) The cost will be reduced by specific charges of \$10.00 per employer for each delinquent transmittal remittance, annual report or Federal report form.

(c) The participating employer's share of the remaining cost will be apportioned over five ranges based upon the following schedule of employees. Employers will be notified in December of each year of the charge appropriate to each range.

Range	Number of Employees
1	1-10
2	11-25
3	26-50
4	51-100
5	Over 100

(d) There is no administrative fee payable for any School District Unit 002 coverage group or State agency.

R.1981 d.85, effective March 6, 1981.  
See: 13 N.J.R. 109(a), 13 N.J.R. 247(c).  
As amended, R.1983 d.265, effective July 5, 1983.  
See: 15 N.J.R. 687(a), 15 N.J.R. 1104(a).  
"Employee" replaced by "employer" in subsection (b).  
As amended, R.1983 d.599, effective January 17, 1984.  
See: 15 N.J.R. 1741(a), 16 N.J.R. 148(a).  
... "Annual report or Federal report form.", added at (b).

**17:1-9.2 Employer responsibility; benefit claims**

State payroll units and subgroups shall respond with respect to benefit claims from the Division of Unemployment and Disability Insurance as well as the contractor designated by the State to handle unemployment claims and related activities.

**17:1-9.3 Employer verification of claim payments**

The designated contractor auditing the program will send the chief personnel or administrative officers a monthly report identifying employees who have filed claims and are in receipt of benefits. The reports must be reviewed by the employing unit to determine if they are correct and any discrepancies must be brought to the attention of the contractor.

**17:1-9.4 Employee eligibility for coverage**

Determinations will be made by the Division of Unemployment and Disability Insurance relative to an employee's eligibility for coverage in the Unemployment Insurance Program.

**17:1-9.5 Termination of employment; separation notice**

All employing units must immediately, upon the termination of an employee's services, complete a separation notice and send it to the designated contractor.

**17:1-9.6 Designated contractor**

A contractor will be designated to develop and maintain a cost control program in accordance with the terms of the contract awarded by the State. The Division of Pensions will coordinate the contractor's activities with respect to State employing units and review quarterly reports of claims activity prepared by the contractor.

**SUBCHAPTER 9. UNEMPLOYMENT INSURANCE****17:1-9.1 Due dates for contributions and reports**

State employing subgroups participating in the Unemployment Insurance Program whose employees are not paid by the State Centralized Payroll Unit shall file the required data and reports of unemployment insurance contributions with the Division of Pensions by the 15th day following the end of each calendar quarter, together with the remittance for the deductions taken from their eligible employees' salaries or wages. State Centralized Payroll will remit weekly an Unemployment Tax Register report which summarizes the Unemployment Compensation information for covered employees in each of the biweekly payroll units. The register is due within five days of the date the payroll is prepared.

**SUBCHAPTER 10. (RESERVED)****Subchapter Historical Note**

Subchapter 10, formerly entitled Prescription Drug Program, was filed and became effective on April 1, 1977 as R.1977 d.117. See: 9 N.J.R. 142(c), 9 N.J.R. 243(a). Sections 17:1-10.1 and 17:1-10.2 were amended and recodified to N.J.A.C. 17:9-8 by R.1993 d.268, effective August 2, 1993. See: 25 N.J.R. 675(b), 25 N.J.R. 3506(b).

**17:1-10.1 through 17:1-10.2 (Reserved)****17:1-10.3 (Reserved)**

New Rule, R.1978 d.98, effective March 15, 1978.  
See: 10 N.J.R. 40(a), 10 N.J.R. 175(c).  
Repealed by R.1993 d.268, effective August 2, 1993.  
See: 25 N.J.R. 675(b), 25 N.J.R. 3506(b).

## SUBCHAPTER 11. (RESERVED)

## Subchapter Historical Note

Subchapter 11, formerly entitled Dental Expense Program, was filed and became effective on March 15, 1978, as R.1978 d.99. See: 10 N.J.R. 38(b), 10 N.J.R. 175(d). Subchapter 11 was recodified to N.J.A.C. 17:9-9 by R.1993 d.268, effective August 2, 1993. See: 25 N.J.R. 675(b), 25 N.J.R. 3506(b).

## SUBCHAPTER 12. ADMINISTRATIVE PRACTICES

## 17:1-12.1 Priorities

(a) In the event the Division of Pensions is required to establish priorities for the performance of a particular obligation, such priorities shall be made known to all members involved and shall be established in the following order:

1. Those who are retiring or who contemplate retirement within the year.
2. Those who are at or beyond the normal retirement age; and
3. All other members.

## 17:1-12.2 Loans; cash discount value requests

No more than one request received from a member, contemplating prepayment of a loan, for the cash discount value of an outstanding loan will be honored in a calendar year.

R.1982 d.469, effective January 3, 1983.  
See: 14 N.J.R. 1201(b), 15 N.J.R. 36(c).

## 17:1-12.3 Bankruptcy; subsequent loans

Any member of a State-administered retirement system, which permits loans to its members, who has payroll deductions for an outstanding loan balance in suspense as a result of bankruptcy proceedings, will not be permitted to obtain another loan from that retirement system until such member agrees to an appropriate loan repayment schedule that includes the aggregate outstanding balance of the previous loan or loans.

R.1983 d.39, effective February 22, 1983.  
See: 14 N.J.R. 1447(b), 15 N.J.R. 245(a).

## 17:1-12.4 Transfers; court attendants/sheriff's officers

(a) Pursuant to chapter 133, P.L. 1982, an eligible member electing to transfer from one retirement system to the Police and Firemen's Retirement System will be required to pay, in a lump sum, the difference between his or her

contributions to the retirement system of which he or she is now a member and what he or she would have contributed to the Police and Firemen's Retirement System.

1. In addition, the member must pay to the Police and Firemen's Retirement System the amount that the employer would have contributed to such system had he or she been a member from the date of his or her entrance into the first retirement system. He or she may pay this cost either in a lump sum or by scheduled payments.

(b) The employer's cost will be the difference between the member's current contribution rate in either the Public Employees' Retirement System or the County System and the current contribution rate required in the Police and Firemen's Retirement System applied to the current salary for the period of time transferred to the Police and Firemen's Retirement System. This cost must be paid in a lump sum.

(c) The employer's cost will be the difference between the employer's current normal contribution rate in either the Public Employees' Retirement System or the County System and the current normal contribution rate required in the Police and Firemen's Retirement System applied to the current salary for the period of time transferred to the Police and Firemen's Retirement System. This may be paid in either a lump sum or by payroll deductions at least equal to his or her regular Police and Firemen's Retirement System contributions but not exceeding 10 years.

(d) Members electing to make the transfer must advise the Police and Firemen's Retirement System within 15 days after the date of the notice quoting cost that they wish to transfer. Failing to advise the Police and Firemen's Retirement System of such election within the 15 days will require that the member's pension status shall remain unchanged and his or her membership shall not be transferred to the Police and Firemen's Retirement System.

(e) Members must make payment of both the employee's and employer's lump sum cost within 30 days of the date of the original notice of cost. If the member elects to schedule payroll deductions, the lump sum payment of the employee's cost, as well as his or her election of such payroll deductions, must be received within 30 days of the original notice. If the member fails to make payment within this time period, his or her pension status shall remain unchanged and his or her membership will not be transferred to the Police and Firemen's Retirement System.

(f) Contributions standing to the credit of the member in the first retirement system shall be transferred to the Police and Firemen's Retirement System.

(g) The information required shall be forwarded to the actuary so that he or she can compute whatever the reserve transfer should be from the Public Employees' Retirement

System or County System and for developing any additional cost to the employer.

(h) All additional administrative fees incurred in the development of the employer transfers shall be borne by the Police and Firemen's Retirement System's location to which the member is transferring.

(i) All payments, whether for employee or employer costs, shall be credited to the member's accounts and become his or her investment in the system.

R.1983 d.216, eff. June 20, 1983.  
See: 15 N.J.R. 525(a), 15 N.J.R. 1037(d).

#### 17:1-12.5 Interfund transfers; accumulated interest

(a) Notwithstanding the provisions of N.J.A.C. 17:2-7.1, 17:3-7.1, 17:4-7.1 and 17:10-6.1 concerning interfund transfers of members between State-administered retirement systems, accumulated interest credited to the member's account in the former system will only be transferred as part of such member's contributions to the new system if the new system likewise credits interest to its member accounts.

(b) If the new system does not credit interest to its member accounts then only the contributions actually made by the member to the former system will be transferred to the new system when an interfund transfer occurs.

R.1983 d.217, eff. June 20, 1983.  
See: 15 N.J.R. 526(a), 15 N.J.R. 1037(e).

#### 17:1-12.6 Purchase of service credit; continuation of death benefits coverage; maternity leaves of absence

In the event of an unpaid leave of absence for maternity, no leave of absence period granted by any public employer can be approved for a continuation of death benefits coverage or for the subsequent purchase of credit for a period in excess of three months unless the Division of Pensions receives a certification from a physician that such member was disabled due to pregnancy and resulting disability for the period in excess of three months. During the first three months of an unpaid leave of absence for maternity, the member shall be presumed to be disabled from the performance of her job duties because of her pregnancy and its resulting disabilities.

R.1983 d.334, eff. August 15, 1983.  
See: 15 N.J.R. 1012(b), 15 N.J.R. 1383(b).

#### 17:1-12.7 (Reserved)

New Rule R.1986 d.211, effective June 16, 1986.  
See: 18 N.J.R. 626(b), 18 N.J.R. 1310(c).  
Repealed by R.1990 d.376, effective August 6, 1990.  
See: 22 N.J.R. 1454(a), 22 N.J.R. 2342(b).

Section was Elimination of PFRS entry age limit; transfers.

#### 17:1-12.8 Delinquent enrollment; employer liability

(a) An employer participating in the Public Employees' Retirement System, the Teachers' Pension and Annuity Fund, or the Police and Firemen's Retirement System, who fails to file an enrollment or transfer application for an employee required to be a member of the retirement system within one year of the effective date of compulsory enrollment or transfer, shall contribute to the retirement system the amount prescribed by (b) below. This amount is in lieu of the normal contributions which the employer would have paid to the retirement system had the employee been enrolled in a timely manner, and in addition to the amount prescribed by N.J.S.A. 43:15A-7.1, N.J.S.A. 18A:66-6.1, or N.J.S.A. 43:16A-15.1.

(b) The amount of the contribution required by (a) above shall be the employee's current base salary subject to the retirement system multiplied by the current normal contributions rate by the number of years of previous service during which the employee was required to be a member.

(c) The retirement system shall certify the amount of the contribution to the employer who shall include the amount of the next budget subsequent to the certification. The contribution shall be payable to the fund for employer contributions under the retirement system and shall be paid even if the employee is no longer employed by the employer by the date the contribution is to be paid.

New Rule, R.1987 d.293, effective July 20, 1987.  
See: 19 N.J.R. 626(a), 19 N.J.R. 1320(b).

#### 17:1-12.9 Deadline for county and municipal early retirement incentive resolutions

To provide the early retirement incentive benefits authorized under P.L. 1991, c.229, the governing body of a county or municipality shall adopt a resolution and file a certified copy of the resolution with the Director of the Division of Pensions on or before October 15, 1991. Prior to October 15, 1991, each employer covered by this law shall meet and consult with the bargaining representatives of the bargaining unit or units representing employees eligible for benefits under the law, and shall formally consider and decide whether or not to adopt the provisions of the law.

New Rule, R.1991 d.581, effective December 2, 1991.  
See: 23 N.J.R. 2847(a), 23 N.J.R. 3654(a).