

TITLE 17

TREASURY—GENERAL

CHAPTER 1

GENERAL ADMINISTRATION

Authority

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

Source and Effective Date

R.2003 d.323, effective August 4, 2003.
See: 35 N.J.R. 1854(a), 35 N.J.R. 3594(a).

Chapter Expiration Date

Chapter 1, General Administration, expires on August 4, 2008. See: 35 N.J.R. 3594(a).

Chapter Historical Note

Chapter 1, General Administration, was adopted and became effective prior to September 1, 1969.

Subchapter 6, Judicial Pension Fund, was repealed by R.1973 d.258, effective September 12, 1973. See: 5 N.J.R. 292(d), 5 N.J.R. 358(b).

Subchapter 10, Prescription Drug Program, was adopted as R.1977 d.117, effective April 1, 1977. See: 9 N.J.R. 142(c), 9 N.J.R. 243(a).

Subchapter 11, Dental Expense Program, was adopted as R.1978 d.99, effective March 15, 1978. See: 10 N.J.R. 38(b), 10 N.J.R. 175(d).

Subchapter 12, Administrative Practices, was adopted as R.1982 d.350, effective October 18, 1982. See: 14 N.J.R. 329(a), 14 N.J.R. 1164(a).

Pursuant to Executive Order 66(1978), Chapter 1, General Administration, was readopted as R.1983 d.174, effective May 16, 1983. See: 15 N.J.R. 523(a), 15 N.J.R. 930(b).

Pursuant to Executive Order No. 66(1978), Chapter 1, General Administration, was readopted as R.1988 d.243, effective May 6, 1988. See: 20 N.J.R. 636(a), 20 N.J.R. 1208(a). Pursuant to Executive Order No. 66(1978), Chapter 1, General Administration, expired on May 6, 1993.

Pursuant to Executive Order No. 66(1978), Chapter 1, General Administration, was adopted as new rules by R.1993 d.376, effective August 2, 1993. See: 25 N.J.R. 1955(a), 25 N.J.R. 3506(a).

Subchapter 13, New Jersey State Employee's Cafeteria Plan, was adopted as R.2006 d.345, effective August 5, 1996. See: 28 N.J.R. 1942(a), 28 N.J.R. 3808(b).

Pursuant to Executive Order No. 66(1978), Chapter 1, General Administration, was readopted as R.1998 d.240, effective April 22, 1998. See: 30 N.J.R. 1023(a), 30 N.J.R. 1847(a).

Subchapter 2, Alternate Benefit Program, was recodified as N.J.A.C. 17:7 by R.2001 d.159, effective May 21, 2001. See: 33 N.J.R. 988(a), 33 N.J.R. 1601(a).

Chapter 1, General Administration, was repealed and new rules adopted as R.2003 d.323, effective August 4, 2003. See: Source and Effective Date.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. ADMINISTRATIVE PRACTICES

- 17:1-1.1 Description of the Division of Pensions and Benefits
- 17:1-1.2 Records
- 17:1-1.3 Hearing request
- 17:1-1.4 Mail distribution
- 17:1-1.5 Annual statements; retirement system
- 17:1-1.6 Annual statements; supplemental annuity

- 17:1-1.7 Endorsements
- 17:1-1.8 Priorities
- 17:1-1.9 Bankruptcy; subsequent loans
- 17:1-1.10 Survivor certifications
- 17:1-1.11 Leaves of absence for maternity; benefits; nondiscrimination
- 17:1-1.12 Domestic relations orders

SUBCHAPTER 2. ACCOUNTING

- 17:1-2.1 Receipts deposited
- 17:1-2.2 Remittance; limitation
- 17:1-2.3 Due dates for transmittals and reports
- 17:1-2.4 Delinquent notices
- 17:1-2.5 Interest charges; delinquent transmittals; report of contributions
- 17:1-2.6 Disbursement authorizations
- 17:1-2.7 Disbursement schedules
- 17:1-2.8 Disbursement; limitations
- 17:1-2.9 Adjustment statements
- 17:1-2.10 Minimum adjustments
- 17:1-2.11 Annual reports of salary changes
- 17:1-2.12 Lost pension checks
- 17:1-2.13 Administrative expenses; proration among systems
- 17:1-2.14 Employees reported on biweekly salaries
- 17:1-2.15 Credit for partial month service
- 17:1-2.16 Workers' compensation without pay: employer's obligation regarding employee contributions

SUBCHAPTER 3. ENROLLMENT, MEMBERSHIP, TRANSFERS AND WITHDRAWALS

- 17:1-3.1 Compulsory enrollments; failure to enroll
- 17:1-3.2 Multiple enrollments; contributions
- 17:1-3.3 Enrollment schedules
- 17:1-3.4 Proof of veteran's status
- 17:1-3.5 Intrafund transfers
- 17:1-3.6 Insurance coverage; ineligibility
- 17:1-3.7 Deduction schedules
- 17:1-3.8 Withdrawal application; processing
- 17:1-3.9 Waiver of retirement benefits upon withdrawal
- 17:1-3.10 Peacetime military service; service credit
- 17:1-3.11 Compensation limit for exclusion from membership after retirement
- 17:1-3.12 Interfund transfers; accumulated interest

SUBCHAPTER 4. PURCHASES AND ELIGIBLE SERVICE

- 17:1-4.1 Purchases; cancellation, interest on outstanding purchases or cash discount requested
- 17:1-4.2 Purchase terms; grace period
- 17:1-4.3 Final compensation; salaries to be used for a period of purchased service
- 17:1-4.4 Purchase of service credit; continuation of death benefits coverage; maternity leaves of absence

SUBCHAPTER 5. INSURANCE AND DEATH BENEFITS

- 17:1-5.1 Multiple beneficiaries
- 17:1-5.2 Optional settlements; group life insurance
- 17:1-5.3 Accrued increase; limitations

SUBCHAPTER 6. HONORABLE SERVICE

- 17:1-6.1 Honorable service
- 17:1-6.2 Indictments, dismissals, litigation or appeals

SUBCHAPTER 7. RETIREMENTS

- 17:1-7.1 Retirement quotations
- 17:1-7.2 Retroactive salary increases
- 17:1-7.3 Final compensation

- 17:1-7.4 Biweekly salary computation; retirement and death benefits (final compensation or last year's salary)
- 17:1-7.5 Disability applications; priorities
- 17:1-7.6 Medical examinations; out-of-State
- 17:1-7.7 Post-retirement employment; employer certification
- 17:1-7.8 Employer resolution; involuntary disability application
- 17:1-7.9 Workers' compensation; reduction of retirement allowance
- 17:1-7.10 Ordinary disability applications; medical examinations
- 17:1-7.11 Waiver

SUBCHAPTER 8. PENSION ADJUSTMENT PROGRAM

- 17:1-8.1 Employer payments; multiple enrollees
- 17:1-8.2 Employer payments; delinquencies
- 17:1-8.3 Return to public employment; pension adjustments
- 17:1-8.4 Employer payments
- 17:1-8.5 Calculation of cost-of-living adjustment (COLA) under P.L. 2002, c.109

SUBCHAPTER 9. UNEMPLOYMENT INSURANCE

- 17:1-9.1 Due dates for contributions and reports
- 17:1-9.2 Employer responsibility; benefit claims
- 17:1-9.3 Employer verification of claim payments
- 17:1-9.4 Employee eligibility for coverage
- 17:1-9.5 Termination of employment; separation notice
- 17:1-9.6 Designated contractor

SUBCHAPTER 10. SOCIAL SECURITY

- 17:1-10.1 Social Security referendum
- 17:1-10.2 Federal-State agreement; modifications
- 17:1-10.3 Benefit and claim issues
- 17:1-10.4 Social Security coverage; excluded services

SUBCHAPTER 11. VOLUNTEER EMERGENCY-WORKERS SURVIVORS PENSION

- 17:1-11.1 Definitions
- 17:1-11.2 Survivor's pension payable pursuant to N.J.S.A. 43:12-28.1
- 17:1-11.3 Eligibility for a survivor's pension
- 17:1-11.4 Application for a survivor's pension
- 17:1-11.5 Ineligibility to receive two survivor's benefits
- 17:1-11.6 Survivor pension benefits

SUBCHAPTER 12. CENTRAL PENSION FUND

- 17:1-12.1 Application required
- 17:1-12.2 Disability certification form
- 17:1-12.3 Withholding forms
- 17:1-12.4 Surrogate's certification

SUBCHAPTER 13. NEW JERSEY STATE EMPLOYEES TAX SAVINGS PROGRAM (TAX\$AVE)

- 17:1-13.1 Establishment of plan
- 17:1-13.2 Unreimbursed medical spending account
- 17:1-13.3 Premium option plan
- 17:1-13.4 Dependent care spending account
- 17:1-13.5 Salary reduction elections
- 17:1-13.6 Claims for payment from plan accounts
- 17:1-13.7 Forfeiture of account balances
- 17:1-13.8 Compliance with Internal Revenue Code

SUBCHAPTER 1. ADMINISTRATIVE PRACTICES

17:1-1.1 Description of the Division of Pensions and Benefits

(a) The Division of Pensions and Benefits is the successor to the former Bureau of Public Employees' Pensions created in June 1952. Under the general reorganization acts of 1948, the pension funds were located within the State Division of Budget and Accounting. In 1950 they were transferred to the Division of Investment under the statute creating that division.

(b) The Division of Pensions and Benefits, under the Department of the Treasury, was created by Chapter 70, P.L. 1955. All administrative functions of the State pension funds, except for the investment of the assets retained in the Division of Investment, were assigned to the Division of Pensions and Benefits.

(c) The Division of Pensions and Benefits is responsible for one of the largest public employee benefits program in the nation. It administers a comprehensive benefit program that enables public employers throughout the State to attract and retain skilled and talented employees. These include State employees, teachers, police officers, fire fighters, correction officers, judges, and many other local employees whose jobs are fundamental to the safety and well being of all New Jersey residents. The Division administers nine separate pension systems.

(d) The Division also administers the State Health Benefits Program (SHBP) that includes health plans, dental plans, and a prescription drug card plan. This program provides coverage for employees, retirees, and their dependents, of the State and participating local employers.

(e) The Division's benefits programs include the following three supplemental retirement savings programs; the New Jersey State Employees Deferred Compensation Plan, Supplemental Annuity Collective Trust (SACT) and the Additional Contributions Tax Sheltered Program (ACTS). The Division also administers the IRC Section 125 program, termed Tax\$ave, for State employees.

(f) The following Boards and Commissions provide oversight and direction to the benefits programs:

1. Public Employees' Retirement System Board;
2. Teachers' Pensions and Annuity Fund Board;
3. Police and Firemen's Retirement System Board;
4. State Police Retirement System Board;
5. Consolidated Police and Firemen's Pension Fund Commission;
6. State House Commission for the Judicial Retirement System;
7. State Health Benefits Commission;
8. New Jersey State Employees Deferred Compensation Board;
9. Supplemental Annuity Collective Trust Council;
10. Pension and Health Benefits Review Commission; and
11. The Investment Council.