

## Employee Benefits Division Policy Memorandum

**Number: Policy Memo 59r1**

**Date Issued: May 11, 2018**

**Subject: Employees Returning to Work from Preferred List**

### PURPOSE:

Determine if persons returning to work from Preferred List status should satisfy the new employee waiting period.

### BACKGROUND:

A union inquiry raised the issue of requiring employees rehired from preferred lists to satisfy new employee waiting periods for NYSHIP coverage.

### POLICY:

Allow individuals who have been reinstated from a preferred list within one year of separation to re-enroll in NYSHIP medical, dental, and vision coverage without satisfying a new employee waiting period. Coverage should be effective first day of the second payroll period following the employee's return to work. This policy should be applied to all returning preferred list employees regardless of whether NYSHIP enrollment was continued during preferred list status.

Civil Service Law and regulations are liberal in the treatment of returning employees, especially those from preferred lists. The Governor's Office of Employee Relations (GOER) staff agree that it is appropriate to waive health insurance waiting periods for preferred list rehires for a period of one year, the duration of health insurance eligibility. The dental and vision waiting periods must also be waived in accordance with "past practice."

In summation, it is consistent with Civil Service Law and Regulations and with past practice to waive the new employee waiting period for individuals returning from preferred list status within their one year preferred list eligibility period.