

## Employee Benefits Division Policy Memorandum

**Number: Policy Memo 92r1**

**Date Issued: September 28, 2023**

**Subject: Clarification of New Employee Waiting Period**

### **PURPOSE:**

Clarify application of the new employee waiting period before NYSHIP coverage begins.

### **BACKGROUND:**

There was some confusion as to whether the negotiated intent was to apply the waiting period each time an employee loses and subsequently regains eligibility for coverage or whether the intent was to impose only one waiting period within an employee's period of employment.

### **POLICY:**

The application of the new employee waiting period is dependent on the status and date of an employee's last employer-employee relationship. The waiting period applies when an employee has had no employer-employee relationship for at least one biweekly payroll period, or one semester (either fall or spring, but not summer) in the case of enrollees represented by United University Professions (UUP).

Therefore, if an employee loses eligibility for NYSHIP (e.g. reduced to less than half-time status) but never ceases to be an employee, then returns to benefits-eligible status, they would not be subject to an new employee waiting period upon return to benefits-eligible status.