

BENEFITS AT A GLANCE
MANAGEMENT/CONFIDENTIAL CLASSIFIED EMPLOYEES

BENEFIT	DESCRIPTION	ELIGIBILITY	EFFECTIVE DATE	COST
Health Insurance/Prescriptions	<p>Options</p> <p>Empire Plan: Blue Cross: Hospitalization United HealthCare: Major Medical/Surgical.</p> <p>Health Maintenance Organizations: Hospitalization and medical/surgical care by designated primary care physician.</p>	Appointments that exceed three months.	56-day waiting period.	See " Rates and Deadlines " for a complete listing of HMO rates.
RETIREMENT SYSTEMS	<p>Options</p> <p>New York State Employees Retirement System (ERS): Defined benefit plan; benefits are based on best consecutive three years average salary* and years of employment.</p> <p>*As defined by TIER</p>	<p>Membership for full-time permanent employees is mandatory.</p> <p>Membership for part-time and temporary employees is optional, except that appointees with current membership must continue to participate.</p>	<p>Permanent full-time Employees: membership is effective on the date of appointment.</p> <p>Temporary and Part-time Employees: membership is effective upon the receipt of application at ERS.</p>	Employee contribution is 3 percent of salary for those joining on or after July 27, 1976. No contribution required after 10 years of service.
Prescription Drugs	Coverage through health insurance program.	At least half-time and eligible to receive health insurance.	42-day waiting period.	Paid for through health insurance premium.
Dental Insurance	GHI Preferred Dental Plan	At least half-time and eligible to receive health insurance.	First of the month after six calendar months of employment.	Paid for by New York State.
Vision Care	Financial assistance in meeting cost of eye exams, glasses, etc.	Annual salaried and working at least half-time.	28-day waiting period.	Paid for by New York State.
Flex Benefits (Pre-tax deductions)	A portion of salary is designated by employee to establish a fund to cover eligible child care, elder care and/or un-reimbursed health care expenses with pre-tax dollars.	Must be receiving regular biweekly paychecks for dependent care. Must also be eligible for health insurance for health care.	For dependent care, effective immediately; must enroll within 60 days of appointment. For health care, 60 days from date of appointment; must enroll within 60 days of date of appointment.	The employee determines the amount to be deducted, maximum \$5,000 for child/elder care; minimum \$100, maximum \$4,000 for health care

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Tuition Assistance	Partial assistance is available through the Tuition Waiver (based on funding) at state-operated campuses	Appointment must cover period of support.	Upon employment.	No cost to the employee for this benefit.
Savings Plans – Tax deferred annuities and NYS Deferred Compensation Plan	Voluntary tax-deferred savings programs designed to provide funds in retirement. Employees may choose to participate in either or both subject to IRS limits on tax deferral.	Upon employment.	Choice of employee.	Employee contributions through salary reduction subject to IRS limitations.
Long-term Care Insurance	Coverage for care in a nursing home, assisted living facility or at home.	Must be eligible for health insurance.	If enrolled within 60 days of eligible appointment, guaranteed issue. Otherwise, subject to medical underwriting.	Premiums determined by amount of coverage purchased.
Disability Coverage	Short-term disability plan provides 50% of salary for the first 26 weeks of disability; long-term disability plan provides 60% of salary after 26 weeks to age 65	Employees working at least half-time whose date of appointment to state service in on or after January 1, 1986. Persons appointed to state service prior to that date have 30 days from date of movement to an M/C position to elect.	Upon appointment to M/C position	No cost to employee.
Group Life and Accident Insurance	Optional term life, accidental death and dismemberment insurance; includes coverage for spouse and dependents.	All M/C employees.	First day of pay period following the pay period in which enrollment form submitted.	Premiums determined by amount of coverage purchased.
VACATION* SICK LEAVE* PERSONAL LEAVE*	<p>Generally full-time employees earn at the rate of one-half day per pay period, after the completion of 13 pay periods of employment. (13 days/year for first 7 years then 20 days/year thereafter.) Part-time employees who work a regular schedule of at least half time, earn accruals on a pro-rated basis. One bonus vacation day for each year of completed service for the second through seventh year of employment.</p> <p>Full-time employees who entered state service after 1/1/86 earn eight days per year. Part-time employees who work at least half time earn on a pro-rated basis.</p> <p>5 days each year on personal leave anniversary date.</p>			
HOLIDAYS*	Eligible for up to 12 holidays per year.			
PAYROLL INFORMATION	<p>New York State has a two-week lag payroll system. This means that each paycheck pays for the period two-four weeks prior to the date of the check. New employees will not receive their first check for approximately four weeks.</p> <p>In addition, there is a five-day salary deferral. That means that one day's pay is deducted from each of the first five checks. This is returned to the employee upon separation from service.</p>			