

FREQUENTLY ASKED QUESTIONS

August 2012

Local District Social Services Employees Move to NYS Department of Health

Please note: until you are a NYS Department of Health (DOH) employee, we won't be able to access your personal records/information needed to accurately answer your individual questions. The Retirement System, who we obtain information from, will not discuss you with us until you are a DOH employee, therefore, we won't be able to answer your questions regarding retirement benefits.

Your current Human Resource/Benefits office should be able to provide you some assistance with your questions and decisions.

Orientations, which provide a wealth of information, are scheduled with new employees as soon as possible after you begin your service with the DOH.

Retirement

- **How would accepting this position affect my current retirement plan with the county?**
Because there are too many variables, such as county agency participation, employee participation, etc., this question would have to be addressed on a case-by-case basis once you become a NYS DOH employee.
- **If I accept this position, will I be eligible to participate in the New York State Retirement System?** Yes, you would be eligible to participate in the NYS Retirement System. You would not be automatically enrolled. You would need to register at the DOH new employee orientation.

For more information, you may contact the DOH Employees Benefits unit at: (518) 486-1812

Health Insurance

- **Would accepting this position affect the health insurance benefits I currently have through the county?** Yes. Your current health insurance would not carry over to your state position; you would need to re-enroll. Because there are too many variables, questions would have to be addressed on a case-by-case basis once you become a NYS DOH employee.

- **Would there be a waiting period before I could enroll in health insurance benefits through New York State?** Yes, there would be a waiting period. The waiting period will depend on which negotiating unit (Union) your position is designated.
- **Upon retirement would I have access to health insurance benefits?** This question would also need to be addressed on a case-by-case basis once you become a NYS DOH employee.

For more information, you may contact the DOH Employees Benefits unit at: (518) 486-1812

Accruals: Vacation, Sick and Personal

- **If I accept this position, will I be able to carry over the sick, vacation, and personal time I have accrued with the county?** No, your county accruals will not transfer over.
- **What is the state time accrual policy for sick, vacation and personal time?** Sick and vacation accruals are earned bi-weekly. Personal time is received on an annual basis.
- **Will the state honor any upcoming time off already planned? How would it be handled?** Yes, the DOH would honor any already approved time off. You would need to discuss with your supervisor and/or Administration staff regarding the process.

For more information, you may contact the DOH Time Records Unit at: (518) 473-5287

Pay Schedule: including Deficit Reduction Plan (DRP)

- **How long after starting my new job will I receive my first paycheck?** You should receive your paycheck in 4 weeks of your start date. (NYS is on a bi-weekly pay schedule with a 2 week lag) As a new employee, you will also be subject to a 5 day withholding which means one day of pay will be deducted from each paycheck for 5 pay periods. Example: if your start date falls within pay period # 10 dates: 8/2-2012-8/15/2012, you should receive your first pay check on 8/29/2012 if transactions are done timely. If someone is hired late in the pay period, we may not be able to get them on the payroll prior to the close of receipt of transactions. If that is the case, it would be another 2 weeks, but the pay would include the retroactive payments.
- **What is the State's Deficit Reduction Plan and how will it affect me in my new position?** The State's Deficit Reduction Plan a type of 'furlough' to help with the State fiscal crisis for the 2011-2012 and 2012-2013 state fiscal years (SFYs). A percentage of your paycheck will be deducted over the remaining pay period of the current state fiscal year (as of 8/2/2012 – there are 16 remaining pay periods for the current SFY). You would receive accruals/time off to compensate for the amount of money deducted. The State's DRP ends March 31, 2013 cob. The full cash value of each affected employee's actual DRP reductions will be repaid in equal bi-weekly

installments over 39 consecutive payroll periods beginning with the paycheck that includes April 1, 2015.

For more information, you may contact the DOH Payroll Unit at: (518) 474-6878

Seniority/Classified Service

- **Will I have to serve probation in my new title?** No, for this state initiative, Legislation specifies that a current county employee 'transferring' to the NYS DOH will not have to serve a probationary period.
- **Will I be able to maintain a hold in my current position if I move to the State?** You will need to contact your county human resource/personnel office for information.
- **Does my county position count as permanent state service?** No.
- **Is this position considered a permanent state job?** Yes, this is a permanent state position.

For more information, you may contact the Bureau of Personnel Management at: (518) 486-1812

Exam Eligibility

- **If I am currently on a list through the county for a promotion, will it carry over with me to the state level?** No. You will need to contact your county human resource/personnel office to obtain information regarding your status on the county list.
- **Once appointed, will I be eligible to take promotional exams with the state?** Yes. You would have to meet the minimum qualifications stated on the exam announcement. Typically, you must be a qualified employee of the NYS DOH and have had three months of permanent competitive or 55b/55c service in the qualifying title (example: MAS1 to take MAS2 exam) to take the exam. To be appointed, you must have served in the qualifying title (example: MAS1) for one year to be qualified for appointment from the eligible list.

For more information, you may contact the Civil Service Eligible List information Line at: (518) 457-4295.

Parking

- **What parking options are available to new employees?** The options available are: public transportation, street, meter parking or applying to one of the available Office of General Services (OGS) parking lots, garages or shuttle lots. The OGS options are fee based through bi-weekly payroll deduction.

For more information, you may contact Ken Powis, DOH Parking Coordinator, by phone @ (518) 486-1812 or by email: parking@health.ny.gov