Policy Description

Section: Benefits
Subject: Retirement Plans
Policy: Compliance
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Policy
All Association employees are eligible to enroll in New York State Employee’s Retirement System (NYSERS).

Mandatory Participation
Regular Full-Time Employees of the Association must become members of the Retirement System upon hire.

Optional Participation
Under any of the following four scenarios membership is optional at hire or any time thereafter:

- The employee is appointed to a temporary or provisional position;
- The employee works less than 30 hours per week, or less than the standard number of hours for full-time employment as established by the employer for the position;
- The position is supposed to last for less than one year, or the position is less than 12 months per year basis; or
- The employee’s annual wage is less than New York State’s minimum wage, multiplied by 2,000 hours.

Waiver of Enrollment
An employee who is not mandated to enroll in the retirement system, and who chooses not to join, must complete a waiver of enrollment form.

Enrollment
All employees who are required to participate or choose to enroll should complete the required paperwork within 30 days of hire for mandatory participation, and at any time for optional participation. Information on enrollment can be obtained from either the Association Human Resources Representative or from HR Services and Transitions Center (HRSTC) at 607/255-3936 or hrservices@cornell.edu

State University of New York Optional Retirement Program (ORP)
Exempt Association Employees who had prior membership in ORP may choose to enroll in ORP rather than NYSERS within 30 days of hire. Information on eligibility and enrollment can be obtained from either the Association Human Resources Representative or from HR Services and Transitions Center (HRSTC), Division of Human Resources, 395 Pine Tree Road, East Hill Office Building, Suite 110, Ithaca, New York 14850, (607) 255-3936 or e-mail: hrservices@cornell.edu