Welcome to Brooklyn College
Open Enrollment Review
What is Open Enrollment?

• A period during the year when employees can change benefit elections, add/or remove dependents for health, dental and enroll in the flexible spending accounts program (FSA) without a Qualifying Life Event.

• Open Enrollment begins on Wednesday, November 1, 2023 and ends on Thursday, November 30, 2023.
Changes During the Open Enrollment

• Health Insurance Plans

• Dental Plan (PSC CUNY only)

• Enroll in the Flexible Spending Programs (FSA) which consists of the Dependent Care Program (DeCAP), Health Care Flexible Spending Accounts (FSA) and the Buy-Out Waiver Program

• Enroll in Phased Retirement

• Participate in the Catastrophic Sick Leave
Open Enrollment Changes

• Any changes made during the Open Enrollment Period will be effective starting the first full pay period of January 2024 (January 25, 2024)

• Changes must be submitted to the Office of Human Resource Services by November 30th
Health Plans Offered

There are 11 plans offered:

• Aetna EPO
• CIGNA
• DC 37 Med Team (applicable only to DC37)
• Empire EPO
• Empire Blue Access Gated EPO
• GHI-CBP/EBCBS
• GHI HMO
• HIP HMO Gold Preferred Plan Standard
• HIP POS
• Metroplus Gold Standard
• Vytra
PSC CUNY Dental Program

PSC CUNY Welfare Fund Program offers two dental plans and you can only enroll in one plan at a time. The plans are Delta Care USA and Guardian Dental Guard Preferred

*If you wish to make changes to your dental plan you can only do so during the Open Enrollment Period

- DeltaCare USA is a health maintenance organization where you must use dentists within the network

- Guardian Dental Guard Preferred is a Preferred Provider Organization (PPO) where you may use any licensed dentist to provide services
Flexible Spending Accounts (FSA) Programs

Allows employees to deposit a portion of their pre-tax income for certain health and dependent care expenses

- Health Care Flexible Spending Account (HCFSA)
- Dependent Care Assistance Program (DeCap)
- Medical Spending Conversion (MSC) – Health Benefits Buy-Out Waiver Program - allows you to waive your city health insurance
  - $500 individual; $1000 family

https://www.nyc.gov/site/olr/fsa/fsahome.page
How Do I Make Changes During The Open Enrollment Period?

Changing Health Plan?
Complete Health Benefits Program/Application Change Form

Changing Dental Plan?
Complete the PSC CUNY Change of Status Form

Enrolling or Changing your FSA?
Complete the FSA Enrollment Form for the HCFSA and DeCAP changes (Applicable for Change also)

Enrolling in the Buy-Out Waiver Program?
Complete the Health Benefits Program/Application Change Form and the MSC Health Benefits Buy-Out Waiver Program Enrollment Change Form if enrolling the Buy-Out Waiver Program or withdrawing
Qualifying Life Events

• A change in family status such as marriage, divorce, annulment, or legal separation
• The death of a participant, spouse/domestic partner or dependent
• The birth or adoption of a child who will be the participant's dependent
• The participant becomes divorced and is required under court order to provide health insurance coverage for eligible dependent children
• The start or termination of employment (benefits) of participant or participant's spouse for any reason including retirement
How Do I Submit My Open Enrollment Paper Work

You can submit your documents in three ways

1. Hand Deliver the forms to Room 1219 Boylan Hall
2. Email to Benefits@Brooklyn.cuny.edu password protected
3. Upload documents via self service in CUNYfirst:

Instructions: https://www.cuny.edu/about/administration/offices/hr/programs/secure-document-upload-employee-guide/
Questions?
Phased Retirement

• Enables long-standing faculty and staff to continue to work for the University on a part-time basis while they transition into retirement

• Phasing is irrevocable and employee must retire at the end of the phasing period

• Phasing provides the department with advance notice to facilitate end of service planning
Phased Retirement Eligibility

- For TIAA pension members only, which includes:
  - Tenured faculty - including Librarians and Counselors
  - Tenured College Laboratory Technician (CLT)
  - Lecturers who hold a Certificate of Continuous Employment (CCE)
  - Higher Education Officer series (HEO) who hold a Certificate of Continual Administrative Service (title 13.3b)

- Must be at least 65 years of age and have completed 15 or more continuous full-time years of service
Phased Retirement
Tenured Faculty, Librarians, Counselors and Lecturers with CCE

• Work commitment will be 50% of contractual full-time workload

• Salary will be 50% of full-time salary

• Phase duration can be for 1, 2 or 3 years
Phased Retirement
HEO Title Series (13.3b status) and Tenured CLT

- Work commitment will be 80% of contractual full-time workload
- Salary will be 80% of full-time salary
- Phase duration can be for 6 months or 1 year
Phasing Application Deadline

• Faculty & Staff
  • Must apply by November 15\textsuperscript{th}, to begin phasing for the 2024-2025 academic year
Catastrophic Sick Leave (CSLB)

A pool of voluntarily donated sick leave time for full-time employees on an annual salary who may need access to additional time.

• Eligible recipients may receive up to ninety (90) days of paid leave per program year

• One (1) program year = September 1-August 31

• May be approved in increments not to exceed one (1) month

• Administered by the University’s Office of Human Resources Management
Catastrophic Sick Leave (CSLB) Eligibility To Donate

• An employee must be in a full-time title

• Donation must be made in increments of one (1) day
  • minimum donation of one (1) day per program year

• Employees with fewer than five (5) years of full-time continuous CUNY service may donate only annual leave

• Employees with five (5) or more years of full-time continuous CUNY service may donate annual leave (without limitation) and/or sick leave up to ten (10) sick days per program year.
Catastrophic Sick Leave (CSLB) Eligibility to Receive

• Must be a full-time employee on an annual salary and have two (2) years of continuous full-time service with the University

• Employees must donate at least one (1) sick or annual day for the program year in which the leave is needed

• All time and leave balances must be exhausted to apply to CSLB
Catastrophic Sick Leave (CSLB) Eligibility to Receive (Cont.)

• An employee’s illness or injury must not be job-related

• Leave must require an absence of at least thirty (30) continuous working days

• Must have medical documentation acceptable to the Office of Human Resource Management
How Do I Submit My Catastrophic and Phased Retirement forms

• You can submit your documents in three ways

1. Send completed form to Email BCTime@brooklyn.cuny.edu
2. Hand deliver the forms to 1219 Boylan Hall
3. Fax the Office of Human Resource Services at 718-951-4859
Additional Resources

- **Health Insurance**: [www.nyc.gov/olr](http://www.nyc.gov/olr) click on health benefits tab

- **Welfare Fund**: [www.psccunywf.org](http://www.psccunywf.org)

- **Flexible Spending Accounts**: [www.nyc.gov/fsa](http://www.nyc.gov/fsa)

- All Forms can be found at [www.Brooklyn.cuny.edu/hr](http://www.Brooklyn.cuny.edu/hr) under the “Benefits Forms”
Contact Us

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THANK YOU FOR YOUR TIME!