Benefits
Employee Benefits

Your Benefits Include:

- NYC Health Benefits Program
- Flexible Spending Accounts Programs (FSA)
- Retirement Plan
- Union Benefits
- Voluntary Savings Plan
- Voluntary Benefits
Health Insurance

- Health Insurance benefits are provided through the NYC Office of Labor Relations Health Benefits Program ([www.nyc.gov/hpb](http://www.nyc.gov/hpb))

- To qualify for the health insurance under the NYC Health Benefits Program you must:
  - Work in a regular full time position 35 - 40 hours per week
  - Work in a regular part time position at least 20 hours per week
  - Your appointment is expected to last for more than six months

- For employees appointed from a civil service list, coverage begins on your appointment date, provided your health benefits enrollment form has been received by Human Resources

- For provisional titles, temporary titles, coverage begins on the 91st day of continuous employment, provided your health benefits enrollment form has been submitted to Human Resources within that period.
Dependent Eligibility
Required Documentation

**Spouse**
- Married one year or less - Government issued marriage certificate
- Married more than one year - Government issued marriage certificate and one of the following:
  - Federal tax return filed within the last two years listing spouse as joint or individual
  - Proof of ownership (bank account, auto, home, etc.) issued within the last six months
  - Proof of cohabitation (two separate documents - one in your name and one in your spouse’s name - at the same address)

**Domestic Partner**
- Partnership of one year or less - Domestic Partnership Certificate of Registration
- Partnership of one year or more - DP Certificate and one of the following:
  - Proof of ownership (bank account, auto, home, etc.) issued within the last six months
  - Proof of cohabitation (two separate documents - one in your name and one in your spouse’s name - at the same address)

**Child**
- Government issued birth certificate
<table>
<thead>
<tr>
<th>TYPES OF COVERAGE</th>
<th>PROVIDERS</th>
<th>DESCRIPTION</th>
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</table>
| Health Maintenance Organization (HMO)                 | HIP HMO, Empire HMO Vytra, GHI HMO, CIGNA, MetroPlus Gold | • Primary Care Physician (PCP)  
• Need referrals  
• Little or no out of pocket expense  
• Biweekly Payroll deductions |
| Exclusive Provider Organization (EPO) – must use providers in the EPO network | Empire EPO, Aetna EPO          | • Must use doctors in the network only  
• No referrals needed to see a specialist  
• Higher bi-weekly payroll deductions |
| Point of Service (POS)  
Offers the freedom to use either a Network provider for medical and hospital care | HIP Prime POS                  | • In/out of network flexibility  
• Deductibles  
• Higher bi-weekly payroll deductions |
| Preferred Provider Organization (PPO)/Indemnity Plan  
Offers the freedom to use either a network provider or an out of network provider for medical or hospital care | GHI-CBP/EBCBS DC 37 Medteam (*applicable to DC37 titles) | • In/out of network flexibility  
• Freedom to choose  
• Deductibles for out of network  
• Biweekly payroll deductions |
Open Enrollment / Transfer Period

- The Open Enrollment/Transfer Period is a specific time of the year when employees can change benefits elections, add/or remove dependents for health, dental, and flexible spending accounts programs (FSA) without a Qualifying Life Event.

- The NYC Health Benefits Program determines the exact dates; this year it will take place during November.

- Any changes made during this time frame will be effective the first full pay period January 2024.
Flexible Spending Accounts (FSA) Program

- A way to pay for eligible medical expenses and/or childcare expenses with before-tax dollars.
- Automatic payroll deductions.
- Submit a claim and reimbursement is directly deposited into your bank account.
- Must re-enroll on an annual basis during open enrollment period.
- Any amount not used by the end of the grace period will be forfeited. Must budget accordingly.
- Annual contributions:
  - Eligible medical expenses - Minimum annual contribution is $260, maximum is $2,750
  - Childcare expenses - Minimum annual contribution is $500, maximum is $5,000
- For more information: https://www1.nyc.gov/site/olr/fsa/fsahome.page
Retirement Benefits

- New York City Employees Retirement System (NYCERS)
- Probable Permanent or Permanent titles are required to join
- Provisional and Temporary employees are not required to join, enrollment is voluntary
It is not too late to enroll in the pension plan with NYCERS!

- If you are not a current member, you can complete an application online to join now.
  - [https://www.nycers.org/join](https://www.nycers.org/join)
- You can buy-back eligible service time from NYCERS.
- Create an online account with NYCERS:
  - Select Calculate
  - Click on My Buy-Back Cost
NYCERS Tier 4 vs. Tier 6

NYCERS Tier 4

- Basic Plan (62/5) get full retirement benefit age 62, or early retirement at age 55 with a reduced benefit.
- Age 57 Retirement Plan (57/5) get full retirement benefits at age 57.
- 25 Early Retirement Plan (55/25) get full retirement benefits at age 55.

NYCERS Tier 6

- Basic Plan is 63/5 get full retirement benefits at age 63, or as early as age 55 with a reduced benefit.
Union Benefits

Some benefits include:

- Dental
- Optical
- Prescription
- Hearing Aid Benefits
- Short Term Disability

Please contact your union with any questions you may have and if you choose to join and elect coverage.
Voluntary Savings Plans

Allows you to supplement your retirement savings by enrolling in the CUNY sponsored tax deferred programs. This is voluntary.

► The tax-deferred annuity allows employees to set aside pre-tax dollars subject to IRS limits

► As a result, employees may voluntarily reduce their taxable income

► The limits are $22,500 under age 50; $30,000 over age 50

Tax-deferred annuity options:

- TIAA  [www.tiaa.org/cuny](http://www.tiaa.org/cuny)
- New York State Deferred Compensation Plan (NYSDCP)  [www.nysdcp.com](http://www.nysdcp.com)
Voluntary Benefits

- Commuter Benefits which is Administered by EdenRed, which works with any transit system, MTA, Long Island Rail Road, Metro North, NJ Transit and the PATH train. Maximum monthly amount is $300 pre-tax; any higher amount will be on a post-tax basis. The enrollment form must be returned to HR. https://www.cuny.edu/about/administration/offices/hr/benefits/transit-benefit-senior-colleges-central-office-edenred/

- New York College Savings Program helps you save for college for a child, grandchildren, please go to www.nysaves.org

- Personal Service Unit for DC 37 titles only. www.dc37.net

- Voluntary Insurance Program for DC 37 titles only. Call 1.800.347.6071
CUNY WORK/LIFE PROGRAMS

- Voluntary, free and confidential
- Available to employees and their families
- Services include:
  - Traditional counseling for stress
  - Family issues or substance abuse
  - Access to legal and financial assistance
  - Referrals for child care and elder care
- 800-833-8707
- www.myccaonline.com

Company Code: CUNY
EMPLOYEE DISCOUNTS AND PROGRAMS

- Phone Service Providers
- Health & Fitness memberships
- Financial benefits
- Computers
- Office Supplies
- Clothing
- Movie Tickets, Broadway / Off Broadway, Sports events

For more information go to CUNY eMall Discounts
Additional Resources

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

- Welfare Fund: [www.dc37.net](http://www.dc37.net)

- [Transit Benefit](https://www.cuny.edu/transit-benefit-edenred)

- CUNY Benefit & Wellness: [https://www.cuny.edu/benefits](https://www.cuny.edu/benefits)

- BC Human Resources: [https://www.brooklyn.edu/hr](https://www.brooklyn.edu/hr)

- NYCERS: [www.nycers.org](http://www.nycers.org)
Questions??
Time and Leave
Categories of Time

- Annual Days
- Unscheduled Holidays
- Sick Days
- Bereavement Days
- Jury Duty
Time Calculations

*Please be aware that these accruals do not include Trade titles, for Trade title accruals please refer to your specific Trade contract

- **Sick time** is accrued at 1.000 day per month*
  - 1.000 x 12 months = 12 days per year
  - Remains at 12 days per year

- **Annual time** begins accruing at 1.250 days per month*
  - 1.250 x 12 months = 15 days per year (1st year)
  - At the beginning of 5th anniversary = 1.667 days per month (20 days per year)
  - At the beginning of 8th anniversary = 2.084 days per month (25 days per year)
  - At the beginning of 15th anniversary = 2.250 days per month (27 days per year)
Maximum Accruals

*Please be aware that these accruals do not include Trade titles, for Trade title accruals please refer to your specific Trade contract

- **Accrual Caps**
  - **Sick Days** = NO CAP
    - (except Classified Managerial titles CAP 160)
  - **Annual Days** = 2 years accrual
## Lateness Penalties

<table>
<thead>
<tr>
<th>For Lateness of</th>
<th>The Penalty is</th>
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<tr>
<td>7-10 Minutes</td>
<td>15 minutes</td>
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<tr>
<td>11-20 minutes</td>
<td>30 minutes</td>
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<tr>
<td>21-35 minutes</td>
<td>45 minutes</td>
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<tr>
<td>36-50 minutes</td>
<td>1 hour</td>
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<td>51-1 hour 6 minutes</td>
<td>1 hr 15 mins</td>
</tr>
<tr>
<td>Thereafter</td>
<td>Like multiples added to 1 hr 15 mins</td>
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</tbody>
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Unscheduled Holidays

- Every September 1st employees receive unscheduled holidays
- Unscheduled holidays should be used in 3 month increments
- All should be used by August 31st of every year otherwise they are lost
- Unscheduled Holidays need to be requested in advance, in the same way annual leave is requested

*Must be taken in increments of one (1) whole day, cannot take hours, this means:
  - 35-hour employee one (1) day = 7 hours of U/H
  - 40-hour employee one (1) day = 8 hours of U/H
Bereavement Days

- Full-time Employees receive up to four (4) days of bereavement leave for the death of an immediate family member.
- Immediate family defined as:
  - Spouse
  - Natural, Foster or Step Parent
  - Father-in-law
  - Mother-in-law
  - Sibling
  - Child
  - Grandchild
  - Any relative residing in the same household
  - Domestic partner and his/her
    - child
    - parent

Proof of bereavement must be provided to HRS.
Requesting Annual Leave

- Must be requested well in advance (about fifteen (15) days before or follow your department’s process)

- Supervisor has the right to deny request or ask the employee to change the dates of request depending on the needs of the department

- Any request for leave requires an Annual Leave form to be completed in advance, signed by the supervisor and sent to HRS

- HRS has the right to deny requests if employee does not have any annual time to cover the request
Sick Days

- To be used when you are sick

- You do not have to disclose the nature of your illness to your supervisor

- **Be Courteous!** If you have pre-scheduled medical appointments tell your Supervisor beforehand and please remember to bring a doctor’s note
Sick Days (Cont.)

- If you are out sick, you are required to contact your supervisor each day.

- If you do not contact your supervisor, your absence will be considered an unauthorized leave and you will be docked for the day.

- Remember! Please send all doctor’s notes to the dedicated Blue Collar email: BCBlueCollarTime@brooklyn.cuny.edu
Medical Documentation

- After three (3) consecutive days being absent on the fourth (4th) day employee is required to provide medical documentation.

- More than five (5) days of sick absence requires that employee contact HRS (Bettina or Alisha) to discuss leave options.

- Medical documentation should be given to HRS.

- If you are out more than five (5) days HRS must receive medical documentation indicating you can return to work without restrictions BEFORE you can return to work.
Sick Restriction

An employee is placed on Sick Restriction if:

undocumented sick leave is taken more than five (5) times in a six (6) month sick leave period or more than four (4) times on a day before or after a weekend or holiday, in a sick leave period

Sick Leave Periods are:

January 1st to June 30th
July 1st to December 31st
How do I Remove Myself from Sick Restriction?

The employee must submit medical documentation for every utilization of sick leave during the following sick leave period. Once a sick leave period is completed in which undocumented sick leave is not taken more than two (2) times the employee will be removed.

Example: Employee is placed on Sick Restriction due to 5 or more undocumented absences in the period of July-December, they must submit medical documentation for sick days taken from January to June.
Jury Duty

Employees who serve as jurors receive their regular salary provided they furnish HRS with a copy of the summons to serve and proof of completion/certificate of service.
Types of Leave

- Family Medical Leave (FMLA) (Disability Leave)
- Authorized Medical Leave
- Child Care Leave
- Paid Family Leave (PFL)
- Military Leave
- Dedicated Sick Leave Program
- Catastrophic Sick Leave Program
Family Medical Leave Act (FMLA)

- FMLA entitles eligible employees up to 12 weeks of job protected leave in a 12-month period (for CUNY: 9/1- 8/31) for:
  - the birth of a child and to care for the newborn child within one year of birth
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement
  - to care for the employee’s spouse, child, or parent who has a serious health condition
  - a serious health condition that makes the employee unable to perform the essential functions of his or her job
  - to care for a family member who is a current service member or veteran with a serious injury or illness incurred in the line of duty on active duty (or exacerbated by it) - up to 26 weeks of leave during a single 12-month period;
  - for “qualifying exigencies” arising out of the fact that a family member in the military has been on or called to active duty (qualifying exigency leave)
Family Medical Leave Act (FMLA) (Cont.)

**Eligibility**

- Employee has worked 1,250 hours during the 12 months prior to the start of leave (this means hours actually worked; does not include paid and unpaid leave, including FMLA leave)

**Paid/Unpaid**

- The FMLA permits, and CUNY requires an employee to use applicable accrued paid annual, sick, temporary disability or other paid leave (such as paid parental leave), before taking unpaid FMLA leave.
  - Paid FMLA leave counts as service, so an employee on paid FMLA does not break service for purposes of reappointments, tenure clock etc. which require years of continuous service.
  - Unpaid FMLA leaves serve as a bridge between prior and subsequent service.
Family Medical Leave Act (FMLA) (Cont.)

Types of FMLA

- Continuous
  - taking up to 12 weeks in a block of time for a qualifying reason

- Intermittent
  - taking leave in separate blocks of time (up to 12 weeks) for a single qualifying reason – does not apply to leaves for childcare (newborn or adoption). Leaves can be taken in intervals like other leaves, at CUNY generally ¼ hour increments

- Reduced Schedule
  - reducing the employee’s usual weekly or daily work schedule (i.e. part-time)

Serious Health Condition Defined

- An illness, injury, impairment or physical or mental condition that involves
  - inpatient care
  - continuing treatment by a health care provider
  - Health condition related to pregnancy and prenatal care
  - Chronic serious health condition
  - Permanent or long-term conditions
  - Conditions requiring multiple treatments
  - Substance abuse

- Not covered: “Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc. are examples of conditions that do not meet the definition of a serious health condition”
Authorized Medical Leave

- Employees are placed on Authorized Medical Leave in two situations:
  1. They are not eligible for FMLA and need to go out for a qualifying instance
  2. They have exhausted FMLA and need to continue to be absent
Paid Family Leave (PFL)

Benefits

- Job protection
- Paid time off to care for the following:
  - Bond with a newly born, adopted or fostered child
  - Care for a family member with a serious health condition
  - Assist loved ones when a family member is deployed in a foreign country on active military service

Important Details

- PFL benefits are not paid by CUNY, but by Standard
- Application and approval is through Standard
- Must apply and no less than 30 days prior to the expected leave of absence
- Employee may take up to 12 paid weeks of leave
- Employee will receive 67% of employee's average weekly salary
- Employee health benefits will continue for up to 12 weeks during this leave
- Service Credit is not earned while on PFL
- Pension Contributions are not made while on PFL
- PFL will push back Longevity eligibility date
Dedicated Sick Leave Program (DSL)

- Eligible recipients may receive up to 120 days or six months of paid sick leave.
- Each day of leave donated will be debited from the donor's leave balance as one full day; however, each day of sick leave donated will be credited to the recipient as one-half a day. Each day of annual leave donated will be credited to the recipient as one full day.
  - Max of S/L allowed to be donated is ten (10) days per donor.
  - No Max on A/L allowed to be donated.

Eligibility

- Full-time employee on an annual salary with at least two years of continuous full-time service with the university (with some exceptions to skill trade titles).
- An employee's illness or injury not job-related and at least 30 continuous working days.
- All leave balances and sick leave advancements must be exhausted.
- Illness or injury must require an absence of at least (30) working days.
- All time and leave balances must be exhausted.
Catastrophic Sick Leave Program (CSLB)

- A pool of sick leave and annual leave voluntarily donated by individuals who are full-time employees for potential use as sick leave by eligible full-time employees who choose to donate.
- Eligible employees may receive up to (90) days in one program year
- Enrollment period is once a year and usually begins on October 1st. Eligibility
  - Full-time employee on an annual salary with at least two years of continuous full-time service with the university
  - An employee's illness or injury not job-related and at least 30 continuous working days
  - All sick leave must be exhausted
  - Illness or injury must require an absence of at least (30) working days
Child Care Leave

- This leave is granted without pay to any employee for the care and/or support of child (either through natural child birth or by adoption of an infant child up to four years of age)

- Birthing employees must exhaust annual leave balances before child care leave can be granted
Military Leave

To provide employees who are called from the reserves to active military service with the ability to maintain employment and receive certain benefits.
Contact Us

For further information on Benefits or Leaves of Absences please contact:

**Benefits / Time and Leave Group:**
Reeve Jones - HR Generalist
Bettina Smith - HR Coordinator
Alisha McDowell - HR Generalist
Donna Corbin - Benefits Specialist
Jean Garthaffner - HR Manager

1219 Boylan Hall
718-951-5377
Questions??
Brooklyn College Human Resource Services
Fall 2023 Events & Course Offerings

**HRS Working For You:**
Meet the Staff and Learn about Our Services
Wednesday, October 4
11:30am-12:30pm
Register in advance:
https://brooklyn-cuny-edu.zoom.us/meeting/register/tZcpc--sqz8qGtQOTdo4C0J4cgcBsBpD8RUv

**Open Enrollment Workshop**
Thursday, October 12
12:30pm-1:30pm on Zoom
Register in advance:
https://brooklyn-cuny-edu.zoom.us/meeting/register/tZcpc--sqz8qGtQOTdo4C0J4cgcBsBpD8RUv

**Benefits, Time & Leave**

**Benefits & Wellness Fair**
Wednesday, September 27
11am to 2 pm in the West Quad, Room 240
Sign up for a Free Flu Shot
Sign up to receive a free flu shot at the Benefits & Wellness Fair.
Registration is required:
https://www.apschedule.com/nycflu23
(Username: nyc, Password: welcome123).
Please remember to bring your employee ID, and your consent form.

**Civil Service/Classified Titles Overview**
Wednesday, October 25
11am-12pm on Zoom
Register in advance:
https://brooklyn-cuny-edu.zoom.us/meeting/register/tZcpc--sqz8qGtQOTdo4C0J4cgcBsBpD8RUv

**Classified Benefits / Time & Leave Overview**

**In Person**
Thursday, September 28
10am - 11am or 4pm - 5pm at Woody Tanger Auditorium (Library – 1st floor)
Register in advance.
A BC WebCentral ID is required, click here.

**On Zoom**
Monday, October 2
10am-11am
Register in advance:
https://brooklyn-cuny-edu.zoom.us/meeting/register/tZdKw60lJ1l2FzZzjK8h3Hs-B177ItUoN

**PSC Members Benefits / Time & Leave Overview**
Monday, September 18
at 1pm on Zoom
Register in advance:
https://brooklyn-cuny-edu.zoom.us/meeting/register/tZdKw60lJ1l2FzZzjK8h3Hs-B177ItUoN

**CUNY Required Compliance Trainings**

**Combined Workplace Violence Prevention and ESPARC:**
Sexual Misconduct Training
All employees must complete ESPARC and WVP Training every academic year. They are offered as separate trainings in Blackboard.
We are offering a combined sessions with both via zoom.

**Dates/Times:**
Wednesday, September 13
10am-11am
Tuesday, September 26
1pm-2pm
Wednesday, October 11
10am-11am
Tuesday, October 24
1pm-2pm
Wednesday, November 8
10am-11am
Tuesday, November 28
1pm-2pm
Wednesday, December 6
10am-11am
Tuesday, December 19
1pm-2pm

Deadline to complete Trainings:
- Part-Time & Adjuncts December 20, 2023
- Full-time employees May 31, 2024
Register in advance.
A BC WebCentral ID is required, click here.

If you are attending a session outside of your lunch break, please ensure you have your supervisor’s approval to attend.
Non-Tax Levy and Research Foundation employees, email hrstraining@brooklyn.cuny.edu to register.
Brooklyn College Human Resource Services
Fall 2023 Event & Course Offerings

**Phased Retirement for TIAA**

Applications for the Phased Retirement Program will be accepted through November 15, 2023.

The complete program can be viewed through the following link:
https://www.cuny.edu/about/administration/offices/hr/benefits/#pre-retirement_post-retirement_info

Completed applications should be sent to Human Resource Services Attention: Bettina Smith

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**Catastrophic Sick Leave Bank Program (CSLB)**

The Catastrophic Sick Leave Bank Program (CSLB) open enrollment period will run from November 1, 2023, through November 30, 2023.

For the full details of the CSLB program and for the enrollment forms, please visit the link below:
https://www.cuny.edu/about/administration/offices/hr/benefits/catastrophic-sick-leave-bank-program/

If you have any questions or to submit enrollment forms, please email: bctime@brooklyn.cuny.edu

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**Training for employees who are also BC Students**

**Career 101**

Learn about the ways the Magner Career Center can help you achieve your career goals, meet some of our staff and ask questions.

**Dates/Times:**
Saturday, September 16
10:30-11:30am
Tuesday, September 19
12:30pm-1:30pm
Wednesday, September 27
5pm-6pm

Questions? Contact the Magner Center

Register at: portal.brooklyn.edu via the Career Tab and Career Workshop Section OR email careernews@brooklyn.cuny.edu

Click here for flyer.

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**CUNY Required Compliance Trainings Cont’d**

**Gender Based Violence Prevention Training**

This training will only be available to HR professionals as well as managers and supervisors with at least one direct report on Blackboard.

If employees received an automated email notification regarding GBVT, they are required to complete it by Friday, May 31, 2024 if they are a full-time employee, or by the end of the current semester if they are a part-time employee.

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**Employee Assistance Program**

CUNY/Work Life Program presented by CCA

Free Work/Life and daily living services available through your Employee Assistance Program. Counselors are available to assist with multiple resources such as finding pet sitters, child and elder care facilities, tutors, home repair, veterinarians, moving services and more.

To access the program:
Call the Toll Free Helpline 1(855) 492-3633
Visit the website at www.myccaonline.com (Company Code: CUNY)

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If you have ideas for trainings or workshops you would like to see offered?
Email Suggestions to:
HRSTraining@brooklyn.cuny.edu

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Do you have ideas for trainings or workshops you would like to see offered?

If you are attending a session outside of your lunch break, please ensure you have your supervisor’s approval to attend.
Non-Tax Levy and Research Foundation employees, email hrstraining@brooklyn.cuny.edu to register.
Disclaimer

- The presentation is intended as general information only and does not carry the force of legal opinion

- HRS is providing this information as an employee resource. This information and related materials are presented to give employees a better understanding of the Time and Leave process and procedures

- We will make every effort to keep this information current and to correct errors brought to our attention