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SUMMARY OF BENEFITS AND EMPLOYMENT POLICIES COLLEGE ASSISTANTS AND TUTORS

Welcome to Hostos Community College

Many of the forms that will be referred to will be available on our website or in Human Resources Office, Room B-215

HEALTH PLAN COVERAGE

You are entitled to join one of 13 City Health Insurance plans if ***you are scheduled to work 20 or more hours per week and your appointment is expected to last more than six months***. If you are a new appointee, you must be employed for 90 days and work 20 hours per week during that time period to be eligible to join a City Health Plan. As long as the forms are completed and handed in within 90 days, the effective date will be the first payroll after 90 days and after they are submitted. Several plans provide basic benefits without any cost to you. Other plans charge for basic benefits and additional benefits are available through optional riders. Health benefits applications; rate sheets and Summary Program Description booklets are available in Human Resources. City paid health plan coverage continues only for the period that you meet the criteria mentioned above. If for any reason you no longer meet the eligibility requirements for City-paid coverage, you may elect to continue your health plan coverage through COBRA at full cost plus administrative fees, please notify Human Resources if you fall under this category and require a COBRA package.

HEALTH BENEFITS BUY OUT WAIVER PROGRAM

Enrollment Information Enrollment Application

If you opt not to join a health insurance program but meet health insurance eligibility requirements as described above, you may be eligible for this program. Under certain circumstances you may be entitled to a cash incentive payment when you waive health benefits. If you have City coverage through another agency the incentive does not apply. For single coverage the incentive is \$500 per year and \$1000 per year for family coverage, paid in two installments. Proof of health care coverage plus family status, if applicable, is required.

WELFARE FUND BENEFITS

Your union welfare fund may provide benefits such as prescription drug coverage, dental and optical coverage. DC 37 covered employees fill out the white enrollment card in your new hire package and send it directly in the envelope provided to DC 37. For questions regarding DC 37 benefits call (212) 815-1234. All others employees contact your welfare fund directly for eligibility information, phone numbers are provided in your new hire packet.

Dental Plan – Yearly maximum \$1500

- a) Non –participating provider- use any licensed dentist. Reimbursement based on fee schedule amount for covered services. Employee responsible for the difference between the Plan's fee schedule and the dentist charges. Employee fills out claim form.
- b) Participating Providers- list from DC 37. Participating dentist accepts the Plan's fee schedule
- c) obtain treatment at any of the two dental centers.

Vision Care Benefit – Once every two years

- Voucher – request a voucher – accepted by participating optometrists, opticians or DC37 Vision Center. Must use voucher within 90 days of issuance.
- Direct Reimbursement – obtain Optical Benefit Reimbursement form from Plan Office. The Plan will reimbursement employee for expenses as per schedule in benefit booklet. The

following services can only be filed for via direct reimbursement:

- 1) contact lenses
 - 2) cataract
 - 3) single vision lenses
 - 4) cataract bifocal lenses
 - 5) cataract contact lenses
- Supplemental Optical Benefit – available at the Vision Center only – once every 12 months for eye exam and change of lenses.

Prescription Drug Benefit – annual Limit \$50,000 per cardholder per year.

Plan will only be responsible for paying for covered prescription medications at the generic rate except in the following situations:

- a) no generic available
- b) brand name deemed medically necessary

Direct Reimbursement – If not using a participating pharmacy, have pharmacist complete a reimbursement form. The Plan will reimburse for an amount that is equal to the cost of the generic drug minus the \$5.00 co-pay.

Direct Mail Service Program – obtain up to a 3-month supply. For info and a drug mailer (212) 815-1531

Managed Care Program – members and dependents who together utilize more than \$1000 will be in this program described in benefit booklet.

Disability Income Benefit

66 2/3% of weekly pay – not more than \$200 per week. Maximum benefit 26 weeks. Must file for disability benefit within 15 days.

Catastrophic Medical Benefit

Supplement to GHI/CBP – annual catastrophic deductible is reduced to \$1000.

Second Surgical Consultation

Available regardless of what health insurance option selected. Free second opinion prior to elective surgery. Must be obtained through the DC 37 Health and Security second surgical consultation unit for NYC Healthline. For info (212) 815-1350.

Death Benefit

\$10,000 paid to beneficiary when employee dies

Extended Death Benefit - available to employees under 55 who leave employment due to total disability.

Expanded Death Benefit – available to employees 55 or older who leave employment due to total disability.

Accidental Death, Dismemberment and Loss of Sight Benefit –

Amount - \$10,000 - \$5,000 for each lost limb or eye In order to be covered, the death must occur within 90 days form date of accident and be a result of injuries sustained in that accident.

Podiatry Benefit – maximum of 6 visits per year

Available to members only at the plan's two podiatry centers. Includes;

- a) podiatry exam
- b) routine foot care
- c) orthopedic care
- d) general podiatric medical care

Audiology Benefits

Available to members only at audiology center – benefits include;

- a) audiological evaluation
- b) hearing aid evaluation and dispensing of hearing aid if necessary

Personal Services Unit

A confidential service which provides unit counselors to assist with short term counseling, information regarding private or public social service and referral to community agencies.

MELS – Municipal Employee Legal Services Benefit – advice, counseling and representation including court appearance when necessary.

Education Fund – New employees after working in a covered job title become eligible for this benefit on the first day of the month after completing 90 days of employment. For info (212) 815-1650

LONG TERM CARE PLAN

The City of New York offers a long-term care plan to all CUNY employees eligible for city health insurance. For information call 866-414-7076 or www.metlife.com/mybenefits

PRE-TAX BENEFITS

A number of city benefit programs are designed to save employees money by offering pre-tax savings through payroll deductions, as follows: If an employee meets eligibility requirements for health insurance, they are eligible for these programs.

FLEXIBLE SPENDING ACCOUNTS

The Health Care Flexible Spending Account Program (HCFA)

HCFA allows employees, through pre-tax payroll deductions, to set aside money to pay for eligible health care expenses that are not reimbursable under their health and welfare insurance coverage.

The Dependent Care Assistance Program (DeCAP)

The DeCAP program allows employees, through pre-tax payroll deductions, to set aside money to pay for qualified day care, child care or in-home care for a disabled spouse or parent enabling the employee and their spouse to work.

Re-enrollment each year is required during the fall open enrollment period.

More information on these benefits and the necessary forms for enrollment are available through Human Resources.

TransitBenefit Transportation Spending Account (TSA) Program

The transit benefit program allows employees to save on transportation expenses through pre-tax payroll deductions. For information and enrollment go to www.cuny.edu/transitbenefit.

PENSION PLAN

EMPLOYEES' RETIREMENT SYSTEM (ERS)

ERS is a defined benefit plan in that benefits are based on age, average salary and years of employment. The vesting period is 5 years and you contribute 4.85% of your salary. After 10 years of equivalent full-time service, you no longer have to contribute to the system. The City contributes a lump sum annually to the pension funds.

Additional information about ERS, and applications for membership, are available in the Human Resources Office.

TAX DEFERRED ANNUITIES (TDA)/ SUPPLEMENTAL RETIREMENT ANNUITIES (SRA)

College Assistants may participate in a tax deferred annuity program known as a 403(b) plan. This plan allows participants to defer a percentage of salary before taxes through a salary reduction agreement. MetLife offers a Tax Deferred Annuity Program.

If you work 17 1/2 hours or more a week for and have completed and sent in a DC 37 Health & Security enrollment card, you will be eligible to receive union welfare benefits. Local 2054 of District Council 37, the Union that represents College Assistants, offers a fringe benefits package and a tuition reimbursement program. Certain longtime College Assistants who retire may also be eligible to receive health and security benefits after leaving Hostos.

ANNUAL LEAVE (VACATION)

You are entitled to receive annual leave if you work 500 or more hours in a fiscal year (July 1 through June 30). You will be credited with one hour of annual leave for every 15 hours worked

during the first three years of employment and one hour for every 11 hours worked thereafter. Annual leave is earned as you accrue it, based upon the rates above, after you work at least 500 hours. Your supervisor's approval is required in advance of taking time off. Any unused annual leave is paid to you in a lump sum at the end of the fiscal year.

SICK LEAVE

You are entitled to receive sick leave if you work 500 or more hours in a fiscal year. You will be credited with one hour of sick leave for every 20 hours worked. **Sick leave may be used only for your own personal illness.** Human Resources will review an excessive pattern of use of sick leave. Unused sick leave may be carried over from year to year without limitation. A physician's certificate is required for illness extending for three or more consecutive working days and for each month in the case of prolonged illness. The College, however, reserves the right to request a physician's note for any absence due to illness.

AGENCY SHOP FEE

Under an act passed by the New York State Legislature and by agreement between City and Municipal employee unions, employees in the title of College Assistant who are represented in collective bargaining and who are not union members are subject to a deduction from their salary in an amount equal to the dues payable by a union member. This deduction is called an agency shop fee and it is listed on your paycheck as District Co 37 Loc 2054 A/S. College Assistants who regularly work less than 17 1/2 hours a week, however, may apply for a quarterly refund of the agency shop fee by submitting a completed worksheet with copies of pay stubs to the DC-37 Accounting Office at the above address. Worksheets are available in Human Resources.

JURY DUTY

Employees serving on juries in New York State in New York State Courts are eligible to be paid the current juror fee for the *first three* days if they are scheduled to work and earn more than the fee. If employees are not scheduled to work, they will not be paid. If payment is received from the government to the employee for the above this should be forwarded to Human Resources.

WORKERS' COMPENSATION

College Assistants are covered by Workers' Compensation. If you are injured in the performance of your College duties, you must report to Human Resources in order to complete required forms. The Workers' Compensation Division of the Law Department of the City of New York will notify you if your injury is covered. Additional Workers' Compensation information may be obtained from Human Resources.

NEW YORK STATE COLLEGE CHOICE TUITION SAVINGS PROGRAM

The New York State College Tuition Choice Program provides individuals with the opportunity to save for a child's college expenses while gaining tax advantages. Participants may deduct up to \$5000 of their contributions from their New York State taxable income. Contributions to the program may be made through payroll deductions or direct payment to the plan.

If you want more information about the program, call the College Savings Program at 1-800-NYSAVES. Human Resources have informational brochures.

US SAVINGS BONDS

Bonds are available for purchase through payroll deductions. The phone number is 1-800-426-9314. Human Resources and Payroll has handouts for the program in the reception area.

PAYCHECKS

Paychecks are distributed every two weeks on Thursdays from the Bursar's Office. You can make arrangements for direct deposit banking by picking up a form in Human Resources or the paycheck can be sent to your home address by signing a form in the Bursar's Office.

ID CARDS

All staff members are required to have current Hostos identification cards. An ID card authorization form will be given to you upon completion of your new hire paperwork in Human Resources.

CUNY WORK/LIFE PROGRAM

To help employees and their families balance their personal and professional responsibilities, the University is offering free, confidential assistance through the new CUNY Work/Life Program administered by Corporate Counseling Associates (CCA), Inc. This very important benefit is available to all University employees and their dependents. The CUNY Work/Life program provides a wide range of information and support. It offers traditional personal counseling for stress, family problems or substance abuse. Experienced and professional counselors are available at (800) 833-8707, 24 hours a day, 7 days a week.
<http://www.cuny.edu/worklife>

CUNY E-MALL

www.cuny.edu

This valuable resource lists various discounts offered to Hostos Community College employees such as wireless phone service, technology discounts, Broadway shows and retailer discounts. You will need to log in and go to the CUNY e-mall.

COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

Both citizens and non-citizens must submit documents to verify their identity and employability. All offers of employment are contingent on presentation of the proper documents. Whenever possible, verification should be completed prior to your start date. However, no later than your first day of employment, you must furnish the following to Human Resources Room B-215:

1. An I-9 form (available in the Human Resources Office) with Section 1 completed
2. Original document(s) proving your:
 - (a) identity
 - (b) eligibility to work in the United States

A complete list of the documents which may be used to fulfill the requirements of the Immigration Reform and Control Act is located on the reverse side of the I-9 form.

PLEASE NOTE: The preceding pages summarize selected contract provisions and policies. Complete information is contained in the official booklets and policies of the applicable insurance companies, in the Bylaws of the Board of Trustees of the City University of New York in the Union Contracts and in policy and procedures memoranda. These and other official sources take precedence over statements made above.

We hope the information is helpful. If you have any questions or wish additional information, please contact Human Resources.

**AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION/
AMERICAN DISABILITY ACT EMPLOYER**