

Benefits at a Glance

Full-Time Classified Managerial Staff

The University Benefits Office Office of Human Resources Management Summer 2009

The City University of New York (CUNY) offers benefits to its eligible active full-time Classified Managerial Staff¹ members and their eligible dependents. This summary is designed to introduce you to basic information regarding benefits provided by the New York City Health Benefits Program (NYCHBP) and the PSC-CUNY Welfare Fund, as well as other benefits offered by CUNY. For further details of benefits provided refer to the [Summary of Benefits for Full-Time Instructional Staff](#) located on the CUNY website at www.cuny.edu.

Our goal is to continue to offer a comprehensive benefits package that will meet both the present and future needs of our employees and their families. The University Benefits Office provides the Benefits at a Glance solely for information purposes and although every effort has been made to assure its accuracy, it is the interpretations and rules of the benefit providers and retirement systems that are binding. This summary does not create a contract, nor does it assure that particular benefits will be provided. If any discrepancies exist between the information presented herein and the information contained in the plan documents, the actual provisions of each benefit plan will govern. These benefits are subject to change at any time, with or without notice.

We hope that you find this summary both informative and helpful. However, should you have questions or require clarification on any of the programs, please do not hesitate to contact your Central Office/College Benefits Officer.

It is your responsibility to determine which plans are best for you and your family. Take time to review this summary and the [Summary of Benefits for Full-Time Instructional Staff](#) carefully. It is important for you to play an active role in understanding your benefits and how they work.

Please note, Classified Staff Managerial employees are in competitive class titles and not covered by a union represented bargaining unit. You must pass a civil service examination to gain permanency in the title. If there is no valid civil service list, you may be appointed on a provisional basis if a search is conducted to fill the position. Provisional status remains in effect until you pass the civil service exam and are appointed from the list. If you are appointed from a civil service list, you are required to satisfactorily serve one year in probable permanent status before attaining permanency.

For more information about your benefits, you may want to review:

The NYCHBP Summary Program Description at www.nyc.gov/html/olr
The PSC-CUNY Welfare Fund at <http://www.pscunywff.org>

¹ Classified Managerial Staff titles include: Administrative Superintendent of Campus Buildings and Grounds; Computer Operations Manager (CUNY); Computer Systems Manager (CUNY); Chief Administrative Superintendent of Campus Buildings and Grounds; University Chief Architect; University Chief Engineer; University Associate Chief Engineer; University Security Director; Deputy University Security Director; College Security Director; and Assistant College Security Director.

Basic Health Plans (Major Medical and Hospitalization)

Basic health benefits as provided by the New York City Health Benefits Program (NYCHBP), including PICA, Long Term Care (LTC) and Flexible Spending Accounts (FSA).

Basic Health Plan

Health Maintenance Organizations (HMO) Plans:

- *Aetna HMO*
- *CIGNA Healthcare*
- *GHI HMO*
- *Empire HMO*
- *Healthnet*
- *HIP Prime HMO*
- *Vytra Health Plans*

Participating Provider Organization (PPO) Plans:

- *GHI-CBP/EBCBS*

Exclusive Provider Organization EPO Health Plan:

- *Empire EPO*

Point of Service POS Health Plans:

- *Aetna QPOS*
- *HIP Prime POS*

PICA Program

Provided to employees and their eligible dependents who are enrolled in a health plan offered by the NYCHBP.

PICA covers medications in two specific drug categories:

- *Injectable*
- *Chemotherapy*

Eligibility: Must work at least 20 hours per week, and your appointment is expected to last for more than six months and you are paid from tax-levy funds. Coverage is also available to eligible dependents.

Enrollment: Must complete a Health Benefits Application (Form ERB) at your Central Office/College Human Resources Office within 31 days of the completion of 90 days of continuous employment (30 days for FSA). If you do not file the form within the 31 days, the start of your coverage will be delayed and you may be subject to a loss of benefits.

Effective Dates of Coverage: Coverage for employees hired on a Provisional or Temporary basis begins on the 1st day of the pay period following the completion of 90 days of continuous employment, unless you transferred from another City agency, in which case, coverage begins on your appointment date.

Payroll Deductions: If there is a payroll deduction for your plan's basic coverage or if you apply for an optional rider, your paycheck should reflect the premium deduction. The PSC-CUNY Welfare Fund pays premiums for the HIP Prime HMO Appliances and Private Duty Nursing rider on behalf of employees. You must report incorrect deductions to your Central Office/College Benefits Officer within 31 days.

Long Term Care (LTC) Program

Administered and insured by Metropolitan Life Insurance Company (MetLife). Available to all employees eligible for health insurance coverage under the NYCHBP. LTC insurance helps you pay for long term care services such as nursing home care and community-based care.

Flexible Spending Accounts (FSA) Program

- Health Care Flexible Spending Accounts Program (HCFA)
- Dependent Care Assistance Program (DeCAP)
- MSC Premium Conversion Program
- MCS Health Benefits Buy-Out Waiver Program

Contact Information

For further detailed information on benefits provided by the NYCHBP contact:

Office of Labor Relations-Employee Benefits Program

40 Rector Street – 3rd Floor

New York, NY 10006

212.306.7200

www.nyc.gov/html/olr

PICA Program

800.467.2006

PICA Express Scripts

800.233.7139

MetLife Long Term Care Program

800.438.6388

FSA Program

212.306.7760

PSC-CUNY Welfare Fund Benefits (Supplemental Benefits)

The PSC-CUNY Welfare Fund provides supplemental health insurance benefits listed below. Additionally, the fund provides benefits through negotiated agreements with New York State United Teachers (NYSUT) Trust.

Prescription Drug Plan (Medcohealth Plan)

- *Medcohealth Prescription Drug Card Plan*
- *Medcohealth Home Delivery Pharmacy Services*

Dental Plan

- *DeltaCare USA Program (HMO Network)*
- *Guardian Dental Guard Preferred (PPO Plan)*

Optical Plan (Available once every 24 months)

- *Direct Reimbursement Plan*
- *Davis Vision*
- *General Vision Services (GVS)*

Extended Medical Benefit

Administered by Administrative Services Only (ASO)
Available to employees enrolled in GHI-CBP/EBCBS

Group Total Disability Insurance (The Standard)

- *Basic Long Term Disability (LTD) – no cost*
- *Optional LTD*

Catastrophe Major Medical Insurance

- *Administered by Marsh Affinity Group*
- *Benefits covered: Convalescent Home Benefits, Home Health Benefits, and Private Duty Nursing Services*

Hearing Aid Benefits (Available once every 36 months)

- *Direct Reimbursement Plan*
- *Speech & Hearing Center of Brooklyn College*

Death Benefit

\$2,500 Death Benefit

Long Term Care Plans (LTC)

John Hancock Mutual Life (offered through PSC-CUNY)

Survivor Benefits

Available to surviving eligible spouse or domestic partner and/or dependent child(ren) of an active covered employee who dies in active service.

Plans Offered Through NYSUT

NYSUT Long Term Care Plans (LTC)

Term Life Insurance Plan

- *Administered by MetLife*
- *Free One-Year Term Life up to \$25,000*
- *Term Life Insurance up to \$1,000,000*
- *Senior Term Life Insurance*

Contact Information

For further detailed information on supplemental benefits offered by the Welfare Fund contact:

PSC-CUNY Welfare Fund

61 Broadway – 15th Floor

New York, NY 10006

212.354.5230

www.pscunywf.org

Medcohealth	866.386.3797
DeltaCare	800.422.4234
DeltaCare (NJ Residents)	800.722.3524
Guardian Dental	800.848.4567
Davis Vision	800.999.5431
General Vision	800.VISION
Speech & Hearing Center	718.951.5186
Direct Reimbursement Plan	212.354.5230
ASO	877.362.2869
The Standard Life Insurance	914.989.4400
Marsh Affinity Group	800.503.9230
John Hancock	800.543.7108
MetLife (Term Life)	888.386.9788
NYSUT	800.626.8101

Eligibility: Must work at least 20 hours per week, and your appointment is expected to last for more than six months, and you are paid from tax-levy funds, and you are eligible for coverage under the NYCHBP. Coverage is also available to eligible dependents.

Enrollment: New employees must complete a PSC-CUNY Welfare Fund Enrollment Form at your Central Office/College Human Resources Office within 31 days following the completion of 90 days of continuous employment. If you do not file the form within the 31 days, the start of your coverage will be delayed and you may be subject to a loss of benefits. If you are transferring from a Classified Staff or Instructional Staff title, you must complete a PSC-CUNY Welfare Fund Enrollment Form.

Effective Dates of Coverage: Coverage begins on the 1st day of the month following the completion of 90 days of continuous employment, provided your Central Office/College Benefits Officer has received your Form ERB within 31 days of that date. There is no waiting period if you are transferring from a Classified Staff or Instructional Staff title.

Payroll Deductions: If you elect to enroll in a contributory plan offered by PSC-CUNY Welfare Fund or NYSUT, the payroll deduction option is not available. You will be direct billed by the PSC-CUNY Welfare Fund if enrolled in a contributory plan. Additionally, the welfare fund pays premiums for the HIP Prime HMO Appliances and Private Duty Nursing rider.

Welfare Fund Changes: If you are moving from a Classified Staff title to a Classified Managerial title, your Welfare Fund will change from DC37 Health & Security Plan to PSC-CUNY Welfare Fund. If you are moving from an Instructional Staff title to a Classified Managerial title, you will continue to have coverage under the PSC-CUNY Welfare Fund.

New York State United Teachers (NYSUT) Trust: **1)** If you are moving from a Classified Staff title to a Classified Managerial title, you are **not eligible** to purchase voluntary benefits offered through NYSUT, unless you had prior membership affiliation with NYSUT and purchase an Associate Membership from PSC. However, you may elect to purchase Term Life Insurance, Optional LTD, John Hancock LTC, and Catastrophe Major Medical benefits offered by the PSC-CUNY Welfare Fund. You will be direct billed for these benefits. **2)** If you are moving from an Instructional Staff title to a Classified Managerial title, you may purchase voluntary benefits offered by NYSUT as long as you purchase an Associate Membership from PSC. You will be direct billed for these benefits. Additionally, you may elect Term Life Insurance, Optional LTD, John Hancock LTC and Catastrophe Major Medical benefits offered by the PSC-CUNY Welfare Fund and be direct billed for these benefits. **3)** If you are newly hired in the Classified Managerial title, you are **not eligible** to purchase NYSUT voluntary benefits unless you had a prior membership affiliation with NYSUT and purchased an Associate Membership from the PSC.

Retirement Systems

Retirement Programs: New York City Employees' Retirement System (NYCERS) or Optional Retirement Program (administered by Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF)).

Enrollment: **Provisional and Temporary employees** may elect to join TIAA-CREF or NYCERS at any time. However, election date for those electing TIAA-CREF will be the 1st day of the pay period following receipt of enrollment forms at Human Resources Office.

Permanent and Probable Permanent employees may elect to join: **1)** TIAA-CREF – must enroll within 31 days of your appointment date; or **2)** NYCERS – mandatory membership after completion of six months of service in a permanent position in the competitive or labor class. Permanent employees may voluntarily join NYCERS at any time during the first six months of covered employment.

Retirement Systems (Continued)

Current employees moving from: **1)** Classified title to a Classified Managerial title may elect to remain in NYCERS or join TIAA-CREF; **2)** Instructional Staff title to a Classified Managerial title may elect to remain in the retirement program they previously had (TIAA-CREF or TRS) or join NYCERS. If electing to retain TRS membership, you must file for Transferred Contributor status.

Contact Information: For further information contact your Central Office/College Benefits Officer.

NYCERS: 347.643.3000

TIAA-CREF: 800.842.2776

TRS: 888.869.2877

Additional Retirement Savings Programs

Tax Deferred Annuity Plans – 403 (b): TIAA-CREF, Lincoln Life & Annuity Co (represented by Halliday Financial Group), and TRS (only for members enrolled in the TRS Defined Benefit Plan).

Deferred Compensation Plan – 457 (b): New York State Deferred Compensation Plan (NYSDCP)

Contact Information: For further information contact your Central Office/College Benefits Officer.

TIAA-CREF: 800.842.2776

Halliday Financial: 800.786.1598

TRS: 888.869.2877

NYSDCP: 800.422.8463

Time and Leave

Newly-hired Classified Managerial employees receive 12 days of sick leave per year and 20 days of annual leave per year. These are allocated upon hire and are available immediately. They begin accruing additional days on a month-by-month basis starting with the 13th month of service.

For employees appointed to a Classified Managerial title after service in another title series (such as the HEO series), they retain their previous accrual rates if these are higher than what they would receive in the Classified Managerial title.

When an employee leaves another title to join the Classified Managerial Service, they transfer their leave balance to the new title.

Employees may accrue a maximum of 50 annual leave days and 160 sick leave days. Time accrued above the cap should be used by August 31st of each year. As of September 1, time above the cap is lost unless the supervisor submits authorization to carry the overage and the employee submits a plan to eliminate the overage by August 31 of the following year.

Additional Benefits

CUNY WorkLife Program: Administered by Corporate Counseling Associates (CCA). CCA provides counseling and consulting services in life event stress, emotional well-being, workplace challenges, legal and financial difficulties, alcohol and substance abuse, and dependent care concerns. This benefit is available to you and your family members. A 24-hour helpline is available.

TransitBenefit Program: Voluntary benefit funded by transportation deductions taken from your pay. You may choose from several plans – Occasional Rider, Monthly Unlimited Card, Weekly Trip, Bi-weekly Trip and Express Bus Rider. An annual post-tax administrative fee will be deducted from your pay on an annualized prorated basis.

New York's 529 College Savings Program: Flexible, convenient and low-cost way to save for qualified higher education expenses for child, grandchild, friend, yourself or other relative through payroll deduction.

Tuition Fee Waivers: Tuition fee may be waived for credit bearing undergraduate courses (no service requirement) and graduate courses (after the completion of one year of service) at any college of the City University of New York. Also applies for courses taken under the Online Baccalaureate Program.

Credit Unions: Education Affiliates Federal Credit Union (EAFCU) and Municipal Credit Union (MCU)

CUNY eMail: A virtual shopping plaza offering a variety of discounts and promotional programs. Need a CUNY Portal account.

Contact Information: For further information contact your Central Office/College Benefits Officer.

CCA: 800.833.8707

JP Morgan Chase: 866.399.1494

Upromise: 800.420.8580

EAFCU: 212.302.1954

MCU: 212.693.4900

Terminal Leave / Retirement Benefits

Terminal Leave: You may be eligible for Terminal Leave upon separation or retirement and is based on years of service. For further details contact your Central Office/College Human Resources Office.

Health and Welfare Benefit: You may be eligible for retiree health benefits under the NYCHBP and for Welfare Fund benefits under the PSC-CUNY Welfare Fund if you meet the age and years of service requirements.

Medicare Part B Premium Reimbursement: You may be eligible for Medicare Part B premium reimbursement if you meet all eligibility requirements.

For further information on benefits eligibility and enrollment contact your Central Office/College Benefits Officer.

FREQUENTLY ASKED QUESTIONS

Full-Time Classified Managerial

Title Change from Classified Staff to Classified Managerial

1. What titles are included under the Classified Managerial Series?

Classified Managerial Staff titles include: Administrative Superintendent of Campus Buildings and Grounds; Computer Operations Manager (CUNY); Computer Systems Manager (CUNY); Chief Administrative Superintendent of Campus Buildings and Grounds; University Chief Architect; University Chief Engineer; University Associate Chief Engineer; University Security Director; Deputy University Security Director; College Security Director; and Assistant College Security Director.

2. Will my health coverage provided by the New York City Health Benefits Program change if I move from a Classified Staff title to a Classified Managerial Title?

Yes, title changes that result in a change of union or welfare fund membership may require changes in Optional Rider coverage. Additionally, if you are participating in DC37 Med Team you will be required to enroll in another health plan.

3. Will my welfare fund coverage change if I move from a Classified Staff title to a Classified Managerial Title?

Yes, your welfare fund coverage will be provided by PSC-CUNY Welfare Fund. DC37 Health & Security Plan will no longer provide coverage to you.

4. If I move from a Classified Staff title to a Classified Managerial Title, am I eligible to participate in all non-contributory plans offered by PSC-CUNY Welfare Fund?

Yes, you are eligible to participate in all non-contributory plans offered by the PSC-CUNY. Non-contributory plans offered by the welfare fund are: prescription drug, dental, optical, hearing aid benefit, death benefit, extended medical benefits (for members in GHI-CBP Empire BCBS) and basic long term disability.

5. If I move from a Classified Staff title to a Classified Managerial Title, am I eligible to participate in all contributory plans offered by PSC-CUNY Welfare Fund?

Yes, you are eligible to participate in all contributory plans offered by the PSC-CUNY. However, payroll deductions may not be withheld to cover premiums for voluntary plans purchased. If you enroll in a voluntary plan, the PSC-CUNY will direct bill you. Contributory plans offered by the welfare fund are: term life insurance, optional long term disability, long term care (administered by John Hancock), and catastrophe major medical.

You will be billed for the PSC-CUNY Welfare Fund contributory benefits as follows:

- | | |
|---|---|
| • Catastrophic Medical Insurance | Direct Billing from <i>Marsh Affinity</i> carrier |
| • Long-Term Care Insurance | Direct Billing from <i>John Hancock Company</i> |
| • Enhanced Disability Rider (available after 1 year) | Direct Billing from <i>PSC-CUNY Welfare Fund</i> |
| • Life Insurance (after 1 year and/or increased amount) | Direct Billing from <i>NYSUT</i> |

6. If I move from a Classified Staff title to a Classified Managerial Title, am I eligible to participate in voluntary benefits offered by New York State United Teachers (NYSUT) Trust?

No, if you are moving from a Classified title, you are *not eligible* to purchase voluntary benefits offered through NYSUT, nor may you purchase an Associate Membership from the PSC. The only exception to this is for members who were formerly members of a union associated with NYSUT.

7. Will my pension system options change if I move from a Classified Staff title to a Classified Managerial Title?

If you are moving from a Classified Staff title, you may elect to remain in New York City Employees' Retirement System (NYCERS) or join the Optional Retirement Program currently administered by Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF).

8. Will my Tax Deferred Annuity (TDA) options change if I move from a Classified Staff title to a Classified Managerial Title?

Yes, as a Classified Managerial employee your TDA options will change. You will no longer be eligible to participate in the MetLife plan. Your new options are: TIAA-CREF, Lincoln Life & Annuity Co (represented by Halliday Financial Group), and TRS (only for members enrolled in the TRS Defined Benefit Plan).

9. Will I continue to be eligible to participate in the New York State Deferred Compensation Plan (NYSDCP) if I move from a Classified Staff title to a Classified Managerial Title?

Yes, as a Classified Managerial employee you will continue to be eligible for participation in the NYSDCP.

10. Will my payroll deductions be affected if I move from a Classified Staff title to a Classified Managerial Title?

Yes, certain payroll deductions will be affected. Title changes that result in a change of union or welfare fund membership may require a change in payroll deductions for any Optional Rider coverage. Additionally, deductions for health insurance may vary if you are switching from the DC37 Med Team plan. Furthermore, you will no longer be able to continue payroll deductions for voluntary plans offered by PSC-CUNY Welfare Fund or NYSUT (if applicable). Also, your TDA annual goal balance must be updated to reflect any contributions to a prior TDA plan to avoid going over the IRS limit.

11. As a Classified Managerial, may I participate in the TransitBenefit Program?

Yes, you are eligible to participate in the TransitBenefit Program.

12. Are my payroll deductions affected if my change in title to Classified Managerial requires a transfer to another College?¹

Yes, payroll deductions may be affected if you are transferring to another College.

a. TransitBenefit: Enrollment does not carry over when transferring to another College or another City or State Agency. If you transfer to another College or another City or State Agency, you must enroll again. You will receive a new TSA Card in the mail within two weeks following enrollment at the new agency of employment. You will have 30 days from your last date employed at your old agency to use funds remaining in your old TSA to purchase MetroCards. After 30 days, your old TSA Card will be deactivated. The Internal Revenue Code does not permit any pre-tax funds remaining in your TSA to be refunded.

b. Tax Deferred Annuity: Your TDA annual goal balance must be updated in order to reflect any contributions made to a prior TDA plan to avoid going over the IRS limit.

13. If my change in title to Classified Managerial requires a transfer to another College, will I need to complete additional forms or provide additional information?

Yes, the following is required to ensure a smooth transition from one College to another:

a. Health Insurance Benefits: You must complete a new Health Benefits Application (Form ERB) at the new college.

b. Welfare Fund Benefits: You must complete a PCS-CUNY Welfare Fund Enrollment Form at the new college.

c. Retirement Plans: You must provide your pension number/contract number and the original CUNY appointment date to the new college.

d. Tax Deferred Annuity: You must notify the new college of prior participation in a TDA plan, in order to have your annual goal balance updated to reflect any contributions made to a prior TDA plan to avoid going over the IRS limit.

e. TransitBenefit: Enrollment does not carry over when transferring to another College or another City or State Agency. If you transfer to another College or another City or State Agency, you must enroll again. You will receive a new TSA Card in the mail within two weeks following enrollment at the new agency of employment. You will have 30 days from your last date employed at your old agency to use funds remaining in your old TSA to purchase MetroCards. After 30 days, your old TSA Card will be deactivated. The Internal Revenue Code does not permit any pre-tax funds remaining in your TSA to be refunded.

14. Who may I contact if I have questions regarding benefits eligibility and enrollment information?

Questions regarding benefits eligibility and enrollment should be addressed with your Central Office/College Benefits Officer. Additionally, you may contact your Central Office/College Benefits Officer to obtain detailed information of benefits offered by the University.

¹ Payroll deductions are also affected if you transfer from one college to another. Contact your Central Office/College Benefits Officer for further information.

FREQUENTLY ASKED QUESTIONS

Full-Time Classified Managerial

Title Change from Instructional Staff to Classified Managerial

1. What titles are included under the Classified Managerial Series?

Classified Managerial Staff titles include: Administrative Superintendent of Campus Buildings and Grounds; Computer Operations Manager (CUNY); Computer Systems Manager (CUNY); Chief Administrative Superintendent of Campus Buildings and Grounds; University Chief Architect; University Chief Engineer; University Associate Chief Engineer; University Security Director; Deputy University Security Director; College Security Director; and Assistant College Security Director.

2. Will my health coverage provided by the New York City Health Benefits Program change if I move from an Instructional Staff title to a Classified Managerial Title?

Yes, title changes that result in a change of union or welfare fund membership may require changes in Optional Rider coverage. Additionally, if you are participating in DC37 Med Team you will be required to enroll in another health plan.

3. Will my welfare fund coverage change if I move from an Instructional Staff title to a Classified Managerial Title?

No, your welfare fund coverage will continue to be provided by PSC-CUNY Welfare Fund.

4. If I move from an Instructional Staff title to a Classified Managerial Title, am I eligible to participate in all non-contributory plans offered by PSC-CUNY Welfare Fund?

Yes, you are eligible to participate in all non-contributory plans offered by the PSC-CUNY. Non-contributory plans offered by the welfare fund are: prescription drug, dental, optical, hearing aid benefit, death benefit, extended medical benefits (for members in GHI-CBP Empire BCBS) and basic long term disability.

5. If I move from an Instructional Staff title to a Classified Managerial Title, am I eligible to participate in all contributory plans offered by PSC-CUNY Welfare Fund?

Yes, you are eligible to participate in all contributory plans offered by the PSC-CUNY. However, payroll deductions may not be withheld to cover premiums for voluntary plans purchased. If you enroll in a voluntary plan, the PSC-CUNY will direct bill you. Contributory plans offered by the welfare fund are: term life insurance, optional long term disability, long term care (administered by John Hancock), and catastrophe major medical.

You will be billed for the PSC-CUNY Welfare Fund contributory benefits as follows:

- | | |
|---|---|
| • Catastrophic Medical Insurance | Direct Billing from <i>Marsh Affinity</i> carrier |
| • Long-Term Care Insurance | Direct Billing from <i>John Hancock Company</i> |
| • Enhanced Disability Rider (available after 1 year) | Direct Billing from <i>PSC-CUNY Welfare Fund</i> |
| • Life Insurance (after 1 year and/or increased amount) | Direct Billing from <i>NYSUT</i> |

6. If I move from an Instructional Staff title to a Classified Managerial Title, am I eligible to participate in voluntary benefits offered by New York State United Teachers (NYSUT) Trust?

Yes, you may purchase voluntary benefits offered by NYSUT as long as you purchase an Associate Membership from the PSC. However, payroll deductions may not be withheld to cover premiums for voluntary plans purchased. If you enroll in a voluntary plan, you will be direct billed. If you were enrolled in a voluntary plan prior to your change in title, you will no longer continue to have payroll deductions. Voluntary benefits offered through NYSUT include the NYSUT LTC and Term Life Insurance. *Certain additional voluntary benefits may be available through the NYSUT Benefit Trust. These benefits include but are not limited to home, auto and other vehicle insurance. Some NYSUT benefits (e.g., long-term care and catastrophic medical) are similar to the PSC-CUNY Welfare Fund voluntary benefits. The complete list is available from NYSUT.*

7. Will my pension system options change if I move from an Instructional Staff title to a Classified Managerial Title?

If you are moving from an Instructional Staff title and are a member of TIAA-CREF or Teachers' Retirement System of the City of New York (TRS), you may elect to remain a member of that retirement system. If electing to retain TRS membership, you must file for Transferred Contributor status.

8. Will my Tax Deferred Annuity (TDA) options change if I move from an Instructional Staff title to a Classified Managerial Title?

No, your options will not change. You may continue to participate in TIAA-CREF, Lincoln Life & Annuity Co (represented by Halliday Financial Group), or TRS (only for members enrolled in the TRS Defined Benefit Plan).

9. Will I continue to be eligible to participate in the New York State Deferred Compensation Plan (NYSDCP) if I move from an Instructional Staff title to a Classified Managerial Title?

Yes, as a Classified Managerial employee you will continue to be eligible for participation in the NYSDCP.

10. Will my payroll deductions be affected if I move from an Instructional Staff title to a Classified Managerial Title?

Yes, certain payroll deductions will be affected. Title changes that result in a change of union or welfare fund membership may require a change in payroll deductions for any Optional Rider coverage. Additionally, deductions for health insurance may vary if you are switching from the DC37 Med Team plan. Furthermore, you will no longer be able to continue payroll deductions for voluntary plans offered by PSC-CUNY Welfare Fund or NYSUT (if applicable). Also, your TDA annual goal balance must be updated to reflect any contributions to a prior TDA plan to avoid going over the IRS limit.

11. As a Classified Managerial, may I participate in the TransitBenefit Program?

Yes, you are eligible to participate in the TransitBenefit Program.

12. Are my payroll deductions affected if my change in title to Classified Managerial requires a transfer to another College?²

Yes, payroll deductions may be affected if you are transferring to another College.

a. TransitBenefit: Enrollment does not carry over when transferring to another College or another City or State Agency. If you transfer to another College or another City or State Agency, you must enroll again. You will receive a new TSA Card in the mail within two weeks following enrollment at the new agency of employment. You will have 30 days from your last date employed at your old agency to use funds remaining in your old TSA to purchase MetroCards. After 30 days, your old TSA Card will be deactivated. The Internal Revenue Code does not permit any pre-tax funds remaining in your TSA to be refunded.

b. Tax Deferred Annuity: Your TDA annual goal balance must be updated in order to reflect any contributions made to a prior TDA plan to avoid going over the IRS limit.

13. If my change in title to Classified Managerial requires a transfer to another College, will I need to complete additional forms or provide additional information?

Yes, the following is required to ensure a smooth transition from one College to another:

a. Health Insurance Benefits: You must complete a new Health Benefits Application (Form ERB) at the new college.

b. Welfare Fund Benefits: You must complete a PCS-CUNY Welfare Fund Enrollment Form at the new college.

c. Retirement Plans: You must provide your pension number/contract number and the original CUNY appointment date to the new college.

d. Tax Deferred Annuity: You must notify the new college of prior participation in a TDA plan, in order to have your annual goal balance updated to reflect any contributions made to a prior TDA plan to avoid going over the IRS limit.

e. TransitBenefit: Enrollment does not carry over when transferring to another College or another City or State Agency. If you transfer to another College or another City or State Agency, you must enroll again. You will receive a new TSA Card in the mail within two weeks following enrollment at the new agency of employment. You will have 30 days from your last date employed at your old agency to use funds remaining in your old TSA to purchase MetroCards. After 30 days, your old TSA Card will be deactivated. The Internal Revenue Code does not permit any pre-tax funds remaining in your TSA to be refunded.

14. Who may I contact if I have questions regarding benefits eligibility and enrollment information?

Questions regarding benefits eligibility and enrollment should be addressed with your Central Office/College Benefits Officer. Additionally, you may contact your Central Office/College Benefits Officer to obtain detailed information of benefits offered by the University.

² Payroll deductions are also affected if you transfer from one college to another. Contact your Central Office/College Benefits Officer for further information.