



**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 flexible spending accounts program (FSA) without a Qualifying Life Event.
- The dental change is only applicable to employees who are enrolled in this benefit through the PSC CUNY Welfare Fund.

Open Enrollment Changes

- Any changes made during the Open Enrollment Period will be effective the first full pay period of January 2022 (January 27, 2022)
- The Open Enrollment began on **Monday, November 1, 2021** and ends on **Tuesday, November 30, 2021**

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

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

www.nyc.gov/olr/fsa

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 MSC Health Benefits Enrollment Change Form and the Health Benefits Program/Application Change Form if enrolling the Buy-Out Waiver Program or withdrawing.

How Do I Submit My Open Enrollment Paper Work

You can submit your documents in three ways

1. Upload documents via Self Service in CUNYfirst
2. Hand deliver it to **1219 Boylan** via appointment
*Please Deliver it only to Donna Corbin, Selyna Quiñones or Debra Quashie you can call or email to find our availability at **718-951-5377**
3. Email to Benefits@brooklyn.cuny.edu password protected

Phased Retirement

- Will enable long-standing members of the Faculty and Staff to continue to work for the University on a part-time basis while they transition into retirement.
- Phasing is contingent upon the employee's irrevocable commitment to retire at the end of his/her phasing period.
- Will provide the colleges with advance notice of an employee's departure and will facilitate appropriate planning.

Phased Retirement Eligibility

- Only for those in TIAA pension
- Tenured faculty, including Librarians and Counselors, and Lecturers with a Certificate of Continuous Employment (“CCE”) who will have attained the age of 65 years and will have completed 15 or more years of full-time, continuous service as of the start of their phasing.
- Higher Education Officer (“HEO”) series employees who hold a Certificate of Continual Administrative Service (“13.3b”) and tenured employees in the College Laboratory Technician (“CLT”) series must meet the same age and service requirements.

Phasing Application Deadline

- Faculty must apply by **November 15th**, to begin phasing for the **following academic year**.
- Staff must apply by **November 15th**, if they would like to phase by **September 1st**, of the following year.
- Staff must apply by **May 1st**, if they would like to phase by **February 1st**, of the following year

Catastrophic Sick Leave (CSLB)

Once a year employees can apply to the Catastrophic Sick Leave Bank if they have not previously

- A pool of sick leave voluntarily donated by individuals who are employed full-time on an annual salary basis for potential use as sick leave for eligible employees
- Eligible recipients may receive up to ninety (90) days of paid CSLB leave in any one (1) program year (September 1-August 31)
- May be approved in increments not to exceed one (1) month
- CSLB administered centrally by the University's Office of Human Resources Management
- Donation is irrevocable and an employee can opt-out once they applied, only during the yearly enrollment period

Catastrophic Sick Leave (CSLB) Eligibility to Receive

- Must be a full-time employee on an annual salary basis and have two (2) years of continuous full-time service with the University
 - *Those in skilled trade title represented by DC 37 and those represented by Teamsters Local 237 are eligible; all other skilled trade employees and employees represented by IATSE Local One are presently excluded*
- Employees must have donated at least one (1) sick leave of annual leave for the program year in which the leave is needed
- An employee's illness or injury must not be job-related and must require an absence of at least thirty (30) continuous working days.
- Must have medical documentation acceptable to the Office of Human Resource Management; this will determine eligibility
- All time and leave balances must be exhausted to apply to CSLB
- **Cannot be used to supplement income**

Catastrophic Sick Leave (CSLB) Eligibility To Donate

- An employee must be in a full-time title, employed on an annual salary basis
- Donation must be made in increments of one (1) day, with a minimum donation of one (1) day of annual or sick leave 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. In order to donate sick an employee must have at least twenty-four (24) sick days in their bank

How Do I Submit My Catastrophic and Phased Retirement forms

- **You can submit your documents in three ways**
 1. Email Selyna Quiñones at Squinones@Brooklyn.cuny.edu or Amanda Wing at Amanda.wing@Brooklyn.cuny.edu
 2. Hand deliver it to 1219 Boylan by appointment only
 - You can call or email Selyna Quiñones or Amanda Wing to schedule an appointment at **718-951-5377**
 3. Fax the Office of Human Resource Services **718-951-4859**

Additional Resources

- Health Insurance: www.nyc.gov/olr click on health benefits tab
- Welfare Fund: www.pscunyw.org
- Flexible Spending Accounts: www.nyc.gov/fsa
- Forms can be found at www.Brooklyn.cuny.edu/hr under the “Benefits Forms”

CONTACT US

Benefits Office
1219 Boylan Hall

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**THANK YOU FOR YOUR TIME!
PLEASE NOTE THE COLLEGE DOES NOT MAKE ANY
DECISIONS ON YOUR BEHALF REGARDING YOUR
BENEFITS CHOICES.**