



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 **Tuesday, November 1, 2022** and ends on **Wednesday, November 30, 2022**

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 2023 (January 25, 2023)
- Changes must be submitted to the Office of Human Resource Service by November 30th

Health Plans Offered

There are 11 plans offered:

- Aetna EPO
- CIGNA
- DC 37 Med Team (applicable only to DC 37)
- 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

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 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 15th**, to begin phasing for the **2023-2024** 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 click on health benefits tab
- **Welfare Fund:** www.pscunyw.org
- **Flexible Spending Accounts:** www.nyc.gov/fsa
- All Forms can be found at www.Brooklyn.cuny.edu/hr under the “Benefits Forms”

CONTACT US

Human Resource Services

1219 Boylan Hall

Benefits@Brooklyn.cuny.edu

Bctime@Brooklyn.cuny.edu

Donna Corbin

HR Benefits

Dcorbin@Brooklyn.cuny.edu

Revee Jones

HR Generalist

Revee.Jones@Brooklyn.cuny.edu

Bettina Smith

HR Time and Leave Coordinator

Bsmith@Brooklyn.cuny.edu

Debra Quashie

Deputy Director

Dquashie@Brooklyn.cuny.edu



THANK YOU FOR YOUR TIME!