

MUNICIPAL CREDIT UNION (MCU)

The Municipal Credit Union (MCU) offers a full range of financial services to help their members achieve important events in their lives such as buy a car, or a new home, planning for retirement. For more information on the various programs MCU offers, please visit MCU's website www.nymcu.org or call the Touch Tone Teller (212) 693-4900.

US SAVINGS BONDS

The Department of the Treasury has eliminated the purchase of paper savings bonds through payroll sales and encourages participants to purchase electronic savings bonds online through www.TreasuryDirect.gov.

Treasury Direct offers savings bonds for a minimum purchase of \$25.00 and other Treasury securities.

MILITARY LEAVE

Employees should present their military orders to the Leave Unit when activated or attending regular training.

Employees who are undergoing **military training** are allowed to use their annual leave accruals or comp time.

Employees going **overseas or activated** have thirty (30) days entitlement of military grant.

A Special Note: Employees serving on ordered military duty in Operation Enduring Freedom or otherwise serving on ordered military duty in connection with the events of September 11, 2001, should contact the Benefits Unit (718) 403-1933 for additional information before deployment.

CHILD CARE LEAVE

Child care leave of absence will be granted to an employee (male or female) who becomes the parent of a child up to four years of age, either by birth or by adoption, for a period of up to 48 months. All other child care leaves requested by an employee will be limited to a 36 month maximum. Such leave will commence upon request and reasonable notification by the employee of the intent to take such leave. Contact: Benefits Unit (718) 403-1933.

PAID PARENTAL LEAVE

The Paid Parental Leave program is available to managerial employees (male or female) who become the parent of a child by birth or by adoption. This program allows eligible employees to receive up to 30 work days (up to 6 weeks) of paid parental leave at 100% of their regular salary. Such leave will commence upon request and reasonable notification by the manager of the intent to take such leave. To find out more about this program, contact the Benefits Unit (718) 403-1933.

PAID FAMILY LEAVE

The Paid Family Leave program is available for some non-managerial employees and is an employee-funded insurance policy that provides job-protected, paid time-off to bond with a newly born, adopted or fostered child, to care for a family member with a serious health condition. To find out more about this program, contact the Benefits Unit (718) 403-1933.

DISCOUNTS AND PROMOTIONS

BROADWAY SHOW DISCOUNTS

<http://www.corporateoffers.com/offers.php> for exclusive discounted pricing on Broadway Shows.

APPLE EMPLOYEE PURCHASE PROGRAM

Apple and NYC OTI have teamed up to offer preferred pricing on the latest Apple and select third-party products and accessories.

DISCOUNT THEATER TICKETS FOR CITY EMPLOYEES

Mayor's Office of Film, Theatre & Broadcasting

City employees can become members of the Theater Development Fund (TDF) and enjoy discounted rates on various productions throughout the year.

MOBILE PHONE DISCOUNTS FOR CITY EMPLOYEES

Department of Information Technology & Telecommunication (OTI)

City employees may be eligible for discounts on products and services for their personal use from their cellular provider.

To find out more about promotions, networking opportunities, and awards program for NYC employees, please check out

<http://cityshare.nycnet>

**Please note: Terms and Availability of discounts are outside the control of the City of New York and subject to change.*

HR Benefits Contacts:

Angelica Vega, avega@doitt.nyc.gov, (718) 403-1933

Candis Cumberbatch, ccumberbatch@doitt.nyc.gov

(718) 403-1985

15 MetroTech Center, 19TH Floor

Brooklyn, NY 11201



Simplifying
Your Benefits

flexible solutions for your benefit needs

DIRECT DEPOSIT

When employees enroll in direct deposit, the net pay is transferred electronically to your bank account and....

- Your Pay is available as cash on pay day
- You do not have to worry about lost or stolen paychecks
- You do not have to waste time standing in line to cash or deposit your check
- You will Avoid check cashing fees

To enroll in the Direct Deposit Program, go to NYCAPS Employee Self-Service (ESS) www.nyc.gov/ESS

FLEXIBLE SPENDING ACCOUNTS (FSA) PROGRAM

The City of New York offers its employees a Flexible Spending (FSA) Program, which allows City employees to deposit a portion of their pre-tax income into accounts maintained for certain health and dependent care expenses. For employees who are interested in this program, you can visit Office of Labor Relations (OLR) website at www.nyc.gov/olr for more information about Flexible Spending Accounts.

MANAGEMENT BENEFITS FUND (MBF)

The MBF Program is administered by the City of New York Office of Labor Relations (OLR). MBF entitles **managers** and their eligible dependents:

- Dental care
- Vision care
- Long-term disability insurance
- Life insurance
- Medical coverage in the event of catastrophic illness

All coverages, with the exception of group Universal Life Insurance, are fully paid for by the Fund, Please contact MBF directly at 212-306-7290.

UNION INFORMATION

Coverage by the Welfare Funds are provided for collective bargaining employees and their eligible dependents in accordance with the terms of agreement between the employer and the welfare funds. For more information regarding the Welfare Funds and their programs, please contact your union.

PENSION PROGRAM (NYCERS)

NYCERS is a cost sharing, defined benefit retirement plan. Defined benefit retirement plans for public sector employees offer benefits which are defined in law. Generally, retirement allowances payable from such plans are based on a member's years of service, age and compensation base. Other types of benefits such as loans, disability and death benefits are also offered and specified in law. All benefits payable are funded by employee and employer contributions and from earnings on the invested assets of the system. Contact NYCERS: www.nycers.org

NYC HEALTH BENEFITS PROGRAM

The City of New York and the Municipal Unions have cooperated in choosing health plans for the City's Health Benefits Program. These benefits are intended to provide employees with the fullest possible protections.

A Summary Program Description provides employees with a summary of the benefits under the New York City Health Benefits Program. To select a health plan that best meets your needs, employees can download a copy of the Summary Program Description booklet by visiting NYC Office of Labor Relations website www.nyc.gov/olr.

THE FAMILY MEDICAL LEAVE ACT (FMLA)

Provides up to 12 weeks (84 days) of unpaid, job-protected level eligible employees for certain family and medical reasons. Please reach out to the Benefits Unit ((718) 403-1985) for more information.

NEW YORK'S 529 COLLEGE SAVINGS PROGRAM

The New York's 529 College Savings Program Direct Plan provides a tax-advantaged way to save for college through easy payroll deductions. Enrollment is through NYCAPS Employee Self Service (ESS) www.nyc.gov/ESS.

Edenred

Commuter Card Plan:

The City offers eligible employees the opportunity to use pre-tax earnings to cover certain public transportation costs through the Commuter Benefits Program. The City of New York has selected Edenred as the Commuter Benefits Program. Under this option, employees can elect to have any pre-tax deduction amount up to \$265.00 a month. With the Commuter Card, employees designate a monthly deduction amount to suit their commuting needs. To learn more about Commuter Benefits, visit Office of Payroll Administration website at www.nyc.gov/opa. To enroll in the Commuter Card Program, please go to Employee Self-Services at www.nyc.gov/ESS or contact the Benefits Unit (718) 403-1933.

NYC DEFERRED COMPENSATION PLAN

The NYC Deferred Compensation Plan (DCP) is available to New York City employees. Employees are contributing on a pre-tax basis and allowing employees to save regularly with before-tax and Roth (after-tax) dollars. The DCP is comprised of two programs: 457 Plan and 401(k) Plan. Eligible employees may select either the 457, 401 (k), or both. This plan is to help encourage employees with a convenient way to save on a regular and long-term basis. Contributions can be deducted through convenient payroll deductions www.nyc.gov/olr.

THE NEW YORK CITY EMPLOYEE IRA

IRAs are Individual Retirement Accounts that lets your money grow tax-deferred. Contributions to the Roth NYCE IRA are made with after-tax dollars. NYCE IRA is the latest retirement savings plan offered by the City of New York to employees and their spouses.

Please visit www.nyc.gov/olr for more information regarding NYC Deferred Compensation Plan or the NYCE IRA.

NYC EMPLOYEE ASSISTANCE PROGRAMS

The New York City Office of Labor Relations Employee Assistance Program (EAP) is designed to give city employees and their dependents information regarding EAP services, provides education, counseling and individualized referrals to assist with wide range of personal and social problems. Employees can receive services by calling NYC Employee Assistance Program. The Program is located at: 250 Broadway, 28th Floor or email: eap@olr.nyc.gov or call (212) 306-7660 for an appointment.

Helpful Contact Numbers:

District Council 37
125 Barclay Street
NYC, NY 10007
Phone: (212) 815-1500
Fax: (212) 815-1516

Local 371
Social Service Employees
Union
817 Broadway
New York, NY 10003
Phone: (212) 677-3900
Fax: (212) 777-5528

Local 1549
NYC Clerical-Administrative
Employees
Phone: (212) 815-1060
Fax: (212) 815-7519

Local 2627
Electronic Data Processing
Personnel
Phone: (212) 815-1932
Fax: (212) 815-7667

CWA
Local 1180
NYC Administrative
Employees
6 Harrison Street, 4th Floor
New York, NY 10013-2898
Phone: (212) 226-6565
Fax: (212) 966-6831

Organization of Staff
Analysts
220 East 23rd Street, Suite
707
New York, NY 10010
Phone: (212) 686-1229
Fax: (212) 686-1231

Civil Service Bar Association
Local 237 Attorney Titles
216 West 14th Street
New York, NY 10011
Phone: (212) 675-0519

New York City Managerial
Employees Association
50 Broad Street, Suite 1101
New York, NY 10004
Phone: (212) 964-0035
Fax: (212) 964-6458