MEDGAR EVERS COLLEGE
The City University of New York

OFFICE OF HUMAN RESOURCES (OHR)
1650 Bedford Avenue, Brooklyn, New York 11225
(718) 270-6910 (Phone)
(718) 270-6909 (Fax)

Checklist of Benefits For:
Full-Time Classified Management and Staff

Benefits forms and links are accessible on the OHR Website.

Benefits	Action to be taken by Employee
• NYC Office of Labor Relations-Summary of Program Descriptions	Review
• NYC Office of Labor Relations Health Application (ERB 2000)	Return completed Enrollment Form to Benefits Coordinator
• NYC Office of Labor Relations Optional Riders/Plan Rates	Review
• Union:	
a. Union Card	Retrieve from OHR, complete Union card and return Union
b. Enrollment Card	Retrieve from OHR, complete Enrollment card and return to Union
c. Dental Plans	
d. Optical Plans	
e. Prescriptions	
f. Teamsters (Campus Security Staff Only)	No enrollment required
• Pension	
1. New York City Employees Retirement System (NYCERS)	Return completed Enrollment Form to Benefits Coordinator
OPTIONAL BENEFITS	
• Tax Deferred Annuity (TDA)	
a. MetLife	Contact MetLife
• Transit Benefits	Return completed Enrollment Form to Benefits Coordinator
• College Savings 529 Plan	Contact College Savings
• Tuition Fee Waiver	See Memo and Form
• DC-37 Discounts	Contact DC-37
• DC-37 Education Benefits	Contact DC-37

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- **CUNY EMALL Perks** — **Create a Faculty or Staff account via CUNY Portal**

- **Family Medical Leave (FMLA) - Certification of Health Care Provider**
- **Family Medical Leave (FMLA) - Family and Medical Leave Request**

1. **Notify Time/Leave Coordinator and Benefits Coordinator via email**
2. **Retrieve FMLA Forms**
3. **Return FMLA Forms to the OHR for Approval**

*** FMLA is not approved until the doctor completes certification and has been approved by OHR.**
**** If approved, the Office of Human Resources (OHR) will send a confirmation letter via mail.**

- **Domestic Partner** — **Return completed Enrollment Form to Benefits Coordinator**
- **COBRA (Option after existing)** — **Contact Benefit Coordinator**
- **Retirement** — **See Checklist and Application**
- **CUNY Work/Life Program** — **Contact CUNY Work/Life Program**