MEDGAR EVERS COLLEGE
The City University of New York

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

Checklist of Benefits:
College Assistant

Benefits forms and links are accessible on the OHR Website.

College Assistants are entitled to join one of the New York City Health Insurance plans if you are scheduled to work 20 or more hours per week and your appointment is expected to last more than six months.

Optional 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: DC- 37 Enrollment Card	Retrieve from OHR, complete Enrollment card and return to Union
a. Dental Plans	
b. Optical Plans	
c. Prescriptions	
d. Union Card	Retrieve from OHR, complete Union card and return to Union
• Pension	
a. New York City Employees Retirement System (NYCERS)	Return completed Enrollment Form to Benefits Coordinator
• Tax Deferred Annuity (TDA)	
a. MetLife	Contact MetLife
• Transit Benefits	Return Completed Enrollment Form to Benefits Coordinator
• DC-37 Education Benefits	Contact DC-37
• DC-37 Discounts	Contact DC-37
• Tuition Fee Waiver	See Memo and Form
• CUNY EMALL Perks	Create a Faculty or Staff account via CUNY Portal
• COBRA (Option after exiting)	Contact Benefit Coordinator
• Domestic Partner	Return completed Enrollment Form to Benefits Coordinator

12/11/2008