



OFFICE OF HUMAN RESOURCES

Dear Faculty and Staff:

It's that time of the year when you can make changes to your benefits. Below are the benefits programs and important deadlines for the open enrollment/transfer period:

Benefit Plan	2024 Open Enrollment/ Transfer Period
Health Plans	November 1st – November 30th
PSC CUNY Welfare Fund Dental Plans (Delta Dental and Guardian)	November 1st – November 30th
Open Enrollment for Adjuncts	November 1st – November 30th
Catastrophic Sick Leave Bank Program	November 1st – November 30th

EFFECTIVE DATES

Effective January 1, 2025, CIGNA health plan will no longer be available for active employees and eligible dependents. If you are currently enrolled in CIGNA, you must elect another City health plan during the transfer period.

- Changes to your health plan premium will become effective January 1, 2025 and the new premium will be reflected in your January 23, 2025 paycheck. For your convenience, please find below the information and forms you will need.

[2024 Open Enrollment Employee Notice](#)

[Health Insurance Application](#)

[Health Benefits Program - Dependent Eligibility Required Documentation](#)

[Health Plans Summary of Benefits and Coverage \(SBC\)](#)

[NYC Health Benefits Program Summary Plan Description \(SPD\)](#)

[NYC Health Benefits Program - Health Plan Rates](#)

ADJUNCTS

Employees who elect a health plan with a premium during Open Enrollment, should expect to see a deduction from their checking or savings account (listed on file) in January 2025 for both January 2025 and February 2025 premiums.

[Health Insurance Application](#)

[PSC-CUNY Welfare Fund Enrollment Form](#)

[PSC-CUNY Welfare Fund Family Enrollment Form](#)

[Required Documents for Enrolling Dependents](#)

[Recurring Payment Election Form - Adjuncts](#)

You must submit a Recurring Payment Election Form (only if there is a premium for your chosen plan along) and a voided check if the form is not signed by your bank's

representative.

[Adjunct Monthly Health Insurance Rates](#)

Please send your requests and inquiries to Mr. Javier Murcia at jmurcia@ccny.cuny.edu by using the secure transfer site.

[Human Resources Secure Transfer Site](#)

PSC CUNY Welfare Fund Dental Plans

Please visit the [PSC-CUNY Welfare Fund site](#) to review your choices of dental plans. Please forward your choice of dental plan via email to benefits@ccny.cuny.edu for your request to be processed.

Catastrophic Sick Leave Bank Program

The Catastrophic Sick Leave Bank (“CSLB”) is a pool of sick leave and annual leave voluntarily donated by individuals who are employed full-time on an annual salary basis for potential use as sick leave by eligible full-time employees who are also donors to the bank. For your convenience, please find below the information and forms you will need.

[The Catastrophic Sick Leave Bank Program Information](#)

[Catastrophic Sick Leave Bank Program - Application to Donate Sick Leave](#)

[Catastrophic Sick Leave Bank Program - Application to Change Donation or Withdraw](#)

(Please submit to Mr. Lami Hoff (lhoff@ccny.cuny.edu) using the HR Secure Site link below)

Dedicated Sick Leave Program

The Dedicated Sick Leave Program enables individuals who are employed full-time on an annual salary basis to donate sick leave and/or annual leave for use as sick leave by a seriously ill or injured eligible employee who has been designated by the donor. Please click on the link below to learn more. [Dedicated Sick Leave Program Policy and Applications](#)

Open Enrollment Sessions for CUNY Employees

The University Benefits Office open enrollment sessions for all CUNY employees will be held virtually on November 6th and November 7th. Below are the schedule and zoom links for presentations by the Welfare Funds, Insurance Carriers and NYCERS. [Benefits Open Enrollment 2024 – The City University of New York \(cuny.edu\)](#)

Wednesday, November 6th 9:30AM-Noon

DC-37 at 9:30AM

PSC CUNY Welfare Fund at 10AM

MetroPlus at 10:45AM

Emblem Health at 11:15AM

Join Zoom Meeting

<https://us02web.zoom.us/j/86137340251?pwd=66CvKYXOeDqFNzSebY6bugalyt96dH.1>

Meeting ID: 861 3734 0251

Passcode: 418833

NYCERS – will do a presentation at 10AM on 62/5, 55/25, 57/5, 63/5 Pension Plans
(UNDER A SEPARATE ZOOM LINK; see below. The NYCERS webinar will not be recorded).

Preregistration Required

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84552361156?pwd=rNOCok3Xvg6D2FM7eK9F6nBRs9Suhe.1>

Passcode: 811406

Thursday, November 7th 12-2:30PM

DC-37 at 12PM

Metro Plus at 12:30PM

PSC-CUNY Welfare Fund at 1PM

Emblem Health at 1:30PM

Anthem at 2PM

Join Zoom Meeting

<https://us02web.zoom.us/j/87373028263?pwd=xISynRuvJa91aDCdFNy0NiWXDUuzmD.1>

Meeting ID: 873 7302 8263

Passcode: 593407

NYCERS – will do a presentation at 1:30PM on 62/5, 55/25, 57/5, 63/5 Pension Plans
(UNDER A SEPARATE ZOOM LINK; see below. The NYCERS webinar will not be recorded).

Preregistration Required

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82320071656?pwd=SGmASrKENDbx012AJLm1zRVwsf7Ata.1>

Passcode: 409358

CONTACT US

Please forward your applications and supporting documents via Human Resources Secure Transfer site by clicking on the link below. To send your files, you will have to log-in using your **CCNY email credentials**. [Human Resources Secure Transfer Site](#)

Please contact us at benefits@ccny.cuny.edu with your inquiries. Thank you very much.