

NEW YORK CITY EMPLOYMENT BENEFITS / REQUIREMENTS OVERVIEW

<p>Health Benefits</p> <p>Please refer to http://www.nyc.gov/html/olr/downloads/pdf/healthb/full_spd.pdf (Access to the NYC Summary Program Description)</p> <p>Please refer to: http://www.nyc.gov/html/olr/downloads/pdf/healthb/emp_rates.pdf (Health Plan Rates)</p>	<ul style="list-style-type: none"> The Health Benefits Program is administered by NYCAPS Central, (212) 487-0500. Upon appointment, you will automatically receive a personalized Enrollment Form to select your health benefits elections (Choice of 12 plans). Health Benefits for New Hires are effective after 90 days. Health Benefits for transfers, employees from civil service lists, exempt and certain non-competitive employees are effective upon appointment. <p>Flexible Spending Accounts Health Care Flex Spending Account (HCFSAs) City employees to pay for eligible out-of-pocket medical expenses on a pre-tax basis.</p> <p>Dependent Care Assistance Program (DeCAP) City employees are able to pay for eligible dependent care expenses on a pre-tax basis.</p>
<p>Union Benefits and Welfare Benefits</p> <p>Please refer to http://www.osa.org, http://www.dc37.net, http://www.cwa-union.org, http://www.nyc.gov/olr</p> <p>Management Benefit Fund http://www.nyc.gov/html/olr/html/man_benefits/general_info.shtml</p>	<p>Supplement to health benefits: includes vision care and dental coverage as well as other benefits. Please check with your union or Benefit Fund for more specific details.</p>
<p>NYCERS Pension System Tier 6 https://www.nycers.org/</p> <p>Social Security</p> <p>Deferred Compensation Plans (457 and 401)</p> <p>Please visit http://www.nyc.gov/deferredcomp</p> <p>http://www.nyc.gov/html/olr/html/nyceira/nyceira_home.shtml</p>	<p>Pension A new law (Chapter 18 of the Laws of 2012) was enacted amending the retirement benefits of public employees who established membership in a public employee retirement system on or after April 1, 2012. Chapter 18 is commonly referred to as Tier 6.</p> <ul style="list-style-type: none"> Permanent Employees – required to join New York City Employees Retirement System (NYCERS). Provisional employee <u>may</u> choose to join the Pension System. <p>Social Security Consists of a 7.65% FICA contribution (6.2% Social Security Tax and 1.45% Medicare contribution)</p> <ul style="list-style-type: none"> NYCERS participants are required to contribute to Social Security. Provisional employees may elect to contribute a minimum of 7.5% of their salary to a Deferred Compensation plan in lieu of FICA contributions. <p>Deferred Compensation Plan Choice of 2 plans: 457 and 401K. Pre-tax dollars through payroll deductions. Not taxed until withdrawn. You may contribute a maximum of \$17,500 annually to each plan.</p> <p>NYCE IRA The NYCE IRA includes both a traditional IRA and a Roth IRA for the exclusive benefit of employees of the City of New York</p>
<p>Annual and Sick Leave for Newly Hired Employees</p> <p>Paid Holidays</p>	<p>Annual Leave Allowance</p> <ul style="list-style-type: none"> Most non-managerial titles accrue 8:45 hours / month Managerial titles accrue 10:30 hours / month <p>Accrual rates increase after specified years of service.</p> <p>Annual Leave Usage</p> <ul style="list-style-type: none"> Non-managerial annual leave may be used after 4 months of city service. (with approval from their supervisor) Managers may use annual leave as it accrues. (with approval from their supervisor) <p>Sick Leave Allowance</p> <ul style="list-style-type: none"> 10 days per year accrued at 5:50 hours/month. <p>Sick Leave Usage</p> <ul style="list-style-type: none"> Sick leave may be used as it is accrued; however submission of medical documentation is requested for sick leave during the first four months of employment. <p>Paid Holidays 11 holidays per year will be paid to new employees as they occur.</p>

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Direct Deposit	<ul style="list-style-type: none"> Usually effective within two pay periods. <p>Employees may enroll in Direct Deposit through Employee Self Service (ESS).</p>
Transit Benefit Programs For qualifying details, please visit http://www.nyc.gov/html/opa/html/home/home.shtml	<p>Commuter Card Plan – No Admin Fee: You have a set deduction amount equivalent to the cost of the MTA NYCT 30-Day Unlimited Ride MetroCard, \$104, pre-tax per month. You will receive a Commuter Card that can be used to purchase any transit fare media up to the available balance including MetroCards and specifically, the 30-Day Unlimited Ride MetroCard. The City will pay the administrative fee of \$1.77 per month.</p> <p>Commuter Card – Unrestricted: You select the payroll deduction amount of your choice to be loaded to your card to meet your monthly transit costs. You are not limited to the deduction amount in the No Admin Fee option above. You will receive a Commuter Card that can be used to purchase any transit fare media including, MetroCards, LIRR and Metro-North tickets up to the balance on your card. You pay an administrative fee of \$1.77 per month through payroll deductions.</p> <p>Transit Pass Plan: Allows you to arrange for monthly [home delivery of your transit provider passes and tickets through the City’s provider, WageWorks. You fund an account with WageWorks with your pre-tax and post-tax payroll deductions and you select a pass on the WageWorks system using the funds in your account.</p> <p>Access-A-Ride/Paratransit Plan: Available for the disabled.</p> <p>Park-n-Ride Plan: Allows you to use your pre-tax and post-tax payroll deductions to pay for parking at or near a public transportation stop or station. You must be jointly enrolled in one of the above transit options in order to enroll in this plan. There is an administrative fee of \$3.05 per month through payroll deductions.</p> <p style="text-align: center;">Effective January 1, 2014 the new pretax limit will be \$130 per month. \$1.00 MetroCard Fee</p>
Residence Requirements	NYC residency required as a condition for employment for all employees hired after September 1, 1986 with the City of New York, except for titles which have been designated by the City Personnel Director as exempt from the requirement, e.g. some engineering and computer titles. If you do not live in the City, when you enter City service, you are required to become a City resident within 90 days. Employees who have completed two years of City service need not maintain City residency as a condition of employment so long as they reside in Nassau, Westchester, Suffolk, Orange, Rockland or Putnam county. This does not apply to executive positions such as: Agency Head, Commissioner, Director and Executive Director, First Deputy Commissioner, Executive Deputy Commissioner, Deputy Commissioner, General Counsel, Borough Commissioner, Assistant Deputy Commissioner, Associate Commissioner and Assistant Commissioner.
Department of Investigation	New employees should be aware that continued employment is contingent upon successful completion of a background investigation conducted by the Department of Investigation. This comprehensive investigation includes academic records, employment history, criminal history, tax compliance, credit check, organization/business affiliations and a number of other topics.
Annual Financial Reports	Administrative Code and Mayor’s Executive Order 91 require certain groups of employees to file financial statements with the Conflicts of Interest Board and/or the Department of Investigation on an annual basis.
Union Membership	All City Employees covered by collective bargaining must join a union or pay agency shop fee. Fee provides for welfare fund benefits which may include life insurance, disability pay, dental and optical plans, drug plans, educational funds, and legal services, among others. If any employee elects not to join a union, the agency shop fee will still be deducted from the employee’s paycheck. For more information contact the Personnel division or your union representative.
Probation	Employees serve probationary periods defined by civil service status (provisional, probable permanent, permanent, non-competitive, exempt, labor). Failure to successfully complete probation may lead to termination of employment.
Managerial Flex-Time	Managers work whatever hours and days are necessary to carry out their responsibilities but not less than 35 hours and five days per week. However, the number of hours worked in a day may be less than 7 if the total for the week is at least 35. (with your supervisor’s authorization)
NYC Non-Resident Tax Deductions	If you are not a NYC resident, you are required to pay to the City an amount by which a City personal income tax on residents, computed and determined as if you were a resident of the City, exceeds the amount of any City tax liability computed and reported by you on the City portion of your 2010 New York State tax return. During tax season, you are required to file a NYC-1127 by which you will be given a portion of the taxes back.

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