Welcome! Let's get started.



How to navigate this guide:

Use the navigation buttons on each slide to view the information you need. Only applicable buttons will appear on slides.



Welcome! Let's get started.





Commuter Plans



Retirement Programs



Additional Benefits/Resources



Direct Deposit



NYCHA History







Selecting a healthcare plan is one of the most important decisions you will make. Use this information to help select the best health care plan for you and your family. Click on each item below to learn more.

| Summary Program | Choosing a | When Does |
|--|---------------------------|-----------------|
| Description | Health Benefit Plan | Coverage Begin? |
| Eligibility for NYC Healthcare Benefits | Buy-Out Waiver Program | How to Enroll |





Health Benefits Summary Program Description

This booklet will help you understand your benefits and responsibilities under the New York City Health Benefits Program.

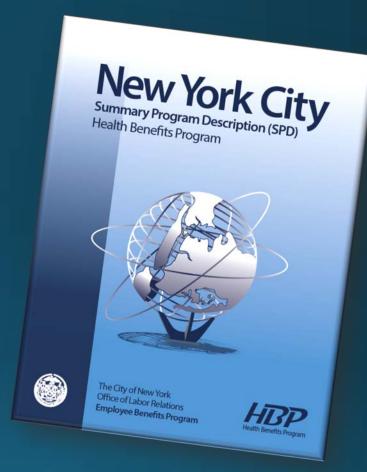
Click on the graphic to view the summary.

You can choose from these City health benefits programs:

Aetna \bullet

- GHI HMO \bullet
- CIGNA HealthCare \bullet
- DC37 Med Team*
- Empire EPO
- Empire HMO
- GHI-CBP

- HIP Prime HMO
- HIP Prime POS
- MetroPlus Gold \bullet
- Vytra \bullet
- * DC37 Members only



1 of 1 Slide







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Feedback

When choosing a health benefits plan, you should consider four factors. Click on each factor below to learn more.

| Services | Choice of | Convenience | Cost of |
|----------|-----------|-------------|----------|
| covered | doctor | of access | the plan |
| | | | |



enefit Plan

When choosing a health benefits plan, you should consider four factors. Click on each factor below to learn more.



Services covered by the plans differ. For example, some provide preventive services while others do not cover them at all; some plans cover routine podiatric (foot) care, while others do not.





Feedback

When choosing a health benefits plan, you should consider four factors. Click on each factor below to learn more.



Some plans provide partial reimbursement when non-participating providers are used. Other plans only pay for, or allow the use of, participating providers.



Feedba

When choosing a health benefits plan, you should consider four factors. Click on each factor below to learn more.



Consider the location of physicians' offices and hospital affiliations. For example, certain plans may have participating providers or centers that are closer to your home or workplace.



Feedbac

When choosing a health benefits plan, you should consider four factors. Click on each factor below to learn more.

| Services | Choice of | Convenience | Cost of |
|----------|-----------|-------------|----------|
| covered | doctor | of access | the plan |
| | | | |

Some plans have no cost for basic coverage, but others require a payroll deduction. Additional benefits (e.g., prescription drug coverage) may be available through an Optional Rider. (Click NEXT arrow.)



Feedba

When choosing a health benefits plan, you should consider four factors. Click on each factor below to learn more.

| Services | Choice of | Convenience | Cost of |
|----------|-----------|-------------|----------|
| covered | doctor | of access | the plan |
| | | | |

Some plans require copayments for certain services, while other plans require you to pay a yearly deductible and coinsurance before the plans will reimburse you for the use of non-participating providers. (Click NEXT arrow.)



Feedbac

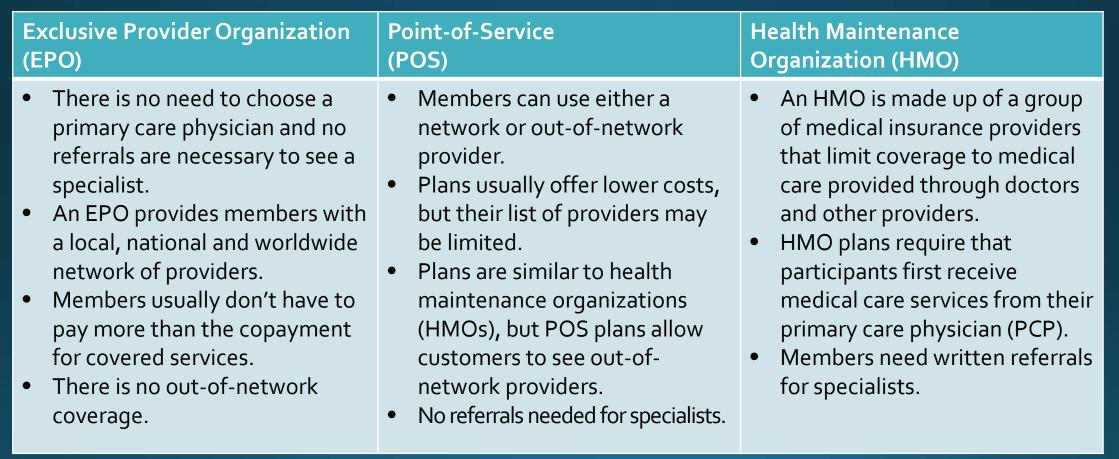
When choosing a health benefits plan, you should consider four factors. Click on each factor below to learn more.



If a plan does not cover certain types of services you expect to use, you should also consider the out-of-pocket cost of these services. The plan you have chosen will send you information regarding your health benefits coverage when you enroll.



Health Benefits Selecting a Health Benefit Plan Choosing Between Types of Plans





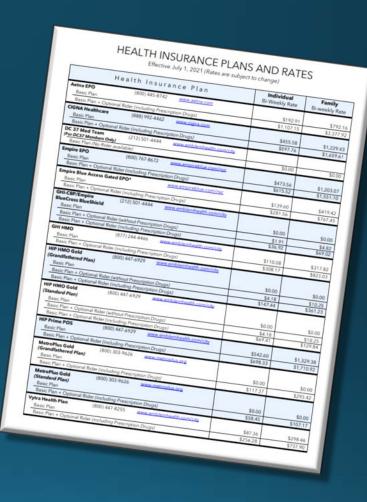
2 o f 4 Slides

Learning & Development

Selecting a Health Benefit Plan Health Insurance Plans and Rates

The cost of the City's health benefits plans will vary. Click on the graphic to view the health insurance rates.









Selecting a Health Benefit Plan Double City Coverage Prohibited

- No person can be covered by two City health contracts at the same time.
- Eligible dependent children must all be enrolled as dependents of one parent.
- If either spouses or domestic partners are eligible and one is enrolled as the dependent of the other, the dependent may pick up coverage in his or her own name if the other's contract is terminated.







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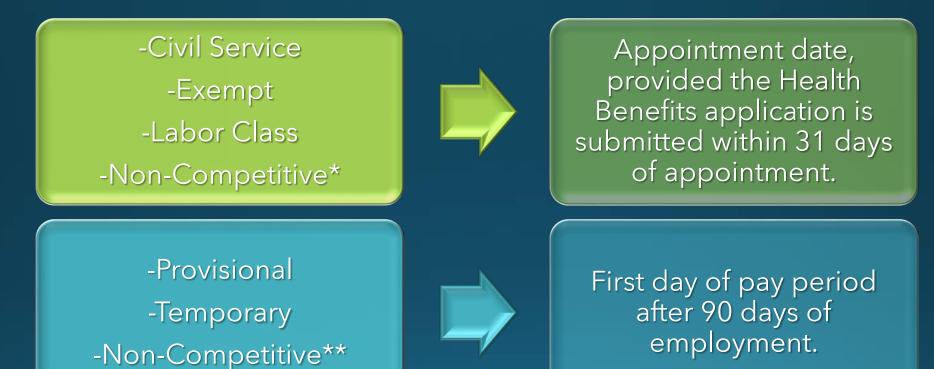
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Health Benefits When does coverage begin?





*Experience & education required **No experience & education required—applies to: City Seasonal Aide, City Security Aide, City Services Aide, Community Assistant, Community Service Aide, and Emergency Service Aide.



1 o f 1 Slide



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Health Benefits Eligibility for NYC Health Benefits



Learning & Development

- In addition to eligible employees, who work at least 20 hours per week for at least 6 months, the following people are also eligible for coverage:
 - Legally married husband or wife.
 - Legally registered domestic partner.
 - Children under age 26 (including legally adopted children, stepchildren, foster children).

1 o f 2 Slides

Health Benefits Eligibility for NYC Health Benefits



Learning & Development

- In addition to eligible employees, who work at least 20 hours per week for at least 6 months, the following people are also eligible for coverage:
 - Any child for whom you are legally responsible for support and maintenance.
 - Unmarried children who cannot support themselves because of disability if the disability occurred before the age at which coverage would otherwise terminate and the dependent was covered by the City at that time.

2 o f 2 Slides



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Health Benefits MSC Health Benefits Buy-Out Waiver Program



Eligible employees who can obtain non-City group health benefits can waive New York City health benefits for an annual cash incentive payment.

• Employees waiving family coverage receive \$1,000 annually*

• Employees waiving individual coverage receive \$500 annually*

* Note that this benefit is taxable.



1 o f 1 Slide



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To enroll for your Health Benefits:



1. Complete your Health Benefit Application online in NYCAPS/ESS by following the instructions in the link below:

Employee Self-Service (ESS) Log In Instructions (Job Aid, PDF)

2. If you added dependents, you must submit proper documentation to:

HR.Benefits@nycha.nyc.gov



1 o f 1 Slide



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Health Benefits How to Enroll in NYC Health Benefits



If you are transferring from another City agency, when you log into ESS you *should* see your current medical plan.

However, if you *do not* see your current medical plan, you will need to complete a Health Benefit Application indicating the name of your current plan. Refer to <u>Employee Self-Service (ESS) Log In</u> <u>Instructions (Job Aid, PDF)</u> for directions.

If you added dependents, you must submit proper documentation to: <u>HR.Benefits@nycha.nyc.gov</u>

1 o f 1 Slide





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Retirement Programs



It's never too early to plan for your retirement, so why not start today? And the sooner you join, the bigger your retirement benefits will be! Click on each item below to learn more.

| New York City | Deferred |
|---------------------|--------------------|
| Employee Retirement | Compensation 457 |
| System (NYCERS) | and 401(k) |
| NYCE | Transfer Employees |
| Employee IRA | Click Here |



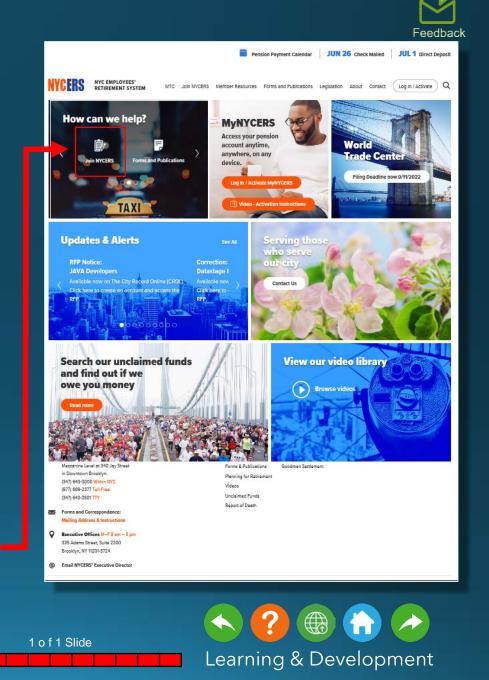


Retirement Programs New York City Employee Retirement System

Effective April 1, 2012, new employees joining the pension system are in **NYCERS** Tier 6 63/10

NYCERS' mobile app is now available for download in the App Store or Google Play.

Click on the graphic to visit the NYCERS site.



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Join NYCERS

New hires start

at "Join NYCERS"

Retirement Programs



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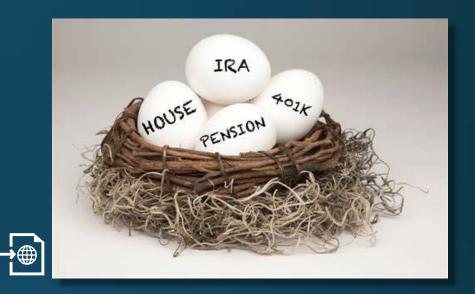
Retirement Programs Deferred Compensation 457 and 401(k)

The New York City Deferred Compensation Plan (DCP) allows eligible New York City employees a way to save for retirement through convenient payroll deductions.

DCP is comprised of two programs:

- <u>457 Plan and a 401(k) Plan</u>
 - Both offer pre-tax and Roth (after-tax) options.
- Compare 457 and 401(k)





1 o f 1 Slide



Retirement Programs



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Retirement Programs New York City Employee IRA

The **NYCE IRA** is the latest retirement savings plan offered by the City of New York to employees and their spouses.

Like other IRAs, it can be used to roll over a 457 or 401(k) at retirement, avoiding being taxed on the lump sum.

Talk to a financial professional or click on the graphic to learn more about the additional benefits of IRAs.





1 o f 1 Slide



Retirement Programs



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| Employee Retirement | Compensation 457 |
| System (NYCERS) | and 401(k) |
| NYCE | Transfer Employees |
| Employee IRA | Click Here |







Retirement Programs Transfer Employees

If you are transferring from another City agency and are currently a NYCERS member:

- Complete <u>Transfer/Reinstatement of Pension Membership</u> form, and
- Email the completed form to: <u>HR.Retirement@nycha.nyc.gov</u>



Retirement Programs



It's never too early to plan for your retirement, so why not start today? And the sooner you join, the bigger your retirement benefits will be! Click on each item below to learn more.

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|---------------------|--------------------|
| Employee Retirement | Compensation 457 |
| System (NYCERS) | and 401(k) |
| NYCE | Transfer Employees |
| Employee IRA | Click Here |





Direct Deposit



- You are not automatically enrolled in Direct Deposit
- Enroll in Direct Deposit to have your pay transferred electronically to your existing bank account
- Direct Deposit is a safer, faster, and smarter way to get paid

 To get more information and learn how to enroll in Direct Deposit, click <u>How Do I Enroll in Direct Deposit</u>.



1 o f 1 Slide

Welcome! Let's get started.





Commuter Plans



Retirement Programs



Additional Benefits/Resources



Direct Deposit



NYCHA History





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NYC Commuter Plans



NYC Commuter Plans offer plans to save you money by paying for commuting costs with pre-tax dollars. Click on the graphic for more information. These Commuter Benefits plans are available to eligible employees:

- 1. Annual Transit Card
- 2. Commuter Card
- 3. Transit Pass
- 4. Access-A-Ride and Paratransit
- 5. Park-n-Ride



1 o f 1 Slide



Welcome! Let's get started.





Commuter Plans



Retirement Programs



Additional Benefits/Resources



Direct Deposit



NYCHA History





Additional Benefits and New Employee Resources







General Regulations of Behavior



You should have already acknowledged you were advised to read the <u>Human Resources Manual</u>.

You'll need to pay special attention to the General Regulations of Behavior (Chapter 31) as that chapter pertains to:

- Performance
- Conduct
- Use of NYCHA equipment and property
- Conduct while working in apartments



1 o f 1 Slide

Additional Benefits and New Employee Resources







Time and Attendance



Your NYCHA ID has two purposes:

- Carry your NYCHA ID card at all times during working hours; it is the official identification card for all NYCHA employees.
- Use your NYCHA ID card to record your arrival and departure time at your assigned timeclock(s) each day/shift you work.



1 o f 2 Slides

Time and Attendance



- Leave time is the number of days accrued by NYCHA employees
- Accrued time may be used for vacation, illness, personal business, and religious observance
- Leave time will vary upon title or organization agreement
- Annual leave may be carried over from one year to the next



Additional Benefits and New Employee Resources







Holidays



New Year's Day Martin Luther King Jr. Birthday Lincoln's Birthday* President's Day Memorial Day Independence Day

Labor Day **Columbus** Day **Election Day** Veterans Day Thanksgiving Day Christmas Day

1 of 1 Slide

*Lincoln's birthday is a holiday for some union titles while other titles receive a "floating" holiday in its place.



Additional Benefits and New Employee Resources







Learning & Development



Knowledge is your greatest asset. The more you know, the further you'll go.

NYCHA offers instructor-led classes, hands-on labs, and on-line learning opportunities that support organizational goals and individual growth.

Visit Learning & Development on NYCHA Connect or speak with your supervisor.





Learning & Development



Our Mission: Prepare and develop NYCHA employees for the roles they are in and the roles they aspire to attain.

Remember...Never Stop Learning!

Got questions about training? Email:

myLearning.nycha@nycha.nyc.gov



2 o f 2 Slides

Additional Benefits and New Employee Resources







Unions



- Most New York City employees are covered by collective bargaining agreements negotiated by the City of New York with their respective unions.
- Additionally, many employees are in professional titles and may be represented by The Management Benefit Fund or other professional associations.





Unions



- Upon enrollment, you will have dues deducted from your pay as permitted.
- Contact your union to enjoy all the benefits of membership. If you are already a union member, consult with your union about NYCHA.
- You can find a listing of Unions in the <u>New Employee Orientation Manual</u> starting on page 14.



Additional Benefits and New Employee Resources







Welcome! Let's get started.





Commuter Plans



Retirement Programs



Additional Benefits/Resources



Direct Deposit



NYCHA History







Got Questions?

The NYCHA Human Resources Department is there for you. Email or call us with your questions.

HR Email Addresses

• Or call 212.306.8000

new.emp@nycha.nyc.gov

HR Corner - New Employee Resources



1 o f 1 Slide

Welcome! Let's get started.





Commuter Plans



Retirement Programs



Additional Benefits/Resources



Direct Deposit



NYCHA History







Since 1934, NYCHA has been an integral part of the City's history. We stand as the largest and most successful housing provider in North America with over 400,000 residents.

At the turn of the twentieth-century, New York City was experiencing a rapid increase in population with the large influx of European immigrants.





As the population continued to grow, overcrowding became a problem and a temporary "solution" became the creation of tenements-dark, poorly sanitized living quarters.

And with tenement conditions came other problems: disease, malnutrition, and poverty.

As an answer to this problem, Mayor Fiorello H. La Guardia filed a certificate on January 20, 1934, establishing the New York City Housing Authority (NYCHA) as the first public housing authority in the country and creating NYCHA's first Board.







New York City Mayor Fiorello H. La Guardia, 1933-1945



NYCHA's First Board Louis H. Pink; Reverend E.T. Roberts Moore; Charney Vladeck; Langdon Post; Mary K. Simkhovitch

3 of 11 Slides



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NYCHA History

December 3, 1935— First Lady Eleanor Roosevelt cuts the ceremonial ribbon at the landmark opening of First Houses.

New York State Governor Herbert H. Lehman (at far left) and New York City Mayor Fiorello LaGuardia (at right) stand beside her during the historic moment.





Eleanor Roosevelt addressing the audience at the First Houses dedication ceremony.

First Houses, located on Manhattan's Lower East Side



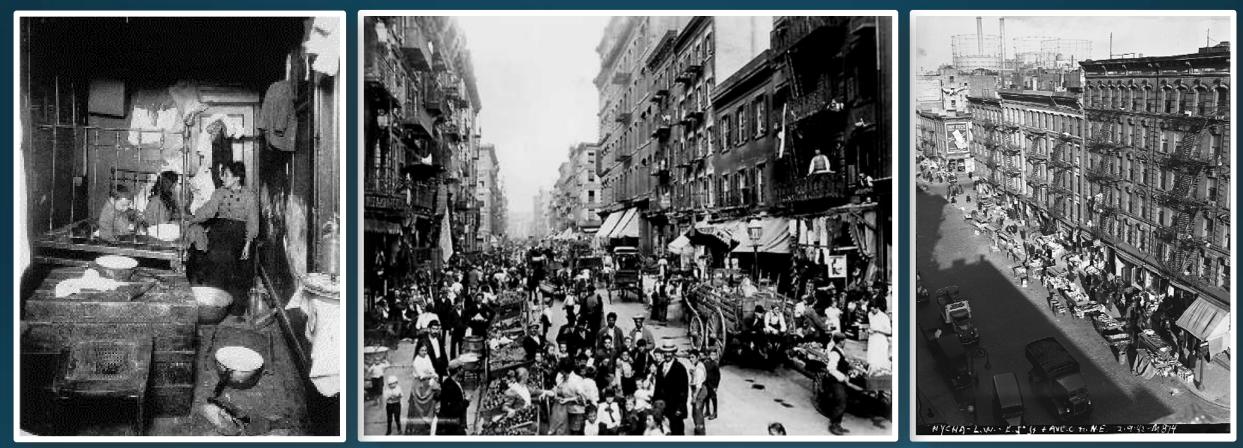
4 of 11 Slides





NYCHA History – Before NYCHA





Inside a tenement apartment, circa 1900

Mulberry Street tenements, circa 1900

5 o f 11 Slides







A city of high-density, high-rise apartment houses and tenement buildings, New York presented a challenge to NYCHA officials.

The Authority's first development, First Houses, on the Lower East Side, took a series of 1846 tenements and demolished every third building to provide adequate light and air, and rehabilitated or rebuilt the remaining buildings.





At the same time, by combining yards, an attractive common courtyard and recreation area was created. Dedicated in December 1935, its architectural design was considered "unsurpassed."



Before A view of the backyard at First Houses prior to the construction.



After Back of First Houses as workmen on scaffold put on finishing touches.





NYCHA continued to grow after the opening of First Houses. Two years later, Harlem River Houses and Williamsburg Houses opened. And more NYCHA groundbreaking ceremonies followed.

Bernard Baruch (right) poses with his brother Dr. Herman Baruch (left) and Robert Moses at the ground breaking ceremony for the 27.5 acre Bernard Baruch Houses on the Lower East Side. (April 8, 1952)





8 of 11 Slides

Hulan Jack (right), Manhattan borough president, and William Reid, Board Chairman (center), break ground for Woodrow Wilson Houses in East Harlem. (May 1959)





Today, more than 400,000 New Yorkers reside in NYCHA's 300 public housing developments around the five boroughs, and more than 232,000 receive subsidized rental assistance through the NYCHA-administered Section 8 Leased Housing Program. NYCHA is the country's largest housing authority.





9 o f 11 Slides



NYCHA's Mission Today

To provide quality housing for New Yorkers that is sustainable, inclusive, and safe, while fostering opportunities for economic mobility.



10 o f 11 Slides

NYCHA History – Our Values Today

- We respect NYCHA employees, residents, and stakeholders
- We operate efficiently and sustainably
- We are diverse and inclusive community
- We are a collaborative workforce, accountable to ourselves and our residents
- We create and maintain safe environments for our residents and ourselves

Safety, Collaboration, Respect





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Retirement Programs



Additional Benefits/Resources



Direct Deposit



NYCHA History



