

## FACT SHEET FOR NON-MANAGERS

**Health Coverage** (medical/ hospitalization) - You are eligible for health insurance through the DOE if you work a regular schedule of at least 20 hours per week and your employment is expected to last for more than six months. For information on health benefits visit the HR Connect Employee Portal at <https://doehrconnect.custhelp.com>

**Effective Dates of Coverage if you are new to the DOE:**

Immediate Coverage Provided You Apply Within 31 Days of Appointment	First Day of the Pay Period Following the Completion of 90 Days of Continuous Service Provided You Apply Within 31 Days of Appointment
<ul style="list-style-type: none"> <li>• Permanent appointments from a civil service list</li> <li>• Non-Competitive appointments that have experience or education requirements for employment (e.g., Community Associate, Community Coordinator, Agency Attorney)</li> <li>• Exempt Class appointments as defined by Civil Service Law. This is not a reference to Exempt under FLSA.</li> <li>• All titles covered by the UFT regardless of the type of appointment</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment made to a Competitive Class title that is <b>not</b> made from a civil service list (Provisional Appointments)</li> <li>• Non-Competitive appointments that do not have education or experience requirements (e.g., Community Assistant)</li> </ul>
Your class of position is indicated in the offer letter.	

If you are **moving to your new position from another payroll bank** (e.g., Q bank or E bank) your health insurance coverage will be temporarily terminated and will need to be reinstated. While there is no lapse in the date of coverage, there will be a short period of time where you will appear in your health insurance provider’s database as having no coverage. Be assured you do have coverage. It just needs to be re-instated, which you can do through Employee Self Service. Information on employee self-service can be found on the HR Connect Employee Portal at <https://doehrconnect.custhelp.com>

If you are **transferring to the DOE from another city agency**, your health benefits are effective immediately.

If you are a **current H bank employee changing titles**, your health benefits will not be interrupted. Please note that changes to your welfare fund may impact your decision to add an optional rider if your new Welfare Fund does not provide prescription coverage (e.g., Management Benefits Fund, Organization of Staff Analysts).

**Welfare Benefits** (dental, vision, life insurance, etc.) are provided through your union for union covered titles and through the Management Benefits Fund (MBF) for titles that are not covered by a union. The affiliation for your title is listed on your offer letter.

Information about MBF can be found at: [http://www.nyc.gov/html/olr/html/man\\_benefits/general\\_info.shtml](http://www.nyc.gov/html/olr/html/man_benefits/general_info.shtml)

Please note that MBF does not provide prescription coverage. This is a factor you should consider when choosing whether or not to add an optional rider to your health plan.

Most common union websites are provided below.

Union	Website
Communication Workers of America (CWA)	<a href="http://www.cwa-union.org/">http://www.cwa-union.org/</a>
District Council 37 (DC37)	<a href="http://www.dc37.net/">http://www.dc37.net/</a>
District Council 9 New York IUPAT, Painters and Allied Trades (DC9)	<a href="http://www.dc9.net/">http://www.dc9.net/</a>

Doctors Council (DRSC)	<a href="http://doctorscouncil.com/">http://doctorscouncil.com/</a>
International Alliance of Theatrical Stage Employees (IATSE)	<a href="http://iatse.net/">http://iatse.net/</a>
International Brotherhood of Electrical Workers (IBEW)	<a href="http://www.ibew.org/">http://www.ibew.org/</a>
International Brotherhood of Teamsters (IBT)	<a href="http://teamster.org/">http://teamster.org/</a>
Management Benefits Fund (MBF)	<a href="http://www.nyc.gov/html/olr/html/man_benefits/general_info.shtml">http://www.nyc.gov/html/olr/html/man_benefits/general_info.shtml</a>
Organization of Staff Analysts (OSA)	<a href="http://www.osaunion.org/who/main.html">http://www.osaunion.org/who/main.html</a>
UA Local 1 Plumbers of New York City (PLBR)	<a href="http://www.ualocal1.org/">http://www.ualocal1.org/</a>
Service Employees International Union (SEIU)	<a href="http://www.seiu.org/">http://www.seiu.org/</a>
AFL-CIO Steamfitters-Local Union 638 (STFT)	<a href="http://www.aflcio.org/">http://www.aflcio.org/</a>
United Brotherhood of Carpenters (UBCJ)	<a href="https://www.carpenters.org/Home.aspx">https://www.carpenters.org/Home.aspx</a>
United Federation of Teachers (UFT)	<a href="http://www.uft.org/">http://www.uft.org/</a>
Boilermakers Local Lodge No. 5	<a href="http://www.boilermakerslocal5.com/">http://www.boilermakerslocal5.com/</a>