

FACT SHEET FOR 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 go 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"> • Permanent appointments from a civil service list • Non-Competitive appointments that have experience or education requirements for employment (e.g., Executive Agency Counsel, Educational Management Associate) • Exempt Class appointments as defined by Civil Service Law. This is not a reference to Exempt under FLSA. 	<ul style="list-style-type: none"> • Appointment made to a Competitive Class title that is not made from a civil service list (Provisional Appointment)
<p>Your class of position is indicated in the offer letter.</p>	

If you are **moving to your new position from another payroll bank** (e.g., Q 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 data base 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. However, if your welfare fund benefits were anything other than MBF, you may wish to add an optional rider as MBF does not provide prescription coverage.

Welfare Benefits (dental, vision, life insurance, etc.) are provided by the Management Benefits Fund (MBF). Information about MBF can be found at: 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.