

HR UPDATE – WEEK OF APRIL 27, 2020

GENERAL

In partnership with the Information Technology service unit, the Office of Human Resources is pleased to introduce the **HR Document Portal**, a secure solution for transmitting documents containing sensitive information from the York College employee population to the staff of Human Resources.

The HR Document Portal will allow faculty and staff to submit forms, such as those routinely used for change of address and employee verification requests, securely through any web server. The portal can also be used to return documents directly to the employee once completed.

The HR Document Portal is accessible via this link or by going to the HR webpage:

https://hrdocs.york.cuny.edu/login?came_from=https%3A//hrdocs.york.cuny.edu/hr

We have also included a Request Form to use for specific types of sensitive requests:

<https://www.york.cuny.edu/administrative/human-resources/forms/documentreturnform1.docx/view>

Please visit the HR web page to review all of the forms available to you for conducting business with Human Resources.

PAY AND BENEFITS

The PSC/CUNY Welfare Fund has made some changes that are effective in 2020. Below is a brief description of the changes. For additional details about these changes you can refer to the updated SPD's found on the Welfare Fund's website <http://www.pscunywf.org/>

Death Benefit

As of March 15, 2020, the PSC-CUNY Welfare Fund provides a \$5,000 death benefit to the beneficiary of a **full-time covered member** who dies while in active service. Members must fill out the beneficiary form, available from their campus HR and benefits office, and have it on file at the benefits office. If members wish to change beneficiary(ies), a new form needs to be completed. Designated beneficiaries have one year from the member's date of death to file a claim with the Welfare Fund office.

0\$ Generic Copay Program and 10% Generic Copay Program

As of January 1, 2020, **Active, Adjunct members and Retirees under 65** enrolled in the PSC-CUNY Welfare Fund Prescription Plan will have no copay when filling a prescription for a generic drug included in the Welfare Fund's CVS \$0 Generic Copay Formulary and when the prescription is filled at a CVS pharmacy or through the CVS Mail program. Generic drugs purchased outside of a CVS pharmacy are not included in the program.

High-Cost Rx Program

As of January 1, 2020, the High-Cost Rx Program is in effect. The program is designed to include an additional \$25,000 of coverage for out-of-pocket prescription drug costs when certain conditions are met. The plan is designed to assist **Active, Adjunct members and Retirees under 65** who are enrolled in

the PSC-CUNY Welfare Fund Prescription Plan, and who are experiencing significant out-of-pocket drug expenses.

OTHER RESOURCES

Occasionally, and specifically over these last few weeks, we have had the unfortunate task of sharing the news that a colleague has died. To assist in navigating that difficult circumstance, we are providing procedural guidance for managers and supervisors. You will find this newly created document in the Managers Toolkit:

<https://www.york.cuny.edu/administrative/human-resources/managers-toolkit/guidelines-for-reporting-an-employee-death-april-2020-final.pdf/view>

Our colleague, Charlene Dertinger, Director of the York College Child and Family Center, has shared a useful document listing Financial Resources Related to COVID-19.

You can find it here: <https://www.york.cuny.edu/news/coronavirus>

On behalf of all of us in HR, be safe and be well!

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