



**COLLEGE ASSISTANTS
HEALTH INSURANCE BENEFITS INFORMATIONAL SHEET**

If you are interested in health insurance benefits, you must submit the required documentation to the Benefits Office in Room E407. After reviewing the documents, the Benefits Coordinator will contact you to schedule an appointment to review the health insurance coverages.

Employees are eligible to participate in the City Health Benefits Program if:

1. Work on a regular schedule - at least twenty hours per week, and
2. your appointment is expected to last for more than six months, during which time you cannot be off of payroll for more than two pay cycles.

If you meet the above criteria, you must submit the following paperwork to the Human Resources Department:

1. A written letter from your department indicating an appointment that will last for at least six months. The department head must sign the letter.
2. Copies of timesheets for the previous three-month period, indicating you have worked at least twenty hours per week, for each of the three months.

District Council 37 Health Insurance Benefits (prescription, dental, optical, etc.)

For information regarding enrollment for benefits through District Council 37 Health & Security Plan, you must contact them (212) 815-1234.