

Subject: Welcome to Local 3652! Your Onboarding Journey Begins

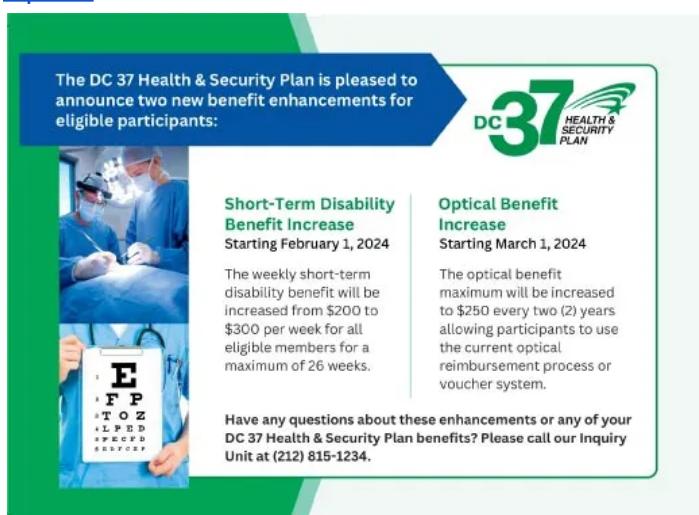
Dear New Member,

On behalf of the entire leadership and membership of Local 3652, we extend a warm welcome to you! We are thrilled to have you join our vibrant community and look forward to working alongside you to strengthen our collective voice and achieve our shared goals.

As a member of Local 3652, you are now part of a dedicated group committed to advocating for fair wages, safe working conditions, and strong benefits for all. Your involvement is crucial to our success, and we encourage you to actively participate in our general membership meetings and events.

To ensure a smooth transition into Local 3652 and your journey as an employee of MTA NYCT, please take the following important steps as part of your onboarding process*.

- Attend a 10 minute **New Member Orientation** with one of our board members
- Fill out your **Greencard and AFSCME membership**
<https://www.local-3652.com/green-card>
- Enroll in **NYCERS**. Note that getting hired by the MTA does not automatically enroll you into the pension plan. <https://www.local-3652.com/retirement>(90 days after start date)
- Enroll in **DC 37 Health & Security Plan** (H&S Plan Benefits Enrollment and Change Form) <https://www.dc37.net/benefits/health/> (90 number of days after start date) and explore options including but not limited to:
 - a. [Delta Dental - New Yorkers -NY Select Only!](#); Choose I live Outside of New York State for plans outside of New York.
 - b. [Optical](#) - Choice of a Voucher and or Reimbursement



C. Prescriptions



- Doctors / Medical Providers / Behavioral Health - The NYCE PPO does not require a Primary Care Physician, however it is recommended that you find one - The MTA, *not the union*, manages this health plan. The Union recommends that you make an appointment for your annual physical as soon as possible. NYCE PPO: 212-501-4444 <https://www.nyceppo.com/> [MyMta.info](#) / My Benefits. Creating an account at [NYCEPPO.com](https://www.nyceppo.com/) is recommended but not required. Contact the BSC for additional info: bscservice@mtabsc.org
- Sign Up for **Member Communications** - Subscribe to Weekly News and Membership Meeting (Quarterly) and urgent email notifications <https://www.local-3652.com/subscribe>
- Join **Empower 457(b) and/or 401K** <https://mta.empower-retirement.com/participant/>
- Order **Free Safety Shoes or Boots** <https://www.safgard.com/mtanyct/>
- Order **Prescription Safety Glasses** -<http://www.mtasafetyglasses.com/>
 - a. Procedure: [PRESCRIPTION SAFETY EYEWEAR – NEW PROCESS](#)
- Mark your calendar for the **General Membership meetings** <https://www.local-3652.com/local-3652/calendar-events> The dropdown menu of the Calendar page also provides links to the PDFs of the Union Calendar and MTA NYCT holiday calendar.
- **Flex Plan** - For additional medical coverage, such as over the counter medicine and anticipated annual dental expenses over \$1,700, the union recommends that you sign up for the [MTA Flex Plan](#)
- **Cancel Your Student Loans** through 10 years of qualifying public service. Review the PSLF or Public Student Loan Forgiveness as well as scholarship and tuition reimbursement program(s) <https://www.local-3652.com/education>
- Review the Local 3652 website, www.local-3652.com, a comprehensive resource for all members. It contains vital information regarding our mission, constitution, bylaws, current campaigns, and upcoming events. Please take some time to explore the site and familiarize yourself with its contents.

We are excited about the positive impact you will have on Local 3652. If you have any questions during this onboarding process or at any time during your membership, please do not hesitate to reach out to our office: [Contact Local 3652](#)

Once again, welcome to Local 3652! We look forward to working with you.

In solidarity,

Local 3652

www.local-3652.com

*Of note, you need to opt into these benefits with the exception of MTA managed health plan...but even then you have the option to "opt out" if your situation warrants it (e.g. you are using a spouse's health plan). While technically "optional," these benefits are negotiated to safeguard you and your family; Declining them can leave you and your loved ones exposed to serious financial and personal risk.