

**LOCAL LAWS  
OF  
THE CITY OF NEW YORK  
FOR THE YEAR 2025**

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**No. 3**

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Introduced by Council Members Joseph, Louis, Restler, Won, Gutiérrez, Brannan, Borelli, Feliz, Salaam, Farías, Gennaro, Riley, Schulman, Menin, Avilés, Banks, Cabán, Sanchez, Narcisse, Hudson, Hanif, Brooks-Powers, Yeger, Ossé, Bottcher, Krishnan, Rivera, Brewer, Hanks, Marmorato, Ariola, Paladino and Mealy.

**A LOCAL LAW**

**To amend the administrative code of the city of New York, in relation to improving benefits enrollment processes for city employees**

*Be it enacted by the Council as follows:*

Section 1. Section 12-126.3 of the administrative code of the city of New York, as added by local law number 4 for the year 2000, is redesignated section 12-126.4.

§ 2. Chapter 1 of title 12 of the administrative code of the city of New York is amended by adding new sections 12-126.5 and 12-126.6 to read as follows:

*§ 12-126.5 Continuation of city employee health insurance during agency transfer. Each agency shall make best efforts to expedite any administrative processes related to the provision of continuous city-administered health insurance coverage for an employee who transfers employment from one agency to a different agency.*

*§ 12-126.6 Communication to city employees regarding enrollment in city-administered benefits. a. Definitions. As used in this section, the following term has the following meanings:*

*City-administered benefits. The term “city-administered benefits” means employee benefits, including, but not limited to, health insurance; flexible spending accounts; commuter benefits; and*

*other related supplemental benefits, such as life insurance, that are administered by the city for its employees.*

*Personnel services. The term “personnel services” means services related to personnel management, such as communication and guidance regarding agency policies; benefits information; and agency resources that are provided to employees.*

*b. Communications relating to benefits. On the date on which an employee commences employment at an agency, such agency shall provide the following information to such employee in clear and plain language:*

*1. Information regarding the availability of city-administered benefits;*

*2. Any required actions such employee must take to enroll in such city-administered benefits, including any relevant deadlines;*

*3. Any required actions such employee must take to maintain such city-administered benefits, to the extent such employee transfers employment from one agency to a different agency, without any interruption in service, including any relevant deadlines;*

*4. The names and contact information of persons at the agency where such employee commences employment who provide guidance to employees regarding accessing city-administered benefits;*

*5. The names and contact information of persons at the agency where such employee commences employment who provide personnel services, including the type of guidance such persons are designated to provide; and*

*6. To the extent such agency provides any information to such employee regarding available employee benefits that are not city-administered benefits, contact information for persons who can*

*provide guidance to such employees regarding such benefits, to the extent such contact information is available.*

*c. Language accessibility. Upon request by an employee for translation of the information required pursuant to subdivision b into one of the 10 designated city languages, as defined by chapter 11 of title 23, an agency shall provide such translation to such employee.*

§ 3. This local law takes effect 60 days after it becomes law.

THE CITY OF NEW YORK, OFFICE OF THE CITY CLERK, s.s.:

I hereby certify that the foregoing is a true copy of a local law of The City of New York, passed by the Council on December 19, 2024 and approved by the Mayor on January 13, 2025.

MICHAEL M. McSWEENEY, City Clerk, Clerk of the Council.

CERTIFICATION OF CORPORATION COUNSEL

I hereby certify that the form of the enclosed local law (Local Law No. 3 of 2025, Council Int. No. 265-A of 2024) to be filed with the Secretary of State contains the correct text of the local law passed by the New York City Council and approved by the Mayor.

SPENCER FISHER, Acting Corporation Counsel.