

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:

1. Attend a 10 minute **New Member Orientation** with one of our board members
2. Fill out your **Greencard and AFSCME membership**  
<https://www.local-3652.com/green-card>
3. 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)
4. 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)
5. Sign Up for **Member Communications** - Subscribe to Weekly News and Membership Meeting (Quarterly) and urgent email notifications <https://www.local-3652.com/subscribe>
6. Join **Empower 457(b) and/or 401K** <https://mta.empower-retirement.com/participant/>
7. Order **Free Safety Shoes or Boots** <https://www.safgard.com/mtanyct/>
8. Order **Prescription Safety Glasses** - email Mary Johnson (email address can be found in outlook look-up - or email the local for the email address) for your unique individualized form
9. 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.

10. **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>
11. Review the Local 3652 website, [www.local-3652.com](http://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](http://www.local-3652.com)