The Graduate Center
Office of Human Resources

Dear Faculty, Students, and Staff:

The HR team wishes you and your family a healthy and safe summer.

Welcome Dr. Robin L. Garrell, New GC President

The Graduate Center welcomes new President, Dr. Robin L. Garrell! Dr. Garrell will join the GC Community on August 3rd. Dr. Garrell served as Vice Provost for Graduate Education and Graduate Division Dean for Education for the University of California, Los Angeles. She obtained her Ph.D. in Macromolecular Science and Engineering from the University of Michigan and has taught classes in chemistry and bioengineering throughout the course of her career. Dr. Garrell has been recognized for advancing diversity at universities. Since her appointment as Vice Provost and Dean of UCLA, student enrollment for members of historically underrepresented groups in UCLA’s graduate and professional degree programs have increased significantly.

We would like to extend our appreciation and thanks to Interim President James Muyskens for his steady leadership during this year of unprecedented challenges. Interim President Muyskens’ last day will be July 31st.

Upcoming Events

August 15
Deadline for Workplace Violence (WPV) & Employee Sexual and Interpersonal Violence Prevention and Response (ESPARC) Course completion by all staff

September 7
Labor Day holiday observed
Thank you to our Essential Staff

The Office of Human Resources would like to thank our essential employees at The Graduate Center, Macaulay Honors College, and Craig Newmark Graduate School of Journalism for keeping the colleges secure, safe and operational during these challenging times of COVID-19.

We would like to recognize the following staff members who have been the pillars of these colleges over the last few months:

- Mohammed Azam, Security
- Albert Bregendahl, Security
- Orion Bright, Security
- Jason Brown, ASRC
- Oscar Burns, Security
- Jiri Cermak, Craig Newmark Graduate School of Journalism
- Scott Charles, Facilities
- Joseph Dagist, Security
- James Dempsey, ASRC
- Reynaldo Dennis, Security
- Edner Desira, Security
- Gladys Figueroa, Security
- John Flaherty, Institutional Advancement
- Monique Flemming, Security
- Daidrian Folkes, Mailroom
- Frandy Germain, Craig Newmark Graduate School of Journalism
- Nina Gray, ASRC
- Steven Haynes, Craig Newmark Graduate School of Journalism
- Cheryl Holder, Security
- Meghan Hughes, ASRC
- Isela Lopez, ASRC
- Reggie Lucas, Mailroom Facility
- Eileen Madison, Security
- Renee Marrero, Institutional Advancement
- Revin Maxwell-Brown, Security
- Milton Mendez, Mailroom Facility
- Juanita Merritt, ASRC
- William Merzier, Security
- Scott Moulder, Craig Newmark Graduate School of Journalism
- Nicholas Pacheco, Craig Newmark Graduate School of Journalism
- Tiffany Parker, ASRC
- Dimitri Pavlovic, Craig Newmark Graduate School of Journalism
- Daeinca Pierre, Security
- Priscilla Piervincenti, Security
- Sulli Popilskis, ASRC
- Amrik Rathor, Security
- Dan Reshef, Craig Newmark Graduate School of Journalism
- Randy Reyes, Mailroom Facility
- Fernando Rodriguez, Security
- Mindy Rush, Security
- David Salmon, ASRC
- John Scully, Craig Newmark Graduate School of Journalism
- Beatrice Shields, Security
- Sympson Theis, Security
- Herby Valce, Security
- Allistair Wallace, Craig Newmark Graduate School of Journalism
- Flower White, Security
- Shawn Wiley, Security
Updates

Training & Professional Development

This fall OHR will roll out the following workshops:

- **Overview of Performance Management** – This workshop is targeted towards employees with direct reports. The goal of the training is to enhance supervisor’s/manager’s/director’s/VP’s competencies to effectively manage performance by (re)introducing and developing core fundamentals such as: differentiating between goals and objectives, managing by objectives, goal setting, the importance of an organization’s mission and vision, defining roles/duties and expectations, and motivating employees.

- **Managing Employees in a Unionized Environment: Full-time Classified Employees** - This workshop is for supervisors and managers of full-time classified employees and will inform and guide supervisors on how to effectively manage classified employees.

- **Managing from a Distance** – This workshop will provide the necessary tools to manage staff and projects remotely.

- **Q&A sessions for staff in various titles (Adjuncts, HEO Series, Classified, ECPs, and College Assistants)** – These workshops will cover rules and processes applicable to each title.

- **Q&A session on the GC Personnel Action Review Committee (PARC) and Central Office’s Vacancy Review Board (VRB)** – This workshop will introduce two newly created committees at The Graduate Center and Central Office, including their role and the personnel actions that require approval.

Revised Procedures for Recruitment

In response to the economic downturn brought on by the COVID-19 pandemic, CUNY has instituted a freeze on all new full-time and part-time personnel hiring, and all other personnel actions that result in a salary increase (other than contractual increases).

CUNY has set up a Vacancy Review Board (VRB) to review exceptions campuses might need to consider relevant to the hiring freeze. Any request for exceptions that will be submitted to the VRB must first be reviewed and approved by The Graduate Center’s Personnel Actions Review Committee (PARC), then reviewed and approved by The Graduate Center’s President.

After a personnel action has been reviewed and approved by both PARC and The Graduate Center’s President, it will be submitted to the University VRB for review. The VRB decision is final. The VRB meets every week on Fridays; the cut off time for campus submissions to the
VRB during the Four-Day Workweek summer schedule is on Tuesdays at 5:00 p.m. The updated procedures and recruitment forms can be found on the HR website.

**Online Timekeeping System**

OHR is making excellent progress in implementing the online time and leave system, HR Assist. The strategic goal is to establish HR Assist as GC's, SOJ's and MHC's robust point-of-service for time and leave information. HR Assist will be accessible through any computer or smart device with internet access. The online program will allow employees to fill out timesheets, submit time off requests, and obtain leave balances at any time. Additionally, the system will show employees’ accrual rates as well as historical data (previous timesheets submitted and time taken). The testing of the system will begin in August with a small group of employees.

OHR’s Time and Leave team continues to customize and set up HR Assist while simultaneously tracking and calculating employees’ up-to-date balances. They are also providing employees with their current balances upon request.

Please note that responses to time and leave balances may be delayed due to the HR Assist project, please be patient. Please submit any outstanding timesheets to timeandleave@gc.cuny.edu to help ensure your time and leave records are up-to-date. If you have not already done so, please submit your summer schedule to hr@gc.cuny.edu using this form.

**Business Data and Reporting Analyst Exam**

The filing period for the Business Data and Reporting Analyst (Exam No. 2061) is open through Monday, July 20, 2020. The job description for the position can be found here, please refer to the “Notice of Examination”. The exam will evaluate a candidate’s suitability for the position based on their education and experience.

Should you have any questions please contact the Office of Human Resources at hr@gc.cuny.edu.

**Onboarding & Orientation for New Hires and Incoming Students**

As CUNY remains closed, OHR staff are conducting new hire orientations via Zoom for all titles.

The One Stop Program for incoming Ph.D. students will be also held via Zoom in August.
Update of GC HR Website

OHR has formed a Web Committee to begin the revamping of OHR’s website with the aim of a more user-friendly resource for employees and visitors. We expect the website to be updated by the end of Fall 2020. Suggestions for the redesign of the OHR website may be sent to hr@gc.cuny.edu.

Benefits

New ID Cards for EmblemHealth Participants

EmblemHealth has distributed new ID cards which should be used as of July 1, 2020. The card(s) were mailed to all employees directly via regular mail to the addresses in the EmblemHealth's database.

If you have not received your new ID card(s) or need replacements, you may log into the health plan’s portal to download the replacement ID card(s). Members may also contact the health plan's customer service to see if their mailing address in EmblemHealth's database is correct. If your mailing address is incorrect, please send an email to hr@gc.cuny.edu as only the employer can make address changes in EmblemHealth’s database.

Additionally, Express Scripts has distributed new PICA ID card(s) to employees enrolled in GHI/CBP PPO plan, which are also effective as of July 1, 2020. PICA cards, as usual, are issued to the employee's name on record. Therefore, eligible dependents will continue to use PICA with the employee’s name on the card.

New Employee Assistance Program (EAP) - CCA

We are pleased to announce that on June 15th, CCA officially became CUNY’s new EAP provider and has replaced Deer Oaks.

CCA is based in New York City and is no stranger to The Graduate Center, having worked with CUNY in the past. To learn more about their services, please visit CCA’s website. The website offers a series of articles and information on popular topics, and connects employees and their families to exclusive resources and tools. Feel free to access CCA services by signing in and typing "CUNY" as the company code. If you should need assistance getting started with any of the services provided through CCA, please contact Kaleema Caesar (kfreeman@gc.cuny.edu) in the Office of Human Resources for guidance.
New Commuter Benefits Provider - Edenred

This spring, CUNY announced the change in their commuter benefits provider from WageWorks to Edenred Commuter Benefits Solution.

The transit program offers eligible employees the opportunity to use pre-tax earnings through payroll deductions to cover certain public transportation costs. This means you will not pay federal, state, city, Social Security, and Medicare taxes on your transit deduction up to the IRS limit. You can also put post-tax deductions in your account if you have monthly transit expenses exceeding the monthly pre-tax limit.

Below is a brief description of each of the plans available to you in the Program:

**Commuter Card (Unrestricted) Plan** – The Commuter Card is a stored-value card loaded with your pre-tax and post-tax payroll deductions that can be used to purchase transit passes and tickets at transit providers throughout the New York Tri-State area.

**Transit Pass Plan** – This plan allows you to arrange for home delivery of your transit provider passes and tickets through Edenred. You can select from their extensive catalog of transit providers and transit passes covering the New York Tri-State area.

**Access-A-Ride/Paratransit Plan** – This plan allows you to participate in Access-A-Ride if you are an employee who receives paratransit service from MTA New York City Transit.

**Park-n-Ride Plan** – This plan allows you to use your pre-tax and post-tax payroll deductions to pay for parking at or near a public transportation stop or station that you use to commute to work. Only transit-related parking is eligible. You must be jointly enrolled in one of the above transit options in order to enroll.

Please send all questions regarding transit benefits to Matthew Parrott at mparrott@gc.cuny.edu.

Revised Tuition Fee Waiver Procedures and Form

CUNY recently updated the Tuition Fee Waiver procedures and form. For more details, please visit our [website](#). Going forward, please use the updated form to request a tuition fee waiver. Please be advised that Graduate Assistants and College Assistants are not eligible for the tuition fee waiver; eligibility requirements can be found on the last page of the [Tuition Fee Waiver Form](#).
Office of Human Resources Staff Updates

Retirement of Regina Jacobowitz

It is with bittersweet sentiment that we announce Regina Jacobowitz’s retirement, effective July 1, 2020. Regina has served The Graduate Center for 32 years as a CUNY Office Assistant, and for the last two decades, she has been the face of OHR as she greeted and assisted customers seeking in-person service from OHR. Known for her wit and quirky humor, Regina has been a pleasure to work with and will be missed. Please join us in wishing Regina the very best as she embarks upon a new and exciting chapter in her life.

Reminders

Change of Address

It is important to notify OHR when your address changes so the information can be updated for payroll, benefits, etc. To request a change of address, please complete and submit the Change of Address Form to hr@gc.cuny.edu. Please be sure to include your apartment # on the form, if applicable.

Workplace Violence (WPV) & Employee Sexual and Interpersonal Violence Prevention and Response Course (ESPARC) Completion

This is a reminder that all employees are required to complete the annual Workplace Violence (WPV) and the Employee Sexual Interpersonal Violence Prevention and Response Course (ESPARC) trainings. Please complete the trainings via CUNY Blackboard by August 15, 2020 for the 2019-2020 academic year.

Please contact hr@gc.cuny.edu with any questions you may have.
**Summer Schedule**

The Graduate Center, Macaulay Honors College, and Craig Newmark Graduate School of Journalism are participating in the Four-Day Workweek program. The 35-hour workweek is consolidated into four days, Monday through Thursday. Staff members may follow one of the work schedules listed below. A day of annual or sick leave used during this period will be charged as 8.75 hours. Individuals wishing to work their regular hours may continue to so but will be charged one day of annual leave or an unscheduled holiday on each of the six Fridays. Please note that unscheduled holidays need to be used by August 31\textsuperscript{st} of each year.

**35-Hour Schedules with a 30-Minute Lunch Break**

8 am–5:15 pm  
8:30 am–5:45 pm  
9 am–6:15 pm

The Four-Day Workweek program began on Monday, June 22, 2020 and ends on Friday, August 7, 2020. The week of the Independence Day holiday, observed on Friday July 3\textsuperscript{rd}, is excluded. During that week, staff work their four regular, un-extended workdays, on Monday, Tuesday, Wednesday, and Thursday.

If you have any questions, please contact hr@gc.cuny.edu.

**Direct Deposit Enrollment**

If you’re not already enrolled in direct deposit, we strongly recommend you do so. With direct deposit, your paycheck will go directly into your bank account and will not require you to manually deposit the physical check. To enroll in direct deposit, submit the completed direct deposit form, password protected, to hr@gc.cuny.edu.

**Submitting Documents with Sensitive Personal Information**

This is a reminder that any documents you submit to OHR that contain sensitive information should be sent in a password protected file. Personal/sensitive information includes anything that contains Social Security #, birth date, and bank information. If you need assistance with password protecting your documents, please email hr@gc.cuny.edu.
2020 Holiday Schedule

The 2020 holiday schedule is available here.

Reflection on the 2019/2020 Academic Year  from David Boxill, Executive Director of Human Resources

The murder of George Floyd revisited a reality that racism is still part of our society. It exposed the festering dark side that there are still clear divisions, inequalities, and social privileges based on one’s race and skin color. That ones’ character and/or being is predetermined to be in the negative due to their race and skin color. To many, myself included, this is a reality lived and experienced on a regular basis. For George Floyd, Eric Garner, Amadou Diallo, Sean Bell, Constance Malcolm, and many others, that same reality resulted in their murders. But such heinous crimes can serve as a catalyst and bonding force for change, which we are witnessing in the form of peaceful protests, social reforms, and candid discussions on topics thought to be taboo. We are learning from these harsh lessons, we are gaining knowledge grounded in reality, and we are applying wisdom to make meaningful changes.

We all play a part in helping to define this period of history by taking a stand for a cause, making our voices heard, our presence felt, and our demands known. How can we make such a difference? Vote. Teach our children the importance of perceiving others based on the content of their character, not based on their races or the color of their skin. Educate the next generation on the current state we are in and why. Be a mentor. Expand our social networks by being open-minded and learning from others of different races, creeds, and nationalities. Those are just a few examples.

We all have a responsibility to do what is right and to make a difference.

“Doing the right thing is not always easy, but doing the right thing is always right.” – Monday Morning Leadership by David Cottrell.

If you have any questions/comments, please contact the HR team via phone (212-817-7700) or email (hr@gc.cuny.edu).

For more specific inquiries, please contact the appropriate team member from our HR Directory.