
HR Connect

December 2017 (10th Issue)

The Graduate Center Office of Human Resources

Dear Faculty, Students, and Staff:

As we approach the new year, we would like to thank you for your participation in the many programs and workshops our office offered in 2017. We look forward to our continued collaboration with The Graduate Center, Macaulay Honors College, Graduate School of Journalism, and Graduate School of Public Health & Health Policy community.

The HR Team wishes you a happy and healthy holiday season!

Events at The GC

Coat Drive

The Office of Human Resources is hosting a coat drive. If interested, please donate any gently used or new outerwear for women, men, or children in the designated boxes located in The GC main lobby by **Thursday, December 28, 2017**. All donations will be distributed to nonprofit social service agencies, houses of worship, schools, and shelters. Should you have any questions about the coat drive, please contact Christopher Jaggon, HR Campus Liaison, at (212) 817-7700 or email cjaggon@gc.cuny.edu.



Upcoming Events

November 6 – December 28

Coat Drive

December 25

Christmas Day holiday observed

January 1

New Year's Day holiday observed

January 1

Effective date for 2018 Flexible Spending Account (FSA)

January 4

Effective date for changes elected during open enrollment period for health insurance coverage

February 28

Full-time Non-teaching Instructional Staff Evaluations are due

April 23

26th Annual Employee Recognition Ceremony (GC Staff Only)

April 26

Take Our Daughters & Sons to Work Day (GC Staff Only)

Crossing Bridges: Putting Your Ph.D. to Work in University Administration Program

The Office of Human Resources is pleased to announce Crossing Bridges: Putting your Ph.D. to Work in University Administration Program for the Spring 2018 semester. This program offers students the opportunity to shadow senior administrators and learn essential components of their job. The Office of Human Resources will be hosting an orientation session for interested students in February 2018. Please look out for forthcoming announcements regarding the program. Should you have any questions about the program, please contact Christopher Jaggon, HR Campus Liaison, at (212) 817-7700, or email cjaggon@gc.cuny.edu.

Employee Recognition Ceremony – April 23, 2018 (The Graduate Center Staff Only)

The 26th Annual Employee Recognition Ceremony will be held on **April 23, 2018**. Staff may nominate a colleague for Outstanding Achievement and/or Employee of the Year (except Teaching Faculty and Executive Pay Plan members). The nomination form will be distributed soon.

Take Our Daughters & Sons to Work Day (The Graduate Center Staff Only)

We are pleased to announce that “Take Our Daughters & Sons to Work Day” will take place on **Thursday, April 26, 2018**. This event is open to your school-aged children. A continental breakfast and an afternoon snack will be provided. Please remember that you are responsible for transporting your child to and from activities that they choose to attend. More information about the event will be provided soon.

Benefits Updates

2018 Flexible Spending Account (FSA) Program – Effective January 1, 2018

Employees who enrolled in the 2018 Flexible Spending Account (FSA) Program during the fall open enrollment period, the program will be effective **January 1, 2018**.

Wage Works Commuter Program Pre-Tax Limit Increase – Effective January 1, 2018

Effective **January 1, 2018**, for employees enrolled in the Transit and Parking Benefit Transportation Spending Account Program, the pre-tax limit is increasing by \$2.50 bi-weekly to \$130.00 (previously \$127.50). Employees who have a post-tax deduction, in addition to the previous pre-tax limit of \$127.50 bi-weekly, will have their post-tax deduction decrease by \$2.50, bi-weekly. All employees will now be eligible to increase their pre-tax deductions to \$130.00 bi-weekly. This change will be reflected in the January 4, 2018 paycheck.

Health Insurance Coverage Changes Elected During Open Enrollment – Effective January 4, 2018

Employees who elected changes to their health insurance coverage during the open enrollment period will see the changes effective on the first day of the first, full payroll: **January 4, 2018**.

Tier 6 Members

Tier 6 members (defined by New York State Law as those employees hired after April 1, 2012) who are participating in the Optional Retirement Plan (ORP) administered by TIAA you are required to contribute to the plan based on your annual earnings. Tier 6 legislation also mandates that the employer (CUNY) review your contribution level annually to ensure the percentage of your contribution level is correct based on your annual earnings from the two years prior. Affected employees will receive a letter the first week of January about their contribution rate and should expect to see the change in the **January 18, 2018** paycheck.

Important Reminders

Full-time Non-teaching Instructional Staff Evaluations

Performance evaluation notices have been distributed to supervisors of full-time Non-teaching Instructional Staff. An evaluation conference with staff should be held in January or early February. The evaluation form must be completed, signed, and returned to the Office of Human Resources by **February 28, 2018**. If a supervisor needs a copy of the employee's job description on file, please email ishr@gc.cuny.edu. Any updated job descriptions should be signed and dated by the employee, and returned to the Office of Human Resources to be placed in the personnel file.

Performance evaluations for classified managerial and civil service employees will be distributed at a later date.

Retirement Inquiries

A reminder that every **third Wednesday** of the month (10:00am-1:00pm, 3:00pm-5:00pm) is the designated day for all retirement-related inquiries. To meet with the Benefits Officer on this day, please email ishr@gc.cuny.edu and include "Retirement Inquiry" in the subject line.

Time and Leave Questions

For questions about your time and leave balances, please email timeandleave@gc.cuny.edu.

2017-2018 Holiday Schedule

The 2017-2018 holiday schedule is available [here](#).

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

For additional information, please visit the GC HR [website](#).