

HR Connect

December 2018 (13th Issue)



Upcoming Events

November 29–December 27

Coat Drive

December 24-25

Christmas Day holiday
observed

December 31-January 1

New Year's Day holiday
observed

January 1

Effective date for 2019
Flexible Spending Account
(FSA)

January 3

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

February 1

Full-time Non-teaching
Instructional Staff Evaluations
are due

April 16

27th Annual Employee
Recognition Ceremony
(The Graduate Center Staff
Only)

April 25

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

The Graduate Center Office of Human Resources

Dear Faculty, Students, and Staff:

The HR team wishes you and your family all the best for the holidays and New Year. We look forward to our continued collaboration with The Graduate Center, Macaulay Honors College, and Graduate School of Journalism in 2019.



[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 27, 2018**. 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. Thank you for your support.

Employee Recognition Ceremony 2019 (The Graduate Center Staff Only)

The 27th Annual Employee Recognition Ceremony will be held on **Tuesday, April 16, 2019**. More information about the event will be provided 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 25, 2019**. 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 in the coming months.

Office of Human Resources Staff Updates

Anna Dukhovny, Assistant for Adjunct and Graduate Assistant Operations



Anna was recently promoted from a College Assistant (part-time) to an IT Business Data and Reporting Analyst (full-time). In her new full-time role, Anna will leverage her four years of experience in OHR to service the Adjuncts and Graduate Assistants as it relates to new hire processing, onboarding, and CUNYfirst. Anna has a background in education and music. Anna can be reached at 212-817-7700 or at adukhovny@gc.cuny.edu.

Congratulations Anna!

Matthew Parrot, Assistant for Instructional Staff



Matthew was recently promoted from a College Assistant (part-time) to an IT Business Data and Reporting Analyst (full-time). Matthew will provide services to faculty and non-teaching instructional staff as it relates to new hire processing, onboarding, and CUNYfirst. Prior to joining the Graduate Center, Matthew was a writing tutor at John Jay College and Texas State University. Matthew has a Master's degree in literature. Matthew can be reached at 212-817-7700 or at mparrott@gc.cuny.edu.

Congratulations Matthew!

[Announcements/Updates](#)

[Benefits](#)

2019 Flexible Spending Account (FSA) Program – Effective January 1, 2019

For employees who enrolled in the 2019 Flexible Spending Account (FSA) Program during the open enrollment period, the program will be effective **January 1, 2019**.

Health Insurance Coverage Changes Elected During Open Enrollment – Effective January 3, 2019

Employees who elected changes to their health insurance coverage during the open enrollment period are in effect as of **January 3, 2019**. Employees will see any related deductions in their **January 17, 2019** paycheck.

403(b) Voluntary Savings Plan/Tax-Deferred Annuity Plan Contribution Limits Increase for 2019

For 2019, the contribution limits for 403(b) Voluntary Savings Plan/Tax-Deferred Annuity (TDA) Plan have increased to \$19,000 if you are under 50 years of age and to \$25,000 if you will be age 50 or over in 2019.

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 hr@gc.cuny.edu and include “Retirement Inquiry” in the subject line.

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. The evaluation form must be completed, signed, and returned to the Office of Human Resources by **February 1, 2018**. If a supervisor needs a copy of the employee's job description on file, please email hr@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 Research Assistants and Research Associates, classified managerial and civil service employees will be distributed at a later date.

Time and Leave Questions

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

2018-2019 Holiday Schedule

The 2018-2019 holiday schedule is available [here](#).

If you have any general 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](#).