

HR Connect

December 2019 (16th Issue)



Upcoming Events

December 2 – December 27

Coat Drive

December 24-25

Christmas Day holiday observed

January 1

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

Effective date for 2020 Flexible Spending Account (FSA)

New Year's Day holiday observed

February 7

Full-time Non-teaching Instructional Staff Evaluations are due

April 21

28th Employee Recognition Ceremony
(The Graduate Center Staff Only)

April 23

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 a happy and healthy holiday season.

Benefits

Health Insurance Coverage Changes Elected During Open Enrollment – Effective January 1, 2020

Employees who elected changes to their health insurance coverage during the open enrollment period are in effect as of **January 1, 2020**. Employees will see any related deductions in their **January 16, 2020** paycheck.

2020 Flexible Spending Account (FSA) Program – Effective January 1, 2020

For employees who enrolled in the 2020 Flexible Spending Account (FSA) Program during the open enrollment period, the program will be effective **January 1, 2020**.

403 (b) Voluntary Savings Plan/Tax-Deferred Annuity Plan Contribution Limits Increase for 2020

For 2020, the contribution limits for 403(b) Voluntary Savings Plan/Tax-Deferred Annuity (TDA) Plan have increased to \$19,500 if you are under 50 years of age and to \$26,000 if you will be age 50 or over in 2020.

Events at The GC

Coat Drive

The Office of Human Resources is hosting it's 5th annual coat drive in collaboration with New York Cares. If interested in participating, please donate any gently used or new outerwear for women, men, or children in the designated box located in The GC main lobby. We will be accepting donations through **December 27th**. All donations will be distributed to nonprofit social service agencies, houses of worship, schools, and shelters.

Last year, we donated a total of 145 coats. This year, our goal is 200 coats!

Thank you for joining us in keeping New York City warm this winter. We appreciate your generosity, and are certain the recipients of your donations will as well.

Should you have any questions, please contact the HR team at HR@gc.cuny.edu or (212) 817-7700.

Conducting an Effective Performance Evaluation Workshops

The Office of Human Resources will offer four workshops on conducting effective performance evaluations for supervisors of HEO series employees in January 2020. These workshops will aid supervisors in preparing for and conducting an effective evaluation for their staff. The workshops will also cover the upcoming reappointment/non-reappointment process.

To register for a training session, please visit OHR Eventbrite [here](#).

Employee Recognition Ceremony 2020 (The Graduate Center Staff Only)

The 28th Annual Employee Recognition Ceremony will be held on **Tuesday, April 21, 2020**. More information about the event will be provided soon.

Announcements

Full-time Non-teaching Instructional Staff Evaluations

Performance evaluation notices have been distributed to supervisors of full-time Non-teaching Instructional Staff this week. 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 7, 2020**. 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.

Professional Development Workshops available at CUNY Central Office

The Professional Development and Learning Management Office of CUNY provides employees with professional development and training opportunities that are designed to enhance their knowledge, skills, and competencies. The 2020 course offerings include workshops in communication, conflict resolution, customer service, data analytics, and management as well as technical courses in Microsoft programs. The duration of a course is typically one full day and includes a small fee. Please explore the courses available [here](#).

IRS Issues New W-4 Form and Updates Tax Withholding Calculator

Any employees wishing to make a change to their existing federal withholdings must use the [2020 W-4 Form](#). For information on the new form, please visit the [IRS website](#). Current

employees are not required to submit a new W-4 Form if they do not wish to make changes to their existing federal withholding. Employees can use the online [Tax Withholding Calculator](#) to estimate their tax withholdings. If you have any questions regarding the W-4 Form, please email HR@gc.cuny.edu.

Requesting a Change of Address

To request a change of address, please complete and submit the [Change of Address Form](#) to the Office of Human Resources via email at HR@gc.cuny.edu or in person in Room 8403.

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

The Office of Human Resources is pleased to report that nearly 70% of employees completed the ESPARC training which is a big accomplishment. Our goal is to have an even higher completion rate next year! Thank you to everyone who participated and supported our efforts to be in compliance.

Time and Leave Questions

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

2019-2020 Holiday Schedule

The 2019-2020 holiday schedule is available [here](#).

Office of Human Resources Staff Updates

Derbi Kotkas, HR Generalist/Instructional Staff Coordinator



Derbi joined the HR team as an HR Generalist for the Teaching and Non-Teaching Instructional staff. Derbi previously worked at Hostos Community College, where she served as a Human Resources Assistant and then as the Instructional Staff Specialist/FMLA Coordinator. Derbi holds a Bachelor's degree in Economics, with a minor in Industrial Organizational Psychology, from Baruch College.

Derbi is responsible for overseeing Instructional staff actions from on-boarding to separations. She can be reached at (212) 817-7728 or dkotkas@gc.cuny.edu.

Retirement of Primitiva (Millie) Osoria



It is with mixed emotions that we announce the retirement of Primitiva (Millie) Osoria. Millie served as the Classified Civil Service Coordinator within the Office of Human Resources Department for the past 16 months. Millie's last day will be December 30th.

Millie's attention to detail, while keeping the broader picture in mind, has been an invaluable asset to OHR's operations, the Graduate Center and University Centers. Her positive attitude, thoughtfulness and quiet encouragement has helped make our office a pleasant place to work, and has left a lasting impression upon all of her constituents. Please join us in wishing Millie the very best as she embarks upon a new and exciting chapter in her life.

Recent Events

Flu Shot Clinic

The Office of Human Resources held a Flu Shot Clinic on November 14th. 90 employees received the flu vaccine. We would like to thank all participants for making this a successful event.



Left: Lenore Mitchell, Benefits Officer
Center: Nurse from WorkWell NYC
Right: David Boxill, Executive Director of Human Resources

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](#).