

HR Connect

February 2017 (8th Issue)

The Graduate Center Office of Human Resources

Dear GC Community,

Welcome to the eighth issue of *HR Connect*.

HR Connect shares with you important announcements and upcoming events related to The Graduate Center and CUNY life.

Benefits Updates

MTA Fare Increase

Please be advised that effective **Sunday, March 19, 2017**, the MTA will increase transit fares for various MTA products including but not limited to the 30 day Unlimited Ride MetroCard which will increase from \$116.50 to \$121.00. We understand there will also be fare increases for MTA Metro North and Long Island Railroad.

For a complete list of changes please visit the MTA website: www.MTA.info

To increase your payroll deduction and maximize your benefit given the new rate, or if you wish to enroll, suspend payroll deductions or discontinue enrollment in the Commuter Benefits Programs, please complete and return the attached enrollment form via email to wageworks@gc.cuny.edu.

HR Connect – February 2017 Issue



Upcoming Events

March 9, 2017

Informational Session for
New Full-time Staff

March 10, 2017

Deadline for indicating
interest in Weight Watchers
on-site meetings

March 16, 2017

Crossing Bridges: Putting
Your Ph.D. to Work in
University Administration
Informational Session for
Ph.D. Students

March 19, 2017

MTA Fare Increase in Effect

April 27, 2017

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

May 2, 2017

25th Annual Employee
Recognition Ceremony
(GC Staff Only)

Important Reminders

1. HEO Series Performance Evaluations are Due
2. Multiple Position Reports are Due (Full-time Faculty Only)

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Professional Staff Congress Welfare Fund Plan Changes

The Office of Human Resources would like to share the changes to the benefits offered through the Professional Staff Congress Welfare Fund. Please go [here](#) to see the changes that took effect January 2017.

Upcoming Events

Informational Session for New Staff – March 9, 2017

The Office of Human Resources welcomes all new staff. New full-time staff will be invited to attend the Informational Session on **Thursday, March 9, 2017**; invitations will be sent via email.

Crossing Bridges: Putting your Ph.D. to Work in University Administration Program Informational Session for Students – March 16, 2017

The Office of Human Resources is pleased to announce the 5th semester of the Crossing Bridges Program and will be hosting an informational session for interested Ph.D. students on **Thursday, March 16, 2017, at 3:00 PM**, in the Skylight Room on the 9th floor. This program offers students the opportunity to shadow senior administrators and learn essential components of their job. If interested in attending please RSVP to cjaggon@gc.cuny.edu no later than Monday, March 6, 2017.

Take Our Daughters & Sons to Work Day – April 27, 2017 (Graduate Center Staff Only)

We are pleased to announce that “Take Our Daughters & Sons to Work Day” will take place on **Thursday, April 27, 2017, from 9:30am to 4:00pm**. 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.

Employee Recognition Ceremony – May 2, 2017 **(Graduate Center Staff Only)**

This year is the 25th anniversary of our Annual Employee Recognition Ceremony which will be held on **Tuesday, May 2, 2017**. 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.

HR Initiative

The Graduate Center's Office of Human Resources introduced a new Training & Professional Development Program "**Discovery Time**" which consists of a series of workshops.

The workshops cover various topics of interest for administrators, supervisors and other title groups. To register for these workshops and to see how **Discovery Time** can boost your skills, please [click here](#) to explore our site and learn more about workshops being offered. If you have any questions, please contact Kaleema Freeman at kfreeman@gc.cuny.edu.

Upcoming Workshops:

- March 13, 2017 – New York State Deferred Comp
- April 19, 2017 – Managing Workplace Stressors

Important Announcements

2nd Annual Coat Drive – 163 Coats Collected!

The Office of Human Resources would like to thank you for your earnest generosity to our second annual coat drive. Over the course of November and December 2016, a total of 163 coats were collected for men, women, and children. All donations were delivered to New York Cares, a NYC non-for-profit organization, which distributes collections to non-profit social service agencies, houses of worship, schools, and shelters. Again thank you for your contributions as they served a population in need.

HEO Series Performance Evaluations

A reminder that performance evaluation notices have been distributed to supervisors of HEO Series employees. An evaluation conference with staff should be held. The [evaluation form](#) must be completed, signed, and returned to the Office of Human Resources **as soon as possible** as they are past due. 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 classified managerial and civil service employees will be distributed at a later date.

Multiple Position Reports (Full-time Faculty Only)

The University policy mandates **full-time faculty** to disclose certain information related to the performance of their duties and responsibilities. Information regarding the multiple position policy can be found [here](#). Please complete the Multiple Position Report [here](#). The report must be submitted to your Executive Officer as soon as possible. The Executive Officer or designee must submit the Multiple Position Reports for their department to The Graduate Center's Office of Human Resources **as soon as possible**.

Weight Watchers Program

Weight Watchers is a proven program committed to healthy living. Your best self isn't just about a magical number on the scale. It's about seeing food as fuel for a healthy life, finding ways to move more each day, and developing the skills to unlock your inner strength so you can make healthy choices for life.

CUNY employees who are eligible for health insurance are being offered a significant savings for Weight Watchers. Employees may join either Online Plus or attend meetings which include Online Plus services. Employees' spouses, domestic partners, dependents

over the age of 18, and retirees are also eligible to join at a discounted rate. “Frequently Asked Questions” about the Weight Watchers program can be found [here](#).

The Graduate Center will be able to set up weekly on-site meetings with Weight Watchers if there is a minimum of **15** employees interested in attending these weekly meetings. If you are interested in attending on-site meetings at The Graduate Center, please email hr@gc.cuny.edu no later than **Friday, March 10, 2017**.

Weight Watchers - Monthly Cost

Weight Watchers Offering	Standard Price	CUNY Price
Meetings (includes Online Plus)	\$44.95/mo.	\$15.00/mo.
Online Plus	\$19.95/mo.	\$7.00/mo.

To purchase either of these Weight Watchers offerings, please go [here](#).

Employer ID: 11612222

Employer Passcode: WW1161222

Time and Leave Questions

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

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 HR Representative on this day, please email ishr@gc.cuny.edu and include “Retirement Inquiry” in the subject line.

2017 Holiday Schedule

The 2017 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](#).