

HR Connect

March 2016 (5th Issue)



Upcoming Events

March 25

Nominations for Employee Recognition Ceremony 2016 are due
(The Graduate Center Staff Only)

April 4

Multiple Position Reports are due
(Full-time Faculty Only)

April 20

Observations/Evaluations for Graduate Assistants are due

April 28

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

May 10

Blood Drive

May 12

Employee Recognition Ceremony
(The Graduate Center Staff Only)

June 1

Annual evaluations for Classified Managerial and Civil Service staff are due

The Graduate Center Office of Human Resources

Dear GC Community,

Welcome to the fifth issue of *HR Connect*.

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

Important Reminders

Multiple Position Reports are Due April 4, 2016 (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 no later than **April 4, 2016**.

Observations/Evaluations for Graduate Assistants are Due April 20, 2016

The memo and evaluation form for Graduate Assistants were distributed to the responsible officers in early March. The

completed form must be given to the employee within 10 working days following the evaluation conference.

Annual Evaluations for Classified Managerial and Civil Service Staff are Due June 1, 2016

Classified managerial and civil service annual evaluations will be distributed to the departments in April 2016 and must be returned to the Office of Human Resources. The evaluation form for classified managerial staff can be viewed [here](#) and for civil service staff [here](#).

Upcoming Events

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 28, 2016, 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 2016 (The Graduate Center Staff Only)

The 24th Annual Employee Recognition Ceremony will be held on **Thursday, May 12, 2016**. To nominate a colleague for Outstanding Achievement and/or Employee of the Year (except Teaching Faculty and Executive Pay Plan members), please complete the [nomination form](#) and return to Ella Kiselyuk, Executive Director of HR, no later than **March 25, 2016**.

Blood Drive

Our annual blood drive will be held on **Tuesday, May 10, 2016**. The New York Blood Center bus mobile will be parked on the corner of 5th Avenue and 35th Street. More information about the event will be provided soon.

[New HR Initiatives](#)

Brown Bag Lunch Workshops

We are pleased to introduce a series of brown bag lunch workshops for new supervisors, line managers, administrators, and staff. The workshops will cover various topics including customer service, communication, conflict resolution, performance management, and the multigenerational workplace. The workshops will begin in Fall 2016. More information about the workshops will be provided at a later date.

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](#).