

HR Connect

October 2016 (7th Issue)

The Graduate Center Office of Human Resources

Dear GC Community,

Welcome to the seventh issue of *HR Connect*.

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

Benefits Updates

Open Enrollment for Buy-Out Waiver Program September 19, 2016 – October 31, 2016

Under the Buy-Out Waiver Program, incentive payments are issued in exchange for waiving City of New York health benefits if you are enrolled in a non-City group health plan and meet all eligibility requirements. Please note that the annual incentive payment amount for the Buy-Out Waiver Program has changed to \$500 for waiving individual coverage and \$1,000 for waiving family coverage effective for Plan Year 2017. Current participants will receive this amount automatically in Plan Year 2017. The open



Upcoming Events

September 19 – October 31

Open Enrollment for
Buy-Out Waiver Program
(Health Plan)

September 19 – October 31

Open Enrollment for Flexible
Spending Accounts Program

October 11 – November 11

Open Enrollment for
Health & Dental Plans

October 14

Domestic Violence &
Workplace Awareness Day
(Please wear something
purple to show support)

October 20

Seminars on CUNY
Retirement Plan Changes

October 28

Diversity Projects
Development Fund –
proposals for grant are
due

November 7 - December 31

Coat Drive
Location: The GC Lobby

November 24 – 25

Thanksgiving holiday
observed



enrollment period for the Buy-Out Waiver Program is from **September 19 - October 31** effective as of **January 1, 2017**.

To elect the Buy-Out Waiver Program or change the health premium contribution tax status, you must fill out both a Health Benefit Application and a Medical Spending Conversion (MSC) Enrollment Change Form. Each MSC Program continues from one Plan Year to the next; therefore, the participant does not need to re-enroll each Plan Year unless there is a change of status. If participants would like to withdraw from the MSC Health Plan Buy-Out Waiver Program, the participants must complete the 2017 MSC Enrollment/Change Form. Brochures, information and forms on each program can be downloaded and printed [here](#). Employees may also obtain the materials by calling the automated help-line at 212-306-7760. More information about the Buy-Out Waiver Program can be found [here](#).

Open Enrollment for Flexible Spending Accounts (FSA) September 19, 2016 – October 31, 2016

The City of New York offers its employees a Flexible Spending Accounts (FSA) Program, which is allowable under Internal Revenue Code (IRC) Section 125. The Program allows City employees to deposit a portion of their pre-tax income into accounts maintained for certain health and dependent care expenses. The open enrollment period for the FSA Program is from **September 19 – October 31** effective as of **January 1, 2017**.

If you wish to enroll in one or more of the New York City Flexible Spending Accounts Programs, you must complete and submit the enrollment form to the program of your choice no later than **October 31, 2016**. Please note that the Health Care Flexible Spending Account (HCFSA) and Dependent Care Assistant (DeCAP) elections do not roll over from year to year; current participants must re-enroll by October 31, 2016 in order to participate in 2017.

A brief fact sheet about the FSA Program can be found [here](#). For more information about the FSA Program and to complete the enrollment forms, visit www.nyc.gov/fsa.

Open Enrollment for Health and Dental Plans October 11, 2016 - November 11, 2016

During the Annual Transfer Period (open enrollment), employees may transfer into any health plan for which they are eligible, add or drop the Optional Rider, or add or drop dependent(s). Employees may also switch their Dental Plan coverage between [Guardian and DeltaCare USA](#) (Instructional and Classified Managerial Staff).

The open enrollment period is from **October 11 - November 11**. All changes will be effective the first day of your first full payroll period in **January 2017**. Please view the summary of benefits and coverage for the [health plans here](#) and the [plan rates here](#). If you do not wish to make any change in coverage, your current medical and dental elections will roll over to 2017.

CUNY Retirement Plan Changes

There will be changes to the CUNY Retirement Plan in January 2017. Employees should have received a guide in the mail about the changes. On **October 20, 2016**, TIAA financial consultants will be conducting group transition seminars in Room 9206. We encourage you to attend the seminars where you will have the opportunity to learn more about the retirement plan changes. The TIAA information desk will also be available to assist you with questions. For more information, visit www.tiaa.org/CUNY.

[HR Initiatives](#)

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 will 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, HR Generalist, at kfreeman@gc.cuny.edu.

Upcoming Workshops:

- October 14, 2016 – Domestic Violence & the Workplace
- October 19, 2016 – Creating a Personal Development Plan
- November 2, 2016 – Effective Communications
- November 15, 2016 – NYS Deferred Comp
- December 7, 2016 – Holiday: How to Enjoy the Holidays and Minimize Holiday Stress
- December 14, 2016 – Maintaining Respect and Civility in the Workplace

[Upcoming Events](#)

October is Domestic Violence & Workplace Awareness Month

We are pleased to inform you the next Discovery Time workshop on **October 14, 2016**, will be an interactive session presented by a representative of the New York State Office for the Prevention of Domestic Violence.

The training will prepare you to better understand the dynamics of domestic violence, identify possible signs and indicators of victimization, make appropriate referrals to domestic violence service providers, work with professionals to assist identified victims with safety planning, and develop individualized responses in recognition of the physical, social and cultural realities that may affect an individual victim's situation.

This training will also include information and take away materials on ways in which domestic violence impacts the workplace, including potential impact on worker productivity and the safety risks to on-site personnel and visitors.

If interested, please register by visiting our HR website and navigating to Training & Professional Development on the left side of the page or by clicking [here](#).

We ask that you please wear something purple on 10/14/16 in support of this event, if possible.

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 from **November 7th through December 31st**. All donations will be distributed to nonprofit social service agencies, houses of worship, schools, and shelters. Should you have any questions, please contact Christopher Jaggon, HR Campus Liaison, at (212) 817-7700 or email cjaggon@gc.cuny.edu.

Important Announcements

Diversity Projects Development Fund – Proposals for Grant are Due October 28, 2016

The Diversity Projects Development Fund was established by the Office of the Vice Chancellor for Human Resources Management to support educational projects, scholarly research, creative activities, and other programmatic initiatives to promote multiculturalism, diversity and inclusion, affirmative action and nondiscrimination for the benefit of the University community. Current full and part-time members of the Instructional Staff may apply for grants. The application deadline to submit grant proposals is **October 28, 2016**. For more information, please go [here](#).

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.

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

2016-2017 Holiday Schedule

The 2016-2017 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](#).