

HR Connect

October 2018 (12th Issue)



Upcoming Events

September 24 – October 31

- Open enrollment for Buy-Out Waiver Program
- Open enrollment for Flexible Spending Accounts (FSA)

October 1 – October 31

- Open enrollment for health and dental plans

October 2

- Informational Session for New Full-time Staff

October 8

- Columbus Day holiday observed

October 24

- Training & Professional Development Workshop on “Erasing the Stigma of Mental Health Illness” (Location: GC)



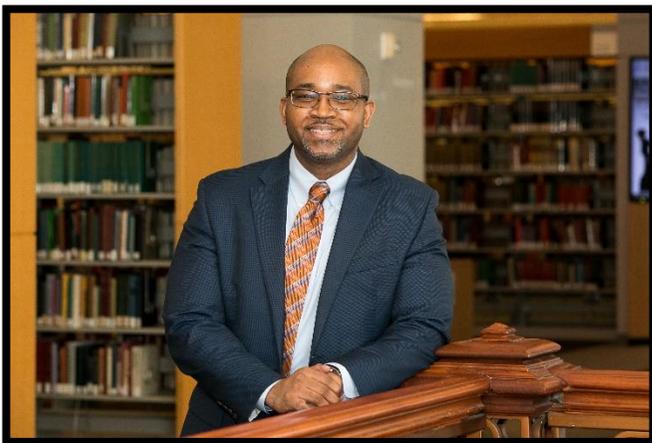
The Graduate Center Office of Human Resources

Dear GC Community,

Welcome to our issue of *HR Connect*.

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

Welcome David Boxill, Executive Director of Human Resources



The Graduate Center and Office of Human Resources (OHR) welcome David Boxill as the Executive Director of Human Resources. David is responsible for a vast array of HR/Payroll services provided to the GC employees and its

affiliated schools (Macaulay Honors and Craig Newman School of Journalism). David brings over 16 years of human resources and management experience and has served in various leadership roles including at CUNY/Baruch College, non-profit/private organizations and city government. David looks forward to leveraging his competencies, background, and experience to support our students, faculty and staff. He is excited to continue building OHR into a robust strategic resource and business partner supporting various programs/departments and its initiatives. Under David's leadership, OHR's goal is to provide enhanced, efficient and quality HR services as well as to add value to the organizational mission and vision. David can be reached at 212-817-7700 or at dboxill@gc.cuny.edu.

Welcome Primitiva (Millie) Osoria, Classified/Civil Service Coordinator



The Graduate Center and Office of Human Resources welcome Millie Osoria as the Classified/Civil Service Coordinator. Millie brings over 20 years of experience in human resources and labor relations in the public sector. Her background includes civil service operations, recruitment, compensation, employee relations, time and leave, and employee benefits. Millie can be reached at 212-817-7700 or at posoria@gc.cuny.edu.

[Benefits Updates](#)

Open Enrollment for Health and Dental Plans October 1, 2018 – October 31, 2018

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 Staff). Any changes made to the dental plan will be effective as of **January 1, 2019**.

This year the open enrollment period is from **October 1 – October 31, 2018**. Should you make any changes to your current health plan, they will become effective on the first day of the first full payroll period in **January 2019**. Please view the summary of benefits and coverage for the [health plans here](#) and the [plan rates here](#). To make changes to your health plan, please complete the [Health Benefits Application](#) and return it to the Office of Human Resources. For dependent changes, in addition to the Health Benefits Application, please provide the [required supporting documentation](#). If you do not wish to make any change in coverages, your current medical and dental elections will roll over to 2019.

The completed dental and health plan forms should be returned to the Office of Human Resources.

We would like to thank faculty and staff who participated in this year's Benefits Fair on September 26, 2018.

Open Enrollment for Buy-Out Waiver Program September 24, 2018 – October 31, 2018

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 is \$500 for waiving individual coverage and \$1,000 for waiving family coverage effective for Plan Year 2019. Current participants will receive this amount automatically in Plan Year 2019. The open enrollment period for the Buy-Out Waiver Program is from **September 24 - October 31, 2018** effective as of **January 1, 2019**.

To elect the Buy-Out Waiver Program or change your health premium contribution tax status, you must fill out both a [Health Benefits 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 in status. If participants would like to withdraw from the MSC Health Plan Buy-Out Waiver Program, the participants must complete the Health Benefits Application and 2019 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](#).

The completed Buy-Out Waiver forms should be returned to the Office of Human Resources.

Open Enrollment for Flexible Spending Accounts (FSA) September 24, 2018 – October 31, 2018

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 24 – October 31, 2018** effective as of **January 1, 2019**.

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 no later than **October 31, 2018**. Please note that the Health Care Flexible Spending Account (HCFSA) and Dependent Care Assistance Program (DeCAP) elections do not roll over from year to year; current participants must re-enroll by **October 31, 2018** in order to participate in 2019.

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.

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 lmitchell2@gc.cuny.edu and include "Retirement Inquiry" in the subject line.

Upcoming Events

Informational Session for New Staff – October 2, 2018

The Office of Human Resources welcomes all new faculty and staff. The all-day Informational Session for new hires will take place on **Tuesday, October 2, 2018**. The morning session will provide faculty and staff with the opportunity to meet several representatives from various administrative offices. The afternoon session will include a mandatory Title IX workshop.

Training & Professional Development

For the Fall 2018 semester, the Graduate Center's Training and Professional Development "Discovery Time" program will host several workshops. On **Wednesday, October 24, 2018**, the "Erasing the Stigma of Mental Health Illness" workshop will offer participants an opportunity to engage in an interactive session that will include techniques to identify and assist someone who is going through a mental health crisis.

During the months of November and December, "Discovery Time" will host its annual "Performance Appraisal" workshop. This workshop is designed to help supervisors understand and prepare for the performance evaluation process.

To register for a training, please visit the HR Training and Professional Development webpage [here](#).

Important Reminders

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](#).