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# HR Connect

November 2022 (22<sup>nd</sup> Issue)

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## The Graduate Center Office of Human Resources

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Dear Faculty and Staff,

We hope the Fall semester has proven to be an enjoyable and engaging one as we continue to reacclimate to our expanded time on campus as well as on-going changes in CUNY and society in general.

We hope you will find this edition of HR Connect to be informative and enlightening. As always, feel free to share your feedback.

OHR wishes you and your family a happy and safe Thanksgiving!

Best,  
David Boxill  
Executive Director of Human Resources

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## Benefits

### Open Enrollment for Health and Dental Plans November 1, 2022 – November 30, 2022

This year's Open Enrollment period is from **November 1, 2022 – November 30, 2022**. The Open Enrollment period is an annual event which allows you to make changes to your medical and dental plans. Once the open enrollment period ends, you will not be able to make changes for a year (unless



## Current & Upcoming Events

### **October 17 - November 18**

Open enrollment period for Flexible Spending Account (FSA)

### **November 1 - November 30**

Open enrollment period for medical and dental plans

### **November 18**

Pfizer COVID-19 Booster & Flu Shot Clinic

### **November 24 - November 25**

Thanksgiving holiday observed

### **December 5-6**

Informational session for new faculty and staff

### **December 22**

Deadline for part-time employees to complete the Workplace Violence & Employee Sexual Interpersonal Violence Prevention trainings

### **December 23 & December 26**

Christmas Eve and Christmas Day holiday observed

### **December 30**

New Year's Eve holiday observed

### **May 31, 2023**

Deadline for full-time employees to complete the Workplace Violence & Employee Sexual Interpersonal Violence Prevention trainings

there is a “qualifying event” as defined in the plan) so please take the time to review your current 2022 benefit coverage and consider whether new choices will better serve you and your family’s needs in 2023. You can make the following changes:

- Change your health plan
- Add or drop coverage for your dependents
- Add or drop Optional coverage to the Health plan
- Elect to participate in the Buy-Out Waiver Program
- Switch Dental Plan coverage between Guardian and DeltaCare USA (Instructional and Classified Managerial Staff)

Changes made during the Open Enrollment period will be effective January 1, 2023, and the new payroll deduction, if applicable, will begin with your first full paycheck in January 2023. If you do not wish to make any change in coverage, your current medical and dental elections will continue for 2023. You can find the health plan summaries and the health insurance enrollment forms [here](#). Completed health and dental enrollment forms must be returned to the Graduate Center’s Office of Human Resources.

### **Open Enrollment for Flexible Spending Accounts (FSA) October 17, 2022 – November 18, 2022**

The City of New York offers its employees a Flexible Spending Accounts (FSA) Program, pursuant to Internal Revenue Code (IRC) Section 125. The FSA Program allows 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 **October 17, 2022 – November 18, 2022**, effective January 1, 2023.

If you wish to enroll in one or more of the City of New York FSA Programs, you must complete and submit the enrollment form to the program no later than **November 18, 2022**.

Please note that Health Care Flexible Spending Accounts (HCFSA) and Dependent Care Assistance Program (DeCAP) elections do not roll over from year to year. Current City of New York FSA participants must re-enroll to participate in 2023.

The NYC Flexible Spending Accounts Program includes the following:

- Health Care Flexible Spending Accounts (HCFSA) Program
- Dependent Care Assistance Program (DeCAP)

- Medical Spending Conversion (MSC) Health Benefits Buy-Out Waiver Program (MSC)
- Medical Spending Conversion (MSC) Premium Conversion Program

Please note that each MSC Program does continue from one Plan Year to the next and participants do not need to re-enroll each Plan Year unless there is a change of status. If employees would like to withdraw from or elect to participate in the MSC Health Plan Buy-Out Waiver Program, they must complete both the 2023 MSC Enrollment/Change Form and the Health Benefits Application. The incentive payments for the Plan Year 2023 are \$500 for individual/domestic partner coverage and \$1,000 for family coverage. Employees should refer to the FSA website at [www.nyc.gov/fsa](http://www.nyc.gov/fsa) for brochures, information, forms and details on how to submit their application. Completed HCFSA and DeCAP forms should be submitted electronically to the following secure website: <https://nyc-fsa.leapfile.net>. Please DO NOT mail any forms (including certified mail and/or UPS or FedEx packages) to the FSA Administrative Office since the physical office is closed. The Buy-Out Waiver form, along with supporting documents, is the only form that should be submitted to the Office of Human Resources.

Additional information on Open Enrollment topics is available by viewing Open Enrollment presentations found on CUNY's website [here](#).

### **Pre-tax Commuter Benefit – Edenred**

If you would like to enroll, resume or make changes to your commuter benefit plan, please submit the completed [form](#) to [hr@gc.cuny.edu](mailto:hr@gc.cuny.edu).

### **Announcements**

#### **NYC Pay Transparency Law – Effective November 1, 2022**

As of November 1, 2022, employers with four or more employees must include a good faith salary range for every NYC job. OHR will be including the minimum and maximum salaries in all job postings. Additional information on this law can be found [here](#). Salaries for the various titles at CUNY can be found [here](#).

## Informational Session for New Faculty & Staff – December 5-6, 2022

An informational session for newly hired faculty and staff will be held on December 5<sup>th</sup> and 6<sup>th</sup> via Zoom. The December 5<sup>th</sup> session will be only for new Graduate Center employees and the December 6<sup>th</sup> session will be for new faculty and staff at the Graduate Center, Craig Newmark Graduate School of Journalism, and Macaulay Honors College.

## The Graduate Center Personnel Action Review Committee (PARC)

This a reminder that the Graduate Center Personnel Action Review Committee (PARC) reviews and approves full-time and part-time recruitments, appointments, promotions, salary increases, and increase in hours. PARC assesses requests and confirms the budget. Information on the PARC process and the updated request forms (revised as of October 2022) can be found [here](#).

## Welcome Martine Ortiz



Martine Ortiz has joined the Office of Human Resources as a CUNY Office Assistant to support front desk operations and provide customer service to employees. Martine previously worked at Queens College in the IT department where she coordinated trainings and assisted staff, faculty and students with IT issues. Martine is no stranger to the Graduate Center as one of her first jobs (seasonal job) was in this building wrapping Christmas presents in the basement level for the former retail store, B. Altman.

Martine can be reached at [mortiz1@gc.cuny.edu](mailto:mortiz1@gc.cuny.edu).

## Retirements

We would like to acknowledge faculty and staff who have retired over the last few months, and express our gratitude to them for their dedication and service to the Graduate Center, Macaulay Honors College, and the Craig Newmark Graduate School of Journalism.

- Brett Martin – Associate Professor, PhD Program in Speech Language Hearing Sciences; 15 years of service.
- Diane Phillips – Institutional Research Director, Macaulay Honors College. 13 years of service.
- Mary Clare Lennon – Professor, PhD Program in Sociology; 15 years of service.
- Richard Schwartz – Professor, PhD Program in Speech Language Hearing Sciences; 30 years of service.
- Robert Haralick – Distinguished Professor, PhD Program in Computer Science; 21 years of service.
- Roger Hart – Professor, PhD Program in Environmental Psychology, Director of the Center for Human Environments; 45 years of service.
- Sarah Bartlett – Dean, Craig Newmark Graduate School of Journalism. 15 years of service.

## Pfizer COVID-19 Boosters and Flu Shot Clinic – November 18, 2022

On November 18<sup>th</sup>, the Graduate Center will hold a clinic for the Pfizer COVID-19 booster (11:00am to 3:00pm) and for the flu shot (11:00am to 4:00pm) in the Skylight Room on the 9<sup>th</sup> floor.

To make an appointment for the Pfizer COVID-19 booster shot, please [click here](#) or call 866-481-4391 between 8 AM and 6 PM ET.

To make an appointment for the flu shot, please [click here](#) or call 866-481-4391 between 8 AM and 6 PM ET.

## COVID-19 Protocols

Up-to-date Covid-19 building entry policies can be found on the Graduate Center website at <https://www.gc.cuny.edu/news/building-entry-policy>.

To enter the Graduate Center and all CUNY campuses, students, faculty, staff, and recurring visitors are required to provide proof of their COVID-19 vaccination through the CLEARED4 health verification application platform. All are required to present a valid CUNY Access Pass via the CLEARED4 app and scan the QR code denoting “cleared for CUNY access” at the appropriate kiosk at the main security desk.

## Remote Work Agreement

Employees, except in the following titles: Essential Employees (i.e., public safety staff); Faculty; Graduate Assistants; Teaching Adjuncts; and Non-Teaching Adjuncts, are required to have a Remote Work Agreement on file in OHR for the Fall 2022 semester. The [Remote Work Agreement](#) must be signed by the employee and supervisor and returned to [remotework@gc.cuny.edu](mailto:remotework@gc.cuny.edu). Employees are expected to comply with the 70% in-person work mandate issued by the Chancellor on August 15, 2022.

## Workplace Violence (WPV) & Employee Sexual and Interpersonal Violence Prevention and Response Course (ESPARC) Mandatory Training

Per New York State law and CUNY policy, all CUNY faculty and staff must participate in annual training on the prevention of sexual misconduct and workplace violence by completing both the Employee Sexual and Interpersonal Violence Prevention and Response Course (ESPARC) and the Workplace Violence Prevention Training (WVP).

All part-time employees are responsible for completing both trainings by the end of the current semester, **December 22, 2022**, to ensure their course completion is certified by the University.

All full-time employees will have until **May 31, 2023**, to complete both of these trainings.

Both trainings are available online via CUNY [Blackboard](#). To access the trainings, go to the homepage of your Blackboard account and look for the “My Organizations” tab. Underneath you will see the available courses: Graduate Center or Graduate School of Journalism ESPARC 2022-2023 and Graduate Center or Graduate School of Journalism WVP 2022-2023. Please click on the corresponding course to complete the training.

The Employee Sexual Prevention and Response Course (ESPARC) will also be offered live via Zoom in December 2022 and thereafter. Please check for future trainings [here](#).

Please contact [hrtraining@gc.cuny.edu](mailto:hrtraining@gc.cuny.edu) with any questions you may have regarding these offerings.

## **OHR's Participation in *One Stop* for New Incoming Students**

The Office of Human Resources welcomed 311 new Graduate Assistant students who received graduate assistantships this year. This number includes 117 international students.

## **Reminders**

### **Address Change**

If you have moved, please notify OHR of your new address. Should you change your address in CUNYfirst self-service, it is important that you inform OHR as soon as possible via [hr@gc.cuny.edu](mailto:hr@gc.cuny.edu), and note in the subject line "Address Change". You may also request OHR to update your address by completing and submitting the [Address Change Form](#) to [hr@gc.cuny.edu](mailto:hr@gc.cuny.edu).

Please note that if you have moved outside of New York State/City, you must also complete and submit updated [W-4](#) and [IT-2104](#) tax forms to ensure that you are not being taxed as a NYS/NYC resident. The tax forms may be submitted securely via the [Graduate Center OHR Virtual Drop Off Service \(VDS\)](#). If you are appointed to work at the Graduate School of Journalism or Macaulay Honors College, it is strongly recommended that these tax forms be emailed securely, password protected, to [hr@gc.cuny.edu](mailto:hr@gc.cuny.edu). For cybersecurity reasons, the password should be emailed separately from the forms.

## **Annual Evaluations for HEO Series Staff**

As the year is coming to an end, managers who supervise HEO series staff should start preparing for the 2022 annual evaluations. The HEO evaluation form can be found [here](#). The annual evaluations should be returned to the Office of Human Resources in February. Additional information will be provided to managers.

## **2022-2023 Holiday Schedule**

The 2022-2023 holiday schedule is available [here](#).

## ***In Remembrance***

We were saddened to learn that Distinguished Professor Saul Kripke had passed away. Professor Kripke joined the Graduate Center in 2002 and taught in the PhD Program in Philosophy and Computer Science. Professor Kripke was one of the most distinguished philosophers and logicians of his time, who made significant and wide-ranging contributions to set theory, modal logic, mathematical logic, and philosophy. The Graduate Center community extends its deepest condolences to Professor Kripke's family.

**If you have any questions/comments, please contact the OHR team at [hr@gc.cuny.edu](mailto:hr@gc.cuny.edu). For more specific inquiries, please contact the appropriate team member from our [HR Directory](#).**