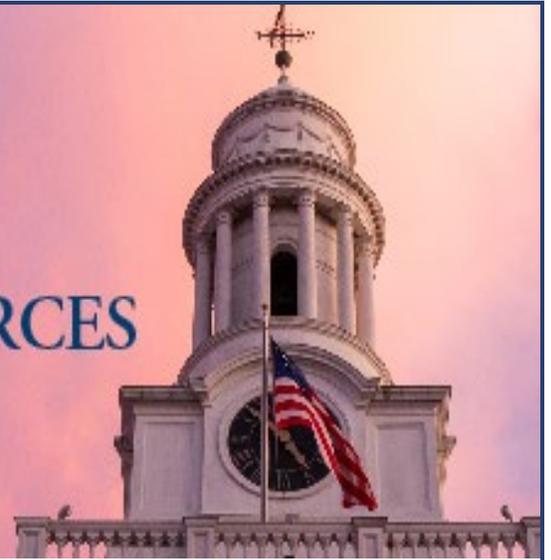




TCNJ THE COLLEGE OF
NEW JERSEY

OFFICE OF HUMAN RESOURCES NEWSLETTER



Season's Greetings!

Grab a cup of hot cocoa and light the fireplace! In this special holiday edition of our newsletter, the Office of Human Resources would like to share some year-end updates with employees.



Action Item: Energy Leave Time – Winter Break



As we look forward to the upcoming winter break, we are reminding employees that benefit time for the break is composed of College holidays (12/25) and Energy Holidays (12/22 and 12/26 - 12/29).

Reminder: Energy Holidays are only available to employees who have accrued time through the Energy Savings Program.

Employees who have not earned Energy Holidays can submit a request for another form of benefit time (if applicable) to cover their time not worked during the winter closure.

Looking for detailed information on the Energy Savings Program? View it [here](#).

AFT Reappointments, FY 2025

Per the College of New Jersey Board of Trustees meeting on December 5, 2023, all AFT staff approved for new appointments beginning fiscal year 2025 (July 1, 2024) were provided a copy of their reappointment letters via email with their manager/supervisor copied on December 6, 2023.

For questions regarding your appointment status, or if you are a manager and would like to know when your employee is up for reappointment, please contact Mark Polo - mark.polo@tcnj.edu.

Update: 2023-2027 Collective Bargaining Agreements

The negotiations for the 2023-2027 collective bargaining agreements between the State of New Jersey and our affiliated unions are ongoing.

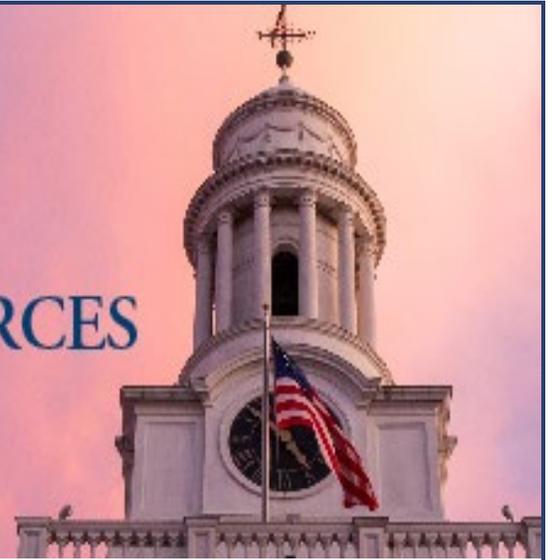
CWA and IFPTE aligned employees: new agreements have been ratified. Read on for updates regarding clothing maintenance allowances and across the board (ATB) increases and retroactive payments.





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CWA Aligned Employees:

- Clothing Maintenance Allowances for 2023 were paid out to eligible employees in pay period 25 for the payslip dated December 8, 2023.
- The 3.5% ATB salary increases and retroactive payments will be effective pay period 26 and will be reflected in payslips dated December 22, 2023.

IFPTE Aligned Employees:

- Clothing Maintenance Allowances for 2023 will be paid out to eligible employees in pay period 26 for the payslip dated December 22, 2023.
- Information regarding the 3.5% ATB salary increases and retroactive payments will be forthcoming.

Update: Performance Assessment Reviews (PAR)

The Performance Assessment Review (PAR) schedule for Classified employees indicates that the employee and supervisor should meet to discuss the interim rating between December 18, 2023 – January 19, 2024 for the evaluation rating period July 1, 2023 – December 31, 2023.

If you are a manager/supervisor of a Classified employee and you have yet to meet with your employee(s) for their interim rating, please do so by the deadline.

To view the PAR schedule and helpful resources for completing evaluations, please click [here](#).

For general inquiries regarding performance evaluations, timelines, or ratings, please contact Cristi Cartwright at cartwric@tcnj.edu.

HR in the Community!

The Office of Human Resources staff enjoyed interacting with all levels of the TCNJ community and attending events on and off campus throughout 2023! Here is what we have been up to this fall:



October 2, 2023

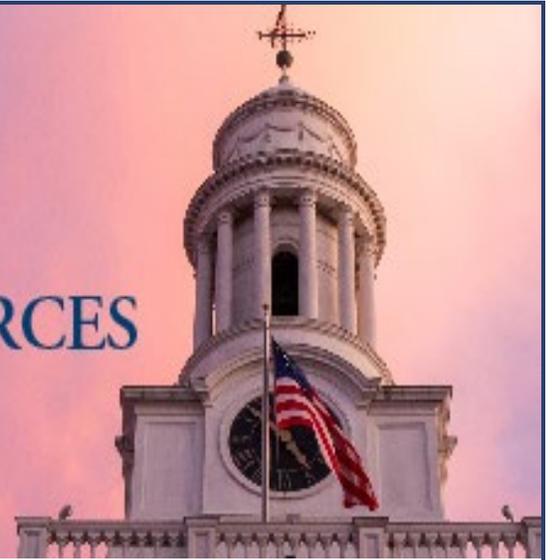
HR staff members Mark Polo and Fox Parks were among those welcomed to the College by Interim President Dr. Bernstein with a special dinner at his home. The President's Dinner is a cherished event for new hires!





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November 10, 2023

HR staff attended a team building event, volunteering at the Mercer Street Friends Food Bank in Ewing, NJ.



Back row: Wesley Zimmerman, Cristi

Cartwright, Lynarkah Stephen, Jennifer Golembeski, Collen Ramos, Jocelyn Tam, Steve Gall, Lea DiFonzo, Tracey Sullivan, and Mark Polo

Front row: James Allen - Chief Operating Officer/Director of the Food Bank, TCNJ alumni and a Board of Trustees member, Lysandra Culotta, Antoinette Deleon, Melanie Daum, and Fox Parks

The team collaboratively packed 320 Thanksgiving care packages for families in need!



Pictured: Alahni Gunn and Antoinette Deleon

December 7, 2023

In the spirit of the season, we hosted our annual holiday party. Highlights include a Gift Exchange, delicious food & dessert, and tunes of holiday music!

December 12, 2023

HR team members attended the annual Faculty and Staff Holiday Party hosted by Interim President Dr. Bernstein in the Brower Student Center.



We enjoyed some great food, music, and the decor! Seeing the campus come together to celebrate the season brought holiday cheer.

December 13, 2023

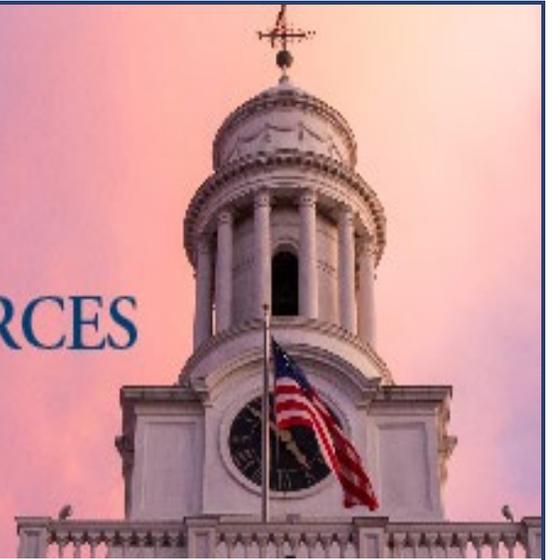
HR Recruitment team members, Melanie Daum (left) and Fox Parks (right) conducted a Taleo and Adjunct Hiring training session for the upcoming Winter and Spring semesters.





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HR Website Updates are Here!

The team has been working to revitalize the HR website to ensure positive employee experiences and to foster open connections with our employees. Continue reading to explore the new changes.

New Employee Onboarding Center

The onboarding experience is a critical component in ensuring that new employees succeed in their new role by providing them with resources, training, and knowledge.

To view the new Onboarding Center, click [here!](#)

We have redesigned the Onboarding Center to streamline the new employee experience by creating modules. Each module focuses on action items new hires should complete *prior* to their start date. Additionally, the Onboarding Center also houses an array of tutorials for navigating TCNJ systems and getting around campus after their start date.



For Managers/Supervisors: If you have a new employee joining TCNJ, we encourage you to check out the Manager Resources tab, which features various modules that support the onboarding and retention of new employees.

HR Calendar Launch

Curious on what upcoming HR events are happening? We are proud to announce the launch of our new events calendar!



To view the HR Calendar, click [here!](#)

The HR Calendar is interactive and provides a snapshot of all upcoming events. Events are added to the calendar throughout the year, so we encourage employees to check back periodically.

Interested in having your event advertised on the HR calendar? Send an email to hr@tcnj.edu and we would be glad to add it for you!

Tech Tip: The HR calendar can be integrated with your TCNJ mail calendar, forwarded to a colleague, and can be set up to add text reminders for events.

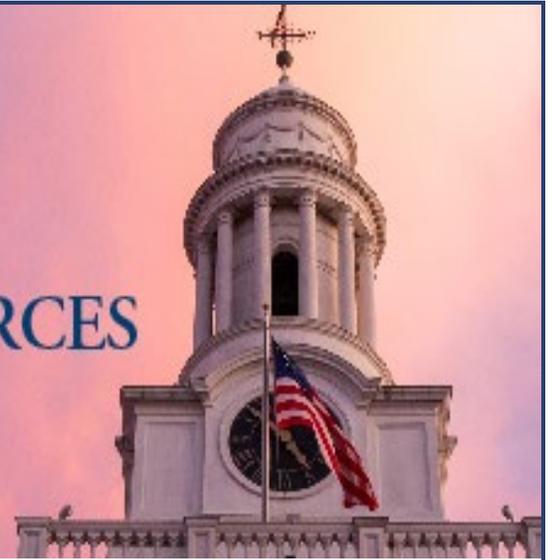
Follow the step-by-step instructions on the following page to interact with events you are interested in saving and or sharing.





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HR Calendar Events: Step-by-Step Instructions:

1. Click on the event of interest and utilize the toolbars located on the page.

DECEMBER 2023		
Sunday	Monday	Tuesday
26	27	28 12p Lunch & Learn with the Credit Union of NJ - RSVP by November 21st!
3	4	5 Board of Trustees Reappointment Decisions Finalized

2. Select an option from the list to view the actions toolbar.

Board of Trustees Reappointment Decisions Finalized
Tuesday, December 5, 2023

AFT reappointment decisions finalized.

Location TBD
Venue TCNJ Campus

Add to My Calendar
Forward To Friends
More Event Actions

3. Once you have made your selection, click the blue "Submit" button, and the action will be executed accordingly.

EVENT ACTIONS

(GMT-05:00) Eastern Time (US & Canada)

Board of Trustees Reappointment Decisions Finalized

Add to My Calendar

- Google Calendar
- Microsoft Outlook
- Apple Calendar
- Outlook.com or Microsoft 365
- Yahoo! Calendar
- Meeting Request Email
- All Others

Email Me Event Updates

Email Reminder

Forward to Friends

Email Me Event Info

Text Reminder

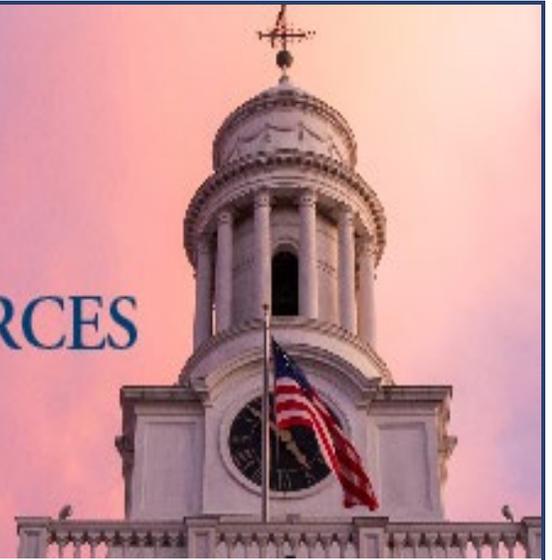
Text Me Event Info





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HR Staff Updates

The Office of Human Resources would like to inform you of recent staff changes.



➤ **Alahni Gunn** has joined the team as the Human Resources Office Assistant (Temporary), Beginning October 9, 2023. Alahni oversees the reception area and provides administrative support for the office.

➤ **Brittany Mason** has joined the team as an Employee and Labor Relations Specialist, beginning November 20 2023. Brittany provides administrative support to the Employee and Labor Relations Manager.



The following HR staff team members have left to pursue other interests. We wish them the best in their future endeavors.

➤ **Trisha King**, Director of Benefits and Wellness

➤ **Lysandra Culotta**, Human Resources Benefits Analyst

Here to assist you!

The Office of Human Resources remains available to assist you. We would like to remind all employees that the best communication method to reach us is by visiting the HR portal and submitting a ticket. Your ticket will be routed to the appropriate team member to assist you.

We are located in the Administrative Services Building, Room 101 from 8:30 AM-4:30 PM, Monday through Friday for in-person assistance.

To quickly access the HR Portal, scan the QR code below!



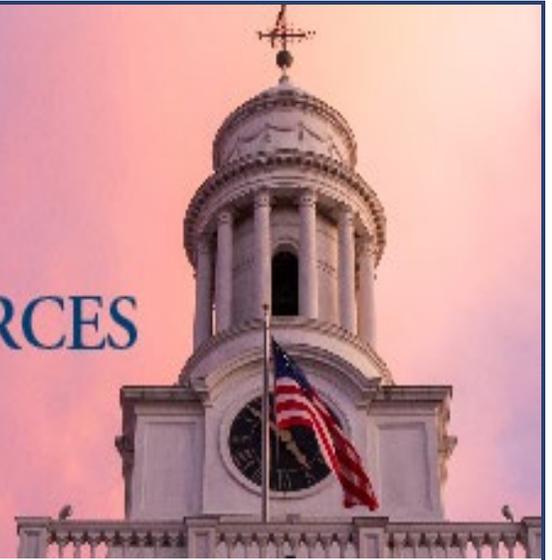
Artwork by: Michael Haftman, HR Student Worker





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Office Closure Reminder!

The Office of Human Resources will be closed for winter break from **December 22, 2023** through **January 1, 2024**. Any inquiries received during the break will be answered upon our return.

We look forward to connecting with you in the new year! We wish the entire TCNJ community a safe and healthy holiday.

