



## Office of Human Resources Newsletter

September 2017 Edition

# Healthy Campus Wellness Program

October's Theme: A Holistic  
Approach to Well-  
Being

State of NJ Benefits  
Open Enrollment Time  
is Coming!



The state of NJ benefits programs annual open enrollment period is during the month of October and TCNJ's Office of Human Resources Benefits team is here to help. Anticipate information about benefit options, enhancements and changes within the next few weeks.

### Annual Benefits Fair

On Wednesday, October 4, 2017, TCNJ will host the Annual Healthy Campus Benefits Fair from 9am to 2pm in Decker Hall on the lower level. The fair will provide you with information on total health and wellness, with a spotlight on what's available in the local community.

Join us to speak with representatives from insurance carriers, retirement plan vendors, Princeton Healthcare System EAP, local child care centers, financial institutions, an organic home delivery service, and more!

**Free flu shots** will be available to those who registered. Though registration has closed for this year's on-site flu shot clinic, employees who are covered by a TCNJ sponsored medical insurance plan may contact your general practitioner, or a Rite Aid Pharmacy to make arrangements to obtain a flu shot for you and your covered dependents.

## New to TCNJ

### New Parents Resources Guide

The New Parents Resource Guide provides an overview for expecting, new parents and even those who've been parents for a while. Our goal in creating the guide was to assist you with benefit related matters as you plan for a new child, to assist with navigating the complexities associated with work/life balance and to ensure that you are familiar with the supports that are available to you. To learn more click here: [New Parents Resources Guide](#)

### EAP On-Site Appointments

Beginning October 19, 2017, Princeton Healthcare System EAP will have limited availability for appointments, on campus, on Tuesdays and Thursdays. If interested in speaking with the EAP, your confidential appointment may be scheduled directly with the EAP by calling 1 (800) 527-0035.



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### Did You Know

#### Vacation Time

Remember to schedule your vacation time for the remainder of the calendar year. Information about vacation time policies is forthcoming with the August timesheets.

#### Career Progression at TCNJ

The Office of Human Resources enables employees a streamlined and enhanced customer experience once you are ready to pursue your next career opportunity within the college. To learn more about current positions across campus please check TCNJ's [Current Openings](#).

#### Performance Management Tip

When supervisors meet regularly with their staff, departmental goals are more likely to be met!

#### New Jersey Employees' Charitable Campaign

On October 2, 2017, TCNJ will launch the annual New Jersey Employees' Charitable Campaign (NJECC).

Is there a cause you feel deeply about and that you wish to support? NJECC just may be the vehicle to assist you in realizing your desire to help others.

You may make a one-time donation, or you may opt to donate via bi-weekly payroll deduction. To learn more about the NJECC and what your contributions buy for recipient agencies, click here: [Your Dollars at Work](#). Several NJECC recipient organizations will attend the benefits fair.

#### Learning & Professional Development Workshops

Check out the Learning & Professional Development website to learn about the workshops that are being offered during the fall semester. A sampling of classes:

- Saving for Retirement
- Project Management for the IT Professional
- Foundations of Investing
- Performance Management Basics
- Social Security – What You Need to Know to Maximize Your Benefits

To learn more, visit us at: [L&D Fall Calendar](#)

### Fun Fact

Do you want to feel more rested? - Going to bed 10 minutes earlier every night will give you 70 extra minutes of sleep a week, and 60 hours more a year!

