



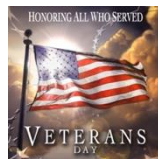
## Office of HUMAN RESOURCES NEWSLETTER



### November 2018 Edition

#### Veterans Appreciation Breakfast This Week

Please join us on Friday, November 9<sup>th</sup> to honor our veterans and veterans' families. To attend, register here: [Veterans Appreciation Breakfast](#)



#### Benefits Open Enrollment Has Closed

Benefits open enrollment ended on October 31<sup>st</sup>. Any changes to your medical or dental plan, or enrollment in a flexible spending account will become effective on January 1, 2019.

During the Benefits Fair, several of you participated in the Benefits Passport contest. The contest enabled those who visited at least ten vendors to be entered into a drawing for prizes! The winners are: Rayanne Conyers Tiwari, Tammie Brown, Wilfredo Acevedo, Theresa James, Carolyn Jutkiewicz, Kalani Green, Jamie Sirover and Janice Kovacs.

To see photos and videos taken during the fair, click here: [Benefits Fair Photos](#)

#### Vacation Time & Carry Over Limits

The end of the year is less than two months away. Consider reviewing your time off balances in the [SoftTime Portal](#), and scheduling remaining vacation and administrative leave days. Keep in mind that carry over of vacation time to the 2019 calendar year is limited to the equivalent of one year of your vacation time allotment. Administrative leave may not be carried over. To learn more, please review the policy, here: [Leave Carry Over Policy](#)

#### 2019 Holiday Schedule

The 2019 holiday schedule may be found here: [Holidays, Summer Closures & Winter Break](#)

#### New Jersey Paid Sick Leave Law

Effective October 29<sup>th</sup>, all employees, regardless of classification, became eligible for paid sick leave. To learn more about the new law, click here: [Paid Sick Leave Law Questions and Answers](#)

#### United We Give, Together We Care!

Each year, thousands of New Jersey State employees support our local communities by participating in the annual **New Jersey Employees Charitable Campaign (NJECC)**. The NJECC provides crucial funding to 1,100 charities that assist the State's most vulnerable citizens. The NJECC campaign is happening now and will continue through to the end of the year. To make an online donation visit: [Pledge Now!www.charities.org/NJECC](#) Or, you may request a paper pledge form from Trisha King at [kingt@tcnj.edu](mailto:kingt@tcnj.edu) by December 21, 2018.

#### Learning & Development Workshops

Last month, the **Information Technology division** participated in a full day DiSC workshop. The program was interactive, thought provoking and also a great deal of fun.

DiSC profiles help teams: Increase self-knowledge; Improve working relationships by recognizing the communication needs of team members; Facilitate better teamwork and teach productive conflict; Manage more effectively by understanding the dispositions and priorities of others; Become well-rounded and effective.



## Office of HUMAN RESOURCES NEWSLETTER



### November 2018 Edition

The L&D team is available to facilitate a DiSC session upon request. Please check out a photo of the IT division, here: [IT & DiSC - October 5, 2018](#)

The learning calendar has been updated for November and December, and numerous topics have been added to meet a variety of interests. Please view the calendar and register to attend one or more workshops with just one click: [Calendar of Workshops](#)

#### HR: What We Do & Who We Are

The Office of Human Resources aims for first contact resolution. Our goal is to ensure that every employee's experience is positive, that you perceive the HR community as responsive, and that outcomes and results are timely and appropriate.

Over the next months, you will be introduced to members of the HR team, and each person's role. HR is responsible for recruiting, labor and employee relations, compensation and benefits administration, electronically capturing, maintaining and reporting on employee data, facilitating all processes related to your position with TCNJ and the business unit within which you work, and creating and facilitating learning and professional development programs that support TCNJ goals for employee engagement and retention, diversity & inclusion, organizational capability and total wellness. For contacts, click: [Reach us here](#)

This month, we introduce Yvonne Catino, Amanda Puchon and Nia McGowan.



**Yvonne Catino** brings to TCNJ extensive experience in performance coaching, learning and professional development, labor and employee relations and talent management. Prior to joining TCNJ, Yvonne held Associate

Professorships at several universities, and worked at a NJASCU university as a talent management professional. Yvonne is the creator of the Purpose Driven Leadership Model and co-created a 360 assessment that more than 45,000 companies now use. Yvonne has a Doctorate in management, a Master degree in leadership, and a Bachelor's degree in business administration. Yvonne's primary responsibilities at TCNJ are labor and employee relations and learning and professional development.

**Amanda Puchon** brings to TCNJ 10 years of experience as a functional manager with expertise in compensation administration, organizational development, training, recruiting, employee engagement and employee relations. Prior to joining TCNJ, she was the recruitment and retention manager at Swarthmore College. Amanda has a Master degree in human resources management and a Bachelor's degree in risk management. Amanda's responsibilities at TCNJ are in the areas of recruitment, training, compensation and classification administration, and project management.



**Nia McGowan** joined TCNJ with four years of recruiting, payroll, training and benefits experience and holds of Master of Science degree in Human Resources Development. At TCNJ, Nia has HR operations and recruiting responsibilities, with a primary focus on adjunct hiring and temporary employment.



*Wishing You a Happy Thanksgiving Holiday!*