



Office of HUMAN RESOURCES NEWSLETTER



March 2019

Educational Assistance Program Benefits Have Been Expanded

We are pleased to announce that effective January 2, 2019, The College of New Jersey offers educational assistance programs in the form of employee tuition reimbursement and dependent tuition waivers to employees in IFPTE, NJLESA, NJSOLEA, and PBA-SLEU. CWA, AFT and Non-unit employees are also eligible for the educational assistance program. To learn about how to take advantage of educational assistance for yourself or an eligible dependent, contact Krystal Corbett at corbettk@tcnj.edu.

State of New Jersey Health Plans Dependent Eligibility Audit Has Been Extended

The deadline to verify dependent eligibility under the health insurance plan has been extended to **Friday, March 29, 2019.**

Job Candidate Skills Assessments



Employee Test is a tool which may be utilized during the interview phase of a recruitment effort, in order to assess job related skills. HR encourages hiring managers to take advantage of this resource to help with hiring decisions. Most frequently requested are Word and Excel assessments for administrative positions. For more information about Employee Test, please contact your HR Recruiter.

SAVE THE DATE! Administrative Professionals Recognition Event

Please mark your calendar and look out for your invitation!



Changes Coming Soon to the NJ Paid Family Leave Law

In February, Governor Phil Murphy signed a law that will extend an employee's paid time off from a maximum of 6 weeks, to 12 weeks to care for a sick family member, or to bond with a newborn, or recently adopted child. These changes also include an increase in the maximum weekly compensation from \$650 to \$860. All changes are scheduled to take effect in July 2020. Click [here](#) for additional information.



New Employees in March

Please join us in welcoming the newest members of the TCNJ community!

Peter Bell - Campus Police; Edwyn Edwards – Athletics; Faith Ely - Campus Police; Aliyah Harris - Building Services; Aminah Massenburg



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- Office of the General Counsel; and Zenon Tech-Czarny - Sustainability Institute.

TCNJ Job Announcements- NJ Civil Service Commission

The New Jersey Civil Service Commission posts promotional



announcements on the 1st of each month. The application filing deadline for accepting applications is indicated on each announcement, here: [Promotional Job Announcements](#)

Learning & Professional Development

Upcoming workshops and seminars include:

Feedback for Optimal Performance 3/11; How to Write a PAR Interim Review 3/13; Role of the Supervisor 3/18; and Diversity Bias Training for Search Committees 3/19.

To learn more, contact Yvonne Catino at catinoy@tcnj.edu. To register please visit [L&D calendar](#)

Retirement Seminars

We encourage you to learn about your retirement benefits. The NJ Division of Pensions and Benefits offers online webinars and in person seminars for participants of the Public Employees' Retirement System (PERS), Police and Firemen's Retirement System (PFRS) and Defined Contribution Retirement Program (DCRP). For details, click [here](#). On campus retirement counseling sessions are available [here](#) for participants of the Alternate Benefit Program (ABP).

HR: What We Do & Who We Are

This month, we introduce Krystal Corbett, Stephen Gall, and Catherine Silva. For contacts, click: [Reach us here](#)

Krystal Corbett, the Manager of Benefits, is responsible for administration of all health and welfare programs and leaves of absence administration. Krystal has a Master's degree in Human Resources Development and has been with TCNJ for three years.



Stephen Gall joined the team in July as the HR Operations Lead for Compensation and HRIS. His main responsibilities include HRIS data integrity, compensation administration, salary surveys and comparisons, and reports generation. Steve has a Bachelor's degree and 30 years of experience in HRIS and compensation across various industries.



Catherine Silva joined TCNJ in September as the Assistant to Dr. Gregory Pogue. Her responsibilities include providing support to HR senior management, maintaining the HR operating budget, preparing presentations and reports, and overseeing independent contractor requests. Catherine has an MBA in Finance and 28 years of experience providing finance, accounting and human resources coordination, administration and support.

