



November 2019 Edition

Benefits Open Enrollment Has Ended

Benefits open enrollment ended on October 31st. Any medical or dental insurance elections, or enrollment in a flexible spending account will become effective on January 1, 2020.

During the Benefits Fair, several of you participated in the Benefits Passport contest. The contest enabled those who visited at least 15 vendors to be entered into a drawing for prizes. Join us in congratulating the winners!

- Joan Barket
- Rayanne Conyers-Tiwari
- Lisa Benjamin
- Tylisha Willis
- Sharon Herbert
- Fang-Min Shu
- Phyllis Harley

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 2020 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 you may review time off policies here: [Unclassified Employees](#) or here: [Classified Employees](#)

2020 Holiday Schedule

The Human Resources website has been updated with the 2020 holiday calendar: [Holidays](#), [Summer Closures & Winter Break](#)



NJECC – The Power of Giving

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 more than 800 participating charities that assist the State’s most vulnerable citizens. The NJECC campaign is happening now and will continue until December 31, 2019. Year-after-year, your generous donations provide vital assistance to thousands of New Jersey citizens who otherwise have little or no resources.

No matter the amount, no matter the organization, every donation makes a difference! We encourage you to participate with whatever amount is right for you.

Examples of how your donation could help within the community: \$5 per pay provides 28 meals to homebound seniors in need; \$10 per pay funds two hours of lifesaving children’s cancer research; \$20 provides 26 children with a brand new winter coat.

To make an online donation please visit: www.charities.org/NJECC Alternately, you may request a paper pledge form from Trisha King at kingt@tcnj.edu by December 20, 2019. We hope you will participate in the campaign this year!



Office of HUMAN RESOURCES NEWSLETTER



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Learning and Professional Development

Change Management Series

The Change Management series is underway with the fourth session, Cloud 2020: Developing a Growth Mindset, scheduled for **November 6th**.

You may register here: <https://hr.tcnj.edu/2019-1d-calendar/>

Domestic Violence, Sexual Violence & Stalking: A Workshop

On Tuesday, November 19, the Office of Human Resources will partner with Womanspace to host a workshop on domestic violence, sexual violence and stalking.

Domestic violence and sexual assault have much in common. Both are about power and control, humiliation and dominance. The need to address prevention of domestic violence and sexual assault is not just a women's issue, and it is not just an individual or family problem. Violence against women is a human issue and social problem. It's up to the community to take a stand against abuse, hold abusers accountable for their behavior and protect victims.

Womanspace is the only agency with staff specifically trained to assist victims of domestic violence and sexual assault in Mercer County, New Jersey. Clients come from every geographic, socio-economic, cultural, racial, sexual orientation and religious background and present a diversity of needs – from the emergency need for safety to the long-term need for housing.

The workshop will take place in the Administrative Services Building, room 103 at 11:30 a.m.

To register for this informative session please click here:

https://tcnj.co1.qualtrics.com/jfe/form/SV_5tKPweTZAe8rJfn

Retirement Planning

MassMutual will be on site to conduct a workshop, Navigating Your Way through the Alternate Benefits Program (ABP retirement plan). The meeting will take place on November 13th in the Education Building, room 204, from noon until 1:00 p.m. All are welcome!

Update from the Compliance Department

In October, the Compliance Department along with Tim from Cardiac Science serviced the College's 54 AEDs across the campus. The pads were changed and all mechanisms were checked to maintain proper functionality. Please stay on the lookout for AED training. Special thanks to Nichole Hardeman, Liz Masucci and Campus Police for your continued commitment to the Compliance Department.

Welcome to New TCNJ Employees!



Please join us as we welcome TCNJ's newest staff members: Pedro Ramirez, Kimberly Orellana-Orantes, Sarbjit Kaur, Maribell Osnayo-Lytle, Catherine Leidemer, and Sungmin Park.

Wishing You a Safe, Happy and Healthy Thanksgiving Holiday!

