



## Office of HUMAN RESOURCES NEWSLETTER



### June 2021 Edition

#### Summer Fridays: Employees use Accrued Energy Leave

The first summer Friday of the year was on May 28. We hope you enjoyed it! This Friday, June 4, is a regular workday. Accrued energy leave will be applied to the remaining energy Fridays: June 11, June 25 and July 2. TCNJ will also be closed on Friday, June 18 in observance of Juneteenth.

#### Summer Staff Outings

In keeping with TCNJ's tradition, each department may schedule a staff picnic or outing between the hours of noon and 4:30 p.m. This activity may be scheduled during the summer, but no later than August 27, 2021. Attendance at a staff picnic or outing is optional. Those who choose not to attend and instead remain in the office will not earn compensatory time.

#### Performance Assessment Review (PAR) Period Ends Soon

The performance evaluation cycle for classified employees will end on June 30, 2021. CWA, IFPTE, PBA and NJLESA performance evaluations can be completed in Oracle Cloud beginning July 6, 2021. The [PAR Website](#) will be updated with a new performance evaluation tutorial within the coming days.

#### Provide Proof of Your COVID-19 Vaccination

Employees who have been fully vaccinated against the COVID-19 virus may submit proof of vaccination by updating your Oracle Cloud account. Directions to complete the process are here: [Vaccination Record Upload Instructions](#)

#### On Site COVID-19 Testing

You are exempt from mandatory COVID-19 testing if you meet the criteria below:

- You received your second dose of the Pfizer or Moderna vaccine, or the single dose of the J&J vaccine at least two weeks prior AND, you uploaded your COVID-19 vaccination record to Oracle Cloud by following these: [Vaccination Record Upload Instructions](#) The office of human resources reviews newly uploaded vaccination records once a week and will notify you after your vaccination document has been verified;

OR,

- You have tested positive for COVID-19 in the last 90 days, have uploaded your positive COVID-19 test report into Oracle Cloud AND have received a temporary exemption approval from Human Resources.

#### NJWELL Global Running Day Challenge

Global running day is Wednesday, June 2 and encourages us to lead an active and healthy lifestyle, regardless of the speed or distance, and keep moving.



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Participate by tracking a minimum of 7,000 steps on June 2, and by completing the challenge, you'll earn 25 points towards your NJWELL reward! To participate, sign in to [HorizonBlue.com/shbp](https://HorizonBlue.com/shbp), select Wellness & Services, then follow NJWELL prompts and record your steps by June 4.

#### Horizon Blue Cross Blue Shield Health Plan Update

Take the time to bring balance to your life. Consider attending these June webinars; topics will cover at-home fitness classes, along with managing personal and financial stress. Simply click on the title to register. Space is limited.

**[Take a Stretch Break with Hinge Health](#)**, Friday, June 4, 1 p.m. - 2 p.m.

Take a break from your busy day and join this session as a health coach walks you through stretching and breathing exercises that help to relax and rejuvenate.

**[Back Health](#)**, Wednesday, June 9, 12 p.m. - 1 p.m.

Back pain is a common health complaint associated with the aging process, but it doesn't have to be. You may be able to reduce pain on your own without invasive procedures, and Horizon BC can teach you how during this session.

**[Virtual Fitness](#)**, Monday, June 14, 2 p.m. - 3 p.m.

Learn how to stay fit at home! In this class, the trainer will share fun and interactive routines you can do in three or five minutes for optimal health and fitness.

**[Chair Yoga](#)**, Tuesday, June 22, 1 p.m. - 2 p.m.

Yoga can help lower your stress levels, support a healthy immune system and encourage a positive outlook. Take time for yourself and join our chair yoga class.

**[Managing Your Money in Tough Times](#)**, Monday, June 28, 12 p.m. - 1 p.m.

Financial times have changed, and in this session, you'll learn beneficial financial practices to help you stick to a plan.

For a list of recorded webinars, please visit <https://www.horizonblue.com/shbp/njwell/njwell-webinars>.

#### PennMedicine Princeton Health EAP

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