



Office of HUMAN RESOURCES NEWSLETTER



July 2021 Edition

Summer Fridays: Four Day Work Weeks

Friday, July 9 is a regular work day. Effective Monday, July 12, the regular work week will be Monday through Thursday, but the work day will be longer. A longer work day would typically be eight hours and forty-five minutes for employees who regularly work seven hours per day. Employees who regularly work eight hours per day will, instead, work ten hours, four days per week. Summer Fridays under the program are: July 16, July 23, July 30, August 6 and August 13.

Compensation Increases for CWA & IFPTE Employees and AFT Professional Staff

Effective the first full payroll in July, with a pay date of July 23, 2021, 12 month CWA and IFPTE employees, and AFT professional staff, as per the respective bargaining unit contracts, will receive a salary increase of 2% of base pay.

Ten month employees in these unions will receive a 2% base salary increase effective the first full payroll cycle in September, 2021. Questions about this should be referred to the Office of Human Resources at hr@tcnj.edu.

Performance Assessment Review (PAR) Cycle Ended on June 30, 2021

The performance evaluation cycle for classified employees (CWA, IFPTE, PBA and NJLESA) ended on June 30, 2021. The HR performance management website has been updated with [Instructions](#) for completing the PAR in Oracle Cloud, and with the [PAR Completion Timeline for Year 2021-2022](#)

Recruitment and Hiring with a Focus on Diversity

The Office of Human Resources invites you to join us for a professional development session on the recruiting and hiring process. The target audience for a session includes hiring managers and anyone who anticipates serving on a search committee. To learn more, view the [TCNJ Careers Website](#) and select Recruitment and Hiring Professional Development Registration.

Onboarding New Employees

The [New Employee Onboarding Experience](#) is a website designed for employees new to TCNJ and their managers. We invite you to view the site and to contact HR with questions regarding onboarding and indoctrinating new employees into our unique culture. Hiring managers should anticipate post hiring engagement with, and check-in's from the Office of Human Resources for the first 90 days after a new employee begins a job at TCNJ.



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Provide Proof of Your COVID-19 Vaccination

Thanks to those of you who have already uploaded your COVID-19 vaccination card image to Oracle Cloud. Employees have responded to the COVID-19 vaccination outreach in great numbers! Directions to complete the process are here: [Vaccination Record Upload Instructions](#) Within the coming weeks, be on the lookout for more information about your \$25 gift card which can be used at Campus Town.

Managing Conflict at Work and At Home

Brought to TCNJ employees by PennMedicine Princeton Employee Assistance Program (EAP) this will be a live online webinar on July 14, 2021, 1:30 p.m. until 2:30 p.m. Conflict is a normal part of every relationship, but key to managing conflict is the ability to Stop, Look and Listen. Participants will discuss how to identify true conflict and tactics to manage it in a positive manner.

Register for this event at MyLifeExpert.com, OR scan the QR code:

Help can be a call or click away! 800-526-0035 OR www.princetonhcs.org



Horizon Blue Cross Blue Shield Health Plan Update

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

[Managing Stress Through Meditation](#), Tuesday, July 6, 12 p.m. - 1 p.m.

Feel too stressed to meditate? That is actually when it can have the greatest impact. Join a meditation session that can help you calm your mind and relax.

[The Scoop on Supplements](#), Wednesday, July 14, 12 p.m. - 1 p.m.

Wondering about vitamin and supplement health benefits? Hear a health educator share the scoop on their nutrition and strategies for buying quality products.

[Virtual Fitness](#), Monday, July 19, 12 p.m. - 1 p.m.

Learn quick and easy exercises that can be completed in under five minutes during the day to keep you active and healthy.

[Chair Yoga](#), Friday, July 23, 1 p.m. - 2 p.m.

Whether you're new to yoga or a yogi, practicing yoga can help lower your stress levels and support a healthy immune system. Grab your chair and take time for yourself!

[Nutrition Navigator](#), Wednesday, July 28, 12 p.m. - 1 p.m.

Learn to navigate nutrition to plan healthier meals and better understand the nutrition basics for a balanced diet.

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