



Office of HUMAN RESOURCES NEWSLETTER



August 2021 Edition

Staff Senate Mental Health Council and Your Mental Wellbeing

The TCNJ Staff Senate Mental Health Council (SSMHC) is composed of staff members from across campus who have a strong interest in supporting the mental wellness of our community. The Council supports mental wellness in a way that builds compassion and a community of support by making information, tools, and resources accessible to enhance overall mental wellbeing. Please take a few moments to view the website, here: [Mental Wellness Toolkit](#)

New COVID-19 Vaccination Requirements

To provide the safest possible and most fully engaged on-campus living, learning, and working environment, we are expanding our vaccination requirement to apply to all employees who are not members of a bargaining unit, as well as all employees in the bargaining unit represented by The College of New Jersey Federation of Teachers (AFT), Local 2364. We again express our gratitude to local leaders and members of TCNJ AFT for their commitment to this vaccination requirement for intra-community equity and safety.

All non-unit and AFT-member employees who have not already done so must provide proof of full vaccination (the one-dose Johnson & Johnson vaccine or two-dose Pfizer-BioNTech or Moderna vaccine) by September 7, 2021. Directions for uploading proof of vaccination to the Oracle Cloud portal can be found at this link: [New Vaccination Protocols](#)

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. 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.

Horizon Blue Cross Blue Shield Health Plan Update

Take the time to bring balance to your life. Consider attending these webinars. Simply click on the title to register. Space is limited.

[Chair Yoga](#), Tuesday, August 17, 1 p.m. - 2 p.m.

Unsure if yoga is for you? Try our class from the comfort of your own home, where you can learn how to lower stress levels and calm your mind.

[Virtual Fitness](#), Tuesday, August 31, 3 p.m. - 4 p.m.

Staying fit doesn't mean hours in the gym! Instead, we'll teach you short and simple exercises that you can do at home to fit into your daily routine.

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



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Student Employment Job Fair

The Office of Human Resources was excited to have participated in the **First Year and Transfer Students Orientation Fair** the week of July 19th. Members from the HR recruiting team took turns manning the Student Employment Information table. Over 200 students stopped by the table to inquire about on campus job opportunities and student employment guidelines.



AFT Staff Performance Evaluation

AFT staff will complete the annual evaluation in the Oracle Cloud for the first time this year, for the performance cycle that began on September 1, 2020 and will end on August 31, 2021. Within the next few weeks, we will update the Performance Management site, [AFT Staff Performance Management Site](#) with instructions on navigating the new electronic evaluation completion process.

CWA/IFPTE/PBA/NJLESA Performance Assessment Review (PAR)

Thank you to all of you who have already completed the PAR evaluation process.

The 2020-2021 final PAR evaluation cycle ended on June 30. Managers of CWA, IFPTE, PBA and NJLESA employees should complete the final evaluation for all employees in these bargaining units. 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.

Compensation Increases for CWA and AFT Professional Staff

Effective the first full payroll in September 2021, 10 month CWA and AFT professional staff, as per the respective bargaining unit contracts, will receive a salary increase of 2% of base pay. Questions about this should be referred to the Office of Human Resources at hr@tnj.edu.

Summer Fridays: Four Day Work Weeks

The last summer Friday will be on August 13. Employees return to their regular work schedule effective Monday, August 16.

