



**TCNJ** THE COLLEGE OF  
NEW JERSEY

# OFFICE OF HUMAN RESOURCES NEWSLETTER



## HR Staff Updates

The Office of Human Resources would like to inform you of recent staff changes.

Arrivals:

- **Fox Parks** has taken on the role of Human Resources Assistant beginning April 24, 2023.
- **Michael Haftman** is the summer Front Desk Student Worker beginning May 22, 2023.
- **Wesley Zimmerman** has joined the team as the Human Resources Business Partner-Leaves Specialist beginning June 12, 2023.
- **William Brito** has joined the team as the Employee and Labor Relations Specialist beginning June 21, 2023.
- **Lea DiFonzo** has joined the team as the HR Student Employment Coordinator beginning June 26, 2023.

Departures: The following HR staff members have left to pursue other interests. We wish them the best in their future endeavors.

- **Dilan Avci**, Adjunct and Temporary Recruitment Coordinator
- **Catherine Silva**, Human Resources Generalist
- **Jessica Lamboy**, Human Resources Business Partner

## NEW Announcement Section

To keep you up-to-date, an announcement section has been added to the bottom of the [Human Resources homepage](#). There, you will find the most recent HR information including *MyLifeExpert* newsletters, retirement seminars, and more!

For general inquiries, the Office of Human Resources online directory can be found [here](#).

## Energy Savings Program

The Energy Savings Program is one of many appreciated and valued benefits available to TCNJ employees.

TCNJ reduces energy costs by closing the campus on certain Fridays during the months of May, June, July, and August (nine Fridays), and by closing the campus during the last week of December. For Summer 2023, employees will work their regular hours and request energy time for the following Fridays: May 26<sup>th</sup>, June 9<sup>th</sup>, June 16<sup>th</sup>, & June 30<sup>th</sup>. During the second half of the summer, employees will work extended days Monday – Thursday and will be off the following Fridays: July 14<sup>th</sup>, July 21<sup>st</sup>, July 28<sup>th</sup>, August 4<sup>th</sup>, and August 11<sup>th</sup>.

Please note: Friday, June 23<sup>rd</sup> was a normal workday and Friday, July 7<sup>th</sup> will be a normal workday. Employees are expected to report to work on these days. Normal workweeks resume on Monday, August 14<sup>th</sup>.



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## **Requesting Energy Leave in HCM Cloud:**

1. Requested energy leave time must be submitted in HCM Cloud and approved within the pay period before it closes.
2. Requested energy leave time cannot be entered into HCM Cloud once the pay period ends.
3. If energy leave time was not submitted during the pay period, and needs to be added, please send an email to: [benefits@tcnj.edu](mailto:benefits@tcnj.edu).

To learn more, please review the [Holiday & Energy Leave Schedule](#).

## **Employee Assistance Program (EAP)**

[Penn Medicine](#) offers a variety of wellness services with the ultimate goal of helping employees continue to be fully engaged and productive in the workforce during the most challenging times.

Some of the services include:

- Critical Incident Trauma Response
- Counseling
- Consultations with Attorneys (*free 30-minute session & discounted up to 25% thereafter*)
- Consultation with Financial Professionals (*free*)
- Access to a robust work/life website and app (*MyLifeExpert*)

The EAP offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. In addition, the EAP addresses a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders. EAP counselors also work in a consultative role with managers and supervisors to address employee organizational challenges and needs.

EAP is active in helping organizations prevent and cope with workplace violence, trauma, and other emergency response situations. EAP also provides management training, explaining the difference between Formal Referrals and Fitness for Duty referrals along with the process for each.

- TCNJ employees can contact an EAP representative Monday - Friday from 8:30 am to 5:00 pm at 609.688.3217.
- After normal business hours and on weekends, you can reach EAP at 800.527.0035.
- EAP also offers a convenient online intake process so an EAP representative can contact you!

For more information and access to the online intake process, please visit their website [here](#).



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## Identifying & Addressing Employee Turnover (Webinar)

*MyLifeExpert* invites you to register for a Webinar:

“Our post-pandemic world has brought about ‘The Great Resignation,’ and turnover is at an all-time high. In this session, we will explore the root causes of turnover, the impact that turnover can have on your bottom-line and your culture, and how to measure the impact of turnover in your organization. We will focus on concrete strategies for increasing employee engagement and retention, as well as effective recruiting strategies for when turnover does occur.”

To register for this event, please visit: [MyLifeExpert - An Employee Well-Being Program](#) or scan the QR code below to create an account!



**Date:** July 12, 2023

**Time:** 1:30 pm until 2:30 pm

## Credit Union of New Jersey (CUNJ)

The Credit Union of New Jersey is an employee benefit that hosts a variety of resources for you and your family members. The CUNJ has been around for 80 years, offering tools that will help give you the freedom to prosper. Signing up is easy!

If you have any questions, please reach out to CUNJ’s Business Development Officer, Amanda Duspiva, at [aduspiva@cunj.org](mailto:aduspiva@cunj.org) OR check out their website: [www.cunj.com](http://www.cunj.com) for more information.

## LinkedIn Learning

Did you know that TCNJ partners with **LinkedIn Learning** to give you access to on demand learning content on a wide range of topics?

To access this learning tool, navigate to [TCNJ Today](#) and find the logo on the scroll bar.



You can log in with your Single Sign-On (SSO) and start learning NOW!

## Performance Assessment Review (PAR)

The College of New Jersey is committed to supporting employees in discovering the broadest value and satisfaction through their work. TCNJ’s annual Performance Assessment Review (PAR) process incorporates our mission, core beliefs, and strategic initiatives into its design while affirming established core competencies and employee essential job functions.



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Below, please review the PAR processes for union-aligned and classified employees:

- [AFT Performance Evaluation Guidelines](#)
- [CWA, IFPTE, NJLESA & PBA Employees Performance Evaluation Timeline 2022-2023](#)

Below, please review the PAR process for non-unit and grant employees:

- [Non-Unit and Grant Employee Evaluation Timeline 2022-2023](#)

For a complete overview of this program, please see the [Performance Assessment Review \(PAR\) Handbook](#).

If you have any HCM Cloud questions associated with the Performance Assessment Review processes, please contact Steve Gall at [galls@tcnj.edu](mailto:galls@tcnj.edu).

For general inquiries regarding performance evaluations, timelines, or ratings, please contact Cristi Cartwright at [cartwric@tcnj.edu](mailto:cartwric@tcnj.edu).

## Classification & Compensation

We would like to notify you that the AFT staff reappointment letters will be sent out at the end of July, following the June 27th Board of Trustees public meeting.

Please view the [TCNJ Reappointment and Promotions Document](#) for more information.

If you have questions about this process, please contact Jocelyn Tarn at [tarnj@tcnj.edu](mailto:tarnj@tcnj.edu).

## Contingent Workers

Attention hiring managers! Please be advised that the Office of Human Resources does not maintain records in HCM Cloud for non-TCNJ workers.

Instructions on how to request access through IT, enter a new worker, or update a contingent worker's access in HCM Cloud are located here: [Non-TCNJ Employee Access](#).

## TCNJ Job Fairs

Our Human Resources Recruitment Coordinators, Melanie Daum and Tracey Sullivan, represented the College at the New Jersey Statewide Job Fair on Wednesday, June 14th.

We are always thrilled to meet prospective employees and the surrounding community!



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## Student Employment @ TCNJ

There are tons of opportunities for TCNJ students to work at the College. Share this flyer with students inquiring about TCNJ student employment opportunities!

**TCNJ**  
**STUDENT  
EMPLOYMENT**

**FOR OPPORTUNITIES  
CHECK OUT OUR CAREER  
SITE!**

Contact:  
Lea DiFonzo  
HR Student Employment Coordinator  
609-771-2166

Location:  
Administrative Services Building,  
Suite 101  
Monday - Friday 8:30am - 4:30pm



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