

HUMAN RESOURCES NEWS

“HR - Where trust is valued and confidentiality is key!”

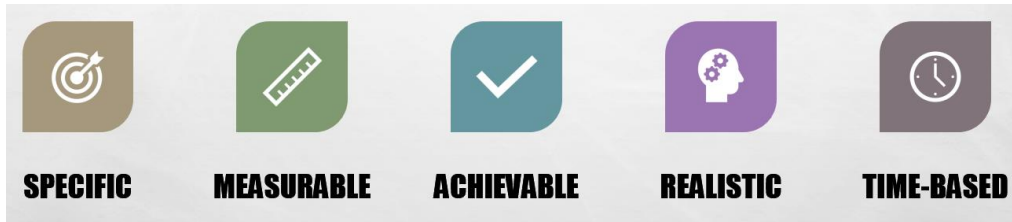
17 South Lane, x6108

www.union.edu/HR/News

April 2019

PERFORMANCE EVALUATION REMINDER

Human Resources wants to remind you that it is still Performance Evaluation time. Both the self-assessment and evaluation need to be completed, signed and returned to your respective Responsibility Center Head by **Friday, May 3rd**. Forms are available via the ***Human Resources web page*** (<https://www.union.edu/human-resources/forms>).

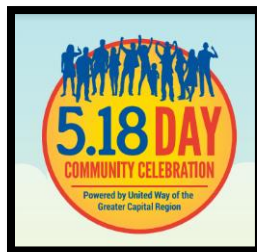


Employee Recognition Luncheon (Tuesday, April 30th)

If you reserved a spot for the Employee Recognition Luncheon your \$15 payment is due as soon as possible. A cash or check payment can be made at Human Resources. If you are an Honoree, the fee is waived.

5.18 Day

United Way of the Greater Capital Region is hosting its 2nd Annual 5.18 Day on Saturday, May 18th, 2019. 5.18 day is the single largest day of community impact in the Capital Region. There will be numerous projects all over the Capital District, including Albany, Rensselaer, Saratoga, Schenectady, and Schoharie counties. For those who participate, a BBQ Celebration Lunch will be available at 12:30 pm at the Washington Park Lakehouse. Sign up as an individual, family or group at <https://www.unitedtovolunteer.org/>.



Solar for All

NYSERDA recently launched a program called “Solar for All”, which allows people who meet certain criteria to apply for community solar and qualify for \$10-\$15 off their electric bill a month. For specific qualifications and to apply online, please visit: <https://www.nyserdera.ny.gov/All-Programs/Programs/NY-Sun/Solar-for-Your-Home/Community-Solar/Solar-for-All/Solar-for-All-Eligibility>

For those who do not meet the eligibility requirements for Solar for All, you can sign up for community solar through Dynamic Energy and save an average of 10% on your bill while supporting the SEAT Center, a local nonprofit. To sign up, please visit: <https://dynamicenergy.com/community/seat/>.

HEALTH & WELLNESS:

Doctor on Demand

Union College and CDPHP have partnered up to offer you a quick and easy way to see a doctor 24/7 with Doctor on Demand. Board-certified physicians are available at your fingertips and can diagnose and prescribe medication for many common conditions such as colds, flu, rashes and more!

Doctor on Demand also offers licensed psychologists and board-certified psychiatrists, who are available by appointment, to assist with anxiety, depression and other related concerns. Doctor on Demand is just a \$20 copay per use.



We encourage all employees to provide the HR team with any positive or negative feedback on their experience with Doctor on Demand!

Success Coach

Union College cares about YOU! Union's Success Coach, Kyla Schmidt, is on campus weekly. See days and times listed below. To schedule an appointment, call/text Kyla at 518-944-3440 or email her directly at

kschmidt@schenectadyworks.com.

- **Tuesdays from 8:30 am – 10:30 am at Schenectady Works located at 816 Union St. (next to St. John's)**
- **Wednesdays from 1:00 pm – 3:00 pm at Stanley O'Brien Center 015**
- **Fridays from 10:30 am – 12:30 pm in 303 McKean 3rd Floor***

****Please note on Wednesday, May 8th, 2019, Kyla will be meeting in the basement conference room of Feigenbaum Hall in place of Stanley O'Brien 015.**

Employee Assistance Program–e4health

Life and wellbeing assistance for you and your family available anytime, any day, confidentially and at no cost.

Contact information:

- Phone: **800-828-6025**
- Website: www.HelloE4.com
- Username: **union college**
- Password: **guest**

RETIREMENT PLANNING:

Make the most of your money and reduce your taxable income by making a contribution or increasing your contribution to your retirement plan! Employees are able to contribute, on a pre-tax basis, up to \$19,000 per year into their 403(b) retirement plan, for calendar year 2019. Employees age 50 and over may contribute an additional \$6,000. Employees not currently eligible for the College's generous 11% contribution are still eligible to participate in the retirement plan. For employees interested in contributing monies on a post-tax basis, we have a Roth 403(b) option available with TIAA and Fidelity. Changes can be made to your current retirement deduction through Employee Online or by obtaining a Retirement Investment Election Form on the HR website or at the HR office.

Make an appointment for May to meet with a retirement plan representative to discuss your options.

TIAA Representative

- **Monday, May 13th from 9:00 am to 4:00 pm- McKean House, 3rd Floor**

To schedule an appointment with the TIAA Representative, login into your account at www.tiaa.org/union or call 800-732-8353. Learn more about the available plans and investment options at Union College by checking out our web portal at TIAA.

Fidelity Investments Representative

- **Friday, May 31st from 9:00 am to 4:00 pm- O'Brien Center 015A**

To schedule an appointment with the Fidelity Representative, go to www.netbenefits.com/union or call 800-642-7131.



HR PROFESSIONAL/PERSONAL DEVELOPMENT OPPORTUNITIES:

Employee Training Scholarship Program

Employees interested in pursuing training opportunities should submit a brief written proposal, using the Employee Training Scholarship Program form available on the HR website at: <https://www.union.edu/human-resources/benefits>. Completed forms should be submitted to the supervisor, department head, or department chair for consideration and then forwarded to HR. Each proposal will be considered carefully in terms of job-relatedness and availability of funds; a prompt approval or denial will be provided.

LinkedIn Learning

Formerly known as "Lynda.com," LinkedIn Learning offers numerous "Learning Paths" to help you stay ahead in your current job or to prepare for a new opportunity. You must have a Union email address to access the site. If you are interested, documentation for accessing LinkedIn Learning is available on the ITS website [or by clicking here](https://union.teamdynamix.com/TDClient/KB/ArticleDet?ID=70219) (<https://union.teamdynamix.com/TDClient/KB/ArticleDet?ID=70219>)

DISCOUNTED TICKET OFFERS:

Proctor's 2019-2020 Online Group Shows Survey- A survey will be sent out within the next few weeks to determine what shows our community is interested in for 2019-20. . Once you receive the survey, please complete it by selecting your favorite choice(s) for the season. Your opinion matters and shows will be chosen based on the responses.

General Tickets and Events - Tickets for great events, theatre, travel, movies and much more is always available at a discount to Union employees. Visit one of the following websites for current offers:

Corporate Offers

- Go to <http://www.corporateoffers.com/corporateaccess/offers/broadway.php>

Tickets at Work

- Go to www.TicketsatWork.com
- Click on "Become a Member"
- You will then be prompted to create an account with your email address and company code: UNIONEDU

Policy Reminder:

A Tobacco/Smoke Free Campus:

Union College recognizes that smoking, breathing second hand smoke, or using tobacco products constitutes a significant health, safety, and environmental hazard for students, employees, visitors and campus facilities. The College is committed to promoting health, wellness, and prevention within its community, as well as providing a healthy learning and working environment for administration, faculty, staff, students, visitors, contractors, and vendors.

All areas of the College campus, all campus properties, and all campus vehicles are designated as smoke/tobacco free.

For the purpose of this policy, smoking and tobacco use is defined as using any type of tobacco product including, but not limited to, cigarettes (commercial, handmade, or electronic), cigars, cigarillos, pipes, hookahs, vape pens, oral tobacco (spit and spitless, smokeless, chew, snuff), or any other similar smoking material or delivery device including anything that simulates smoking. A full description of the policy is listed on the HR Website at (<https://www.union.edu/human-resources/tobaccosmoke-free-union>).

MISCELLANEOUS:

Payroll Timesheets and Timely Submission

Failure to turn-in completed and signed timesheets can put your bi-weekly paycheck in jeopardy. It is an employee's responsibility to complete, verify all information, sign, and turn-in their timesheet to their supervisor by the deadline set by the Payroll Department. It is the supervisor's responsibility to collect all timesheets, to make sure all timesheets are completed and totaled correctly, contain a correct employee ID number, contain an account number, are signed by the employee and supervisor, and that a completed timesheet has been submitted by each hourly paid person working in their respective area. The deadline for submission of timesheets to Payroll is the close of business on the Wednesday following a pay date. If you have any questions, please contact the Payroll office at x. 6533.

Beneficiary Review

A beneficiary is the person or entity designated to receive the death benefits of a life insurance policy or the proceeds from a retirement plan upon the death of an individual. It is recommended that you review your beneficiary designations at least every two years. Additionally, your beneficiary designations should be checked and updated upon certain life events (i.e., divorce, marriage, birth of child). At Union, a beneficiary designation is required for your life insurance coverage and retirement plan participation. Human Resources has the forms you need to make a change in your current beneficiary designation. Please stop by or call Human Resources at x. 6435.

**(Please note that these meetings are scheduled on a floor without elevator access. If this presents a problem/concern, please call x.6666, with as much advanced notice as possible, and we will arrange for an alternate location.)*