

HUMAN RESOURCES NEWS

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

17 South Lane, x6108

www.union.edu/HR/News

June 2019

2019 Sexual Harassment Training Update:

Last year, Governor Cuomo signed into law a bill that protects all workers in New York State from sexual harassment. This law requires all employers, regardless of size, to educate their employees annually about sexual harassment. For the purposes of this new law, “employees” requiring annual training is anyone working at Union. This includes all faculty, administrators, staff, student employees, and student interns, regardless of whether temporary, part-time, or full time. In addition, anyone receiving a letter of appointment (i.e., research positions, volunteers, and other unpaid appointments) is required to complete the training.

To meet the training requirement and ensure that we all know how to recognize harassment in the workplace and the rights and responsibilities of all to eliminate its occurrence, Union College is requiring that all employees participate in an online training course through Safe Colleges. **The deadline for completion is June 30, 2019.** Union’s goal is to be 100% compliant.

To access the online training course, please use your Union College credentials. For more information on the training including answers to frequently asked questions, please click on the following link: <https://www.union.edu/title-ix/mandatory-annual-sexual-harassment-training-employees>

Human Resources and the Title IX Office will work with any and all employees to ensure compliance and provide assistance to those who have special circumstances outside the capacity of the online training course.

To date, 693 (out of 1809) Union College employees have completed the required NYS Sexual Harassment training. We still have a long ways to go. Please encourage those in your area to complete the training as soon as possible.

Answers to Frequently Asked Questions (FAQ’s)

- Union College’s imposed deadline for completion of required 2019 training is June 30, 2019.
- There is no need to send HR or the Title IX office a copy of “certification of completion” as this information is recorded electronically.
- The training can be completed in segments meaning you can suspend the training and come back to complete it at a later time.
- All employees, including work-study students, are required to participate in the training.
- Employees without current Union College email addresses need to stop by HR to complete an Acceptable Use Policy Agreement form indicating they will comply with Union’s policy on acceptable use of Information Technology Resources.

The law also requires that employees know who to go to should there be a concern and where policies applicable to employees can be found. Employers are required to ensure that all supervisors and managers reports of misconduct are provided to those who can provide appropriate remedies. This information can be found on the Title IX website located here: <http://www.union.edu/titleix> .

Please contact Melissa Kelly or Amanda Brink-Forrest if you have any questions or concerns.

JULY 4th HOLIDAY:

Summer is here and with it comes several summertime traditions - fireworks, swimming, mosquitoes, and questions about how Union will handle July 4th and July 5th. July 4th is an official College holiday. July 5th is the College’s Discretionary Day for 2019. The Discretionary Day is not mandated so if an employee decides to use their Discretionary Day as a Floating day, then they will be expected to work on the Annually Designated closure day. Please coordinate with your supervisor/manager if you plan to work that day. If you have any questions, please contact Human Resources at ext. 6108.

2019 CDPHP Workforce Challenge Recap:

Sporting light gray team t-shirts emblazoned with "RUN", 37 Faculty, Administrators and Staff, from a variety of departments, had a great time representing Union at this year's CDPHP Workforce Team Challenge. For those who are not familiar with the event, 12,000 employees from a variety of companies, colleges and non-profits gathered together at the Empire State Plaza on May 16th, for the annual 3.5 mile team race. The event is both a race (for competitive runners) and a jogging/walking event. Regardless of ability, everyone participates and has a great time! From the competitive aspect, Union's four person teams (based on best times from all Union participants) did an awesome job:

Joanne Fitzgerald received top female honors for our team (followed closely by Jennifer Fredricks, Ellen Robertson and Jessica Hopper). Ben McCarthy received top male honors for our team (followed closely by Stanley Gorski, David Sindoni and Luke Dosiek). For a full list of results, including top finishers, award recipients, and results history, visit the CDPHP Workforce Team Challenge website: <http://www.cdphpwtc.com/>



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***

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

- **Tuesday, July 16th from 9:00 am to 4:00 pm- location to be determined**

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

- **Tuesday, June 25th from 9:00 am to 4:00 pm- O'Brien 015A**

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



**(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.)*

HR PROFESSIONAL/PERSONAL DEVELOPMENT OPPORTUNITIES:

Employee 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:

The results are in! The 2019-2020 Proctor's Season begins in November. Make sure you mark your calendars for the following upcoming shows:

The 2019-2020 Proctors Season:

Fall 2019:

Frozen – November 14th, 2019, 8:00 pm

- \$65 per ticket

Winter 2020:

Fiddler on the Roof – February 20th, 2020, 8:00 pm

- \$47 per ticket

Spring 2020:

Cats! – May 1st, 2020, 8:00 pm

- \$56 per ticket

***Due to the limited number of group tickets, all tickets are on a **FIRST COME, FIRST SERVED** basis. **FULL PAYMENT** reserves your ticket(s). If you are interested in reserving your ticket, stop by HR with payment today. ***

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

MISCELLANEOUS:

Vacation Request and Use Submissions for Administrators

Whenever administrators use vacation time it is expected that a "Vacation Request and Use" form be completed and submitted. The failure to report vacation days used will result in no carryover allowed at the end of the year and no payout of accrued vacation balances upon termination of employment. Forms are available on the Finance website – www.union.edu/finance/forms.

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.