Upcoming Events:

- **2019 Sexual Harassment Training due October 9, 2019:** The deadline for the New York State mandated sexual harassment training is quickly approaching! All Union College employees (including student employees and temporary employees) are required to complete this training through Safe Colleges with **no exceptions.** Our goal is to be 100% compliant! Please encourage those in your area to complete the training as soon as possible.

  To access the online training course, you will need to use your Union College email and password. Please click on the following link: [https://www.union.edu/title-ix/mandatory-annual-sexual-harassment-training-employees](https://www.union.edu/title-ix/mandatory-annual-sexual-harassment-training-employees)

  Human Resources and the Title IX Office will provide assistance to those who need help completing the online training course.

  Please contact Melissa Kelley at kelleym2@union.edu or Amanda Brink-Forrest at brinkfoa@union.edu if you have any questions or concerns.

- **Defensive Driving Class**
  A Defensive Driving class is being offered **Wednesday, October 9th, and Thursday October 10th, 5:30 pm – 8:30 pm, College Park Hall M 102A.** This is a six hour course (3 hours each day) taught by an instructor from the National Traffic Safety Institute. Employees who drive a campus vehicle routinely, as part of their daily job, can attend the program at no cost and are especially encouraged to attend; all other employees can participate at the substantially discounted rate of $14.00 (Courtesy of the Wellness Program). Non employees may participate at a cost of $28.00. To receive a completed course certificate and qualify for a discount on auto insurance, participants must attend for the entire 6 hours. **To sign up, please stop by Human Resources with your payment to register for the class.**

  *Payment for the cost of your participation is due prior to the class date. Cash or check made payable to Union College are acceptable.*

- **Free Flu Shots At The Benefits Fair (By Appointment only, 9 am – 1 pm Everest Lounge)**
  According to the Centers for Disease Control and Prevention, if everyone got a flu shot, sick days would be reduced 32 to 45 percent. Do your part and take advantage of this **free** offering, at the Benefits Fair, sponsored by the Union College Wellness Program. To schedule your appointment time, [click here](https://forms.gle/ETu2KpPnqAGwE8tC8). If you have difficulties with the website or are unable to access the site through a computer, please contact Human Resources at x. 6108 to schedule your appointment. If you cannot make it for a free flu shot at the Benefits Fair, please note that all Union College medical insurance plan participants, including family members, if appropriate for their health status, may receive a free flu shot from their primary care physician. (**Employees who are on antibiotics and women who are pregnant or nursing will need a note from their doctor before a shot can be administered**).
Health and Wellness

- **Doctor on Demand**
  Did you know that telehealth through Doctor on Demand is part of your benefits package? Doctor on Demand is available to employees participating in either College medical plan. Doctor on Demand can replace those timely and costly trips to your doctor’s office, urgent care or emergency room visits. Simply register with your smart phone, tablet or computer. You can see a board-certified physician within minutes at your convenience! Doctor on Demand physicians can send in scripts to your pharmacy and can send notes from your visit right to your doctor’s office.

  Did you like the care you received by the physician you saw through Doctor on Demand? You can request to see that physician regularly, just as you would with your primary care doctor.

  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.

  For just a $20 copay, consider using Doctor on Demand the next time you or a family member needs care.

- **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 to meet with a retirement plan representative to discuss your options.
- **TIAA Representative**
  - Wednesday, October 9, from 9:00 am to 4:00 pm - McKean House, 3rd Floor*
  - Tuesday, October 22, from 9:00 am to 4:00 pm - McKean House, 3rd Floor*
  - Tuesday, November 5, 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](http://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, October 22 from 9:00 am to 4:00 pm - O'Brien 015A
  - Friday, November 15 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](http://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.)

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**HR PROFESSIONAL/PERSO{}NAL 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](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 2019-2020 Proctors Season:** 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.

- **Fall 2019:**
  - *Frozen* – November 14, 2019, 8:00 pm, $65 per ticket

- **Winter 2020:**
  - *Fiddler on the Roof* – February 20, 2020, 8:00 pm, $47 per ticket

- **Spring 2020:**
  - *Cats!* – May 1, 2020, 8:00 pm, $56 per ticket
• **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**

**Tickets at Work**
- Go to [www.TicketsatWork.com](http://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:**

- **New Employee Orientation Sessions**
  All regular full time and part time new employees of Union College, are required to attend New Employee Orientation. We encourage all managers to send their new employees to the first available session. If an employee cannot attend the first available session, notification from the manager and/or employee must be sent to Brittany Rapp in Human Resources. In addition to the notice, all new benefit eligible employees will need to stop by the Human Resources office for a benefits packet and must enroll in their benefits within the first 30 days of hire.

  The next orientation is scheduled for **Monday, November 11 in O’Brien 016**. For a full list of the orientation schedule, please visit the Human Resources website.

- **Union College Directory**
  Have you checked and confirmed that the information in the Union College Directory is correct? If a change is needed, please email directory@union.edu with any changes or corrections you may have.

- **Remaining Holidays for 2019**
  - Thanksgiving Day, **Thursday, November 28**
  - Day after Thanksgiving Day, **Friday, November 29**
  - Christmas Day, **Wednesday, December 25**

  **Winter Recess 2019** will be from December 26 - December 31. Wednesday, January 1, will be the first holiday for 2020. Employees are expected to report back to work on Thursday, January 2, 2020.

  *If you did not use your Discretionary Day for 2019 yet, make sure you work with your supervisor to find a day to use it. This day will not be carried over into 2020.*