



From the Office of Human Resources

March 26, 2021

Human Resources Monthly: March-April 2021

Dear Faculty and Staff,

With the Spring 2021 semester well underway, and Spring Recess beginning tomorrow, it is worth noting that we have passed the one-year mark of the Covid-19 pandemic. Uncertainty and difficulty have been with us every step of the way, but so have resourcefulness, flexibility, and resiliency. It has been inspiring to watch Baruch College unite, pivot to this new normal, and work together to ensure the health and safety of our community.

In this newsletter, the Office of Human Resources (OHR) writes to you with optimism. Below, you will find helpful resources, diverse programs, and, notably, information on CUNY's VaxUp campaign. Let's end this pandemic for good so we can have a safe and successful Fall 2021.

Health & Wellness

#VaxUpCUNY Campaign

Getting the coronavirus vaccine is the single most important step you can take to protect yourself and loved ones from Covid-19. Stay updated on new eligibility guidelines to receive the vaccine, and make your appointment the moment you are eligible by visiting the [CUNY Covid-19 webpage](#).

All employees who have a vaccination appointment during their workday will be granted four hours of paid time off. As two doses are currently required for the Pfizer and Moderna vaccines, **a total of eight hours of paid time off is permitted.** This is in accordance with [NYS guidelines](#) effective April 1.

Care for Your Loved Ones: CUNY Paid Family Leave Benefit

Beginning in March, PSC-represented employees and Classified staff at senior colleges are eligible for Paid Family Leave (PFL) benefits. Under PFL, you may be eligible to take up to 12 weeks to bond with a newly born, adopted, or fostered child; care for a

family member with a serious health condition; or assist loved ones when a spouse, domestic partner, child, or parent is deployed abroad on active military service. For more information, please visit OHR's [Paid Family Leave](#) webpage.

Safe, Secure, and Respectful Workplace: Mandatory Compliance Training

In compliance with New York State law and CUNY policy, CUNY employees are required each academic year to complete two trainings: the Employee Sexual Misconduct Prevention and Response Course (E-SPARC) and the Workplace Violence Prevention Training. Both trainings are available via [CUNY Blackboard](#) and must be completed by **May 1**.

Baruch College Excellence Awards: Celebrate Your Colleagues!

There is still time to nominate outstanding colleagues for the 2021 Baruch College Excellence Awards. Consider nominating a colleague(s) in one of the following categories:

- Leadership
- Student Success
- Diversity Leadership
- Innovation
- Service to the Baruch Community for Full-time Employees
- Service to the Baruch Community for Part-time Employees
- Teamwork Department Award

For all the details, visit the [Employee Recognition webpage](#). The deadline to submit nominating materials is **April 9**.

Your Finances

TIAA Members

Attend live and on-demand webinars on a variety of retirement and financial wellness topics each month. View and register for webinars [here](#).

New York State Deferred Compensation (NYSDCP) Plan (457b) Members

Do you have questions about your account, including contribution changes, investment strategy, planning for retirement or separation, updating or reviewing beneficiaries, or exploring other plan options? Set up a virtual appointment with the NYSDCP account executive [here](#). (Webinars in Spanish are also available. [Learn more](#).) You can also reach

an NYSDCP representative at 614-854-4547 or call the Helpline at 800-422-8463.

New Payroll Deduction Codes

A New York State payroll internal upgrade has changed the deduction codes, primarily for TIAA Optional Retirement Plan (ORP) members and those enrolled in a supplemental retirement plan, such as a tax-deferred annuity. The conversion will include moving the year-to-date deduction balance for the discontinued deduction to the corresponding new deduction.

Retirement Plan	Previous Description	Current Description
TIAA Optional Retirement Plan	TIAA Retirement Before Tax	CUNY ORP Before Tax
TIAA Optional Retirement Plan (not vested)	TIAA Retirement Before Tax	CUNY ORP Suspense
TIAA TDA (pretax)	Supplemental Ret Ann CUNY	CUNY 403(b)
TIAA TDA (post-tax ROTH)	CUNY 403(b) Roth	CUNY 403(b)
TRS	NYT Retirement Before Tax	NYT Retirement Before Tax
TRS TDA	NYT Tax Deferred Annuity	NYT Tax Deferred Annuity
NYCERS	NYE Retirement Before Tax	NYE Retirement Before Tax

The retirement and savings plans have not been affected. These changes are effective with the March 24 paycheck.

Professional and Personal Support

- **CCA@Your Service, Baruch's Employee Assistance Program (EAP):** CCA's range of resources and services are free to employees and their families. Call 800-833-8707 or visit www.myccaonline.com and use company code CUNY.
- **[Planning for Success:](#)** Explore the secrets behind being more organized and more efficient to help increase productivity and reduce stress. Watch on demand [here](#).
- **Staff Development Workshops:** Find the complete list [here](#).
- **CIS Technology Training:** Webinar calendar, videos, and resources [here](#).
- **WorkWell NYC Calendar:** Yoga, Pilates, Zumba, meditation, dance, and more. View the variety of classes via Zoom [here](#).

- **Wellness Corner:** Additional webinars and resources available [here](#).

Holiday Calendar Update

The CUNY Board of Trustees recently approved the addition of Juneteenth—observed on Friday, June 18 this year—to the holiday schedule. Find the updated calendar [here](#).

Here for You

During these challenging times, please continue to let OHR know how we can help. Email your questions and suggestions for future editions of this newsletter to human.resources@baruch.cuny.edu.

I wish you all a safe, productive, and happy spring!

Andrea Caviness

Executive Director, Office of Human Resources

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