

FOR YOUR BENEFIT

Human Resources Dept. Publication – Fall 2014
Keisha Pottinger-Moore, PHR, Editor

INSIDE THIS ISSUE:

New Structure and Plan for HR	1
Know Your Numbers	2
FMLA Quick Reference	3
Workplace Violence Prevention Training	4
Selection Process	4
Retirement Corner	5
Supervisor Corner	6
Deductions on my paycheck	6
Employee Discount	7
Who's Who in HR	8
Brown Bag Workshop	8

Greetings

The Human Resources staff would like to formally welcome all of you back for this school year! For Your Benefit is a newsletter addressing the benefits offered to you as a Hostos Community College employee. It is important to keep our employees informed, and this newsletter provides an opportunity to communicate information and issues that directly affect you. You will receive this newsletter twice a year via email. You can also find the newsletter in the HR office and on our website.

As we head into our academic year, I wish to extend greetings to new faculty and staff and encourage others to help make the newcomers' transitions smooth. In addition to the normal newness of coming into a new campus setting, we have a number of issues that are new to us all.

Over the next few years, we can expect some major changes in the human resources environment. These changes will affect the HCC workplace in a number of ways. First, recruiting will be tougher. On the supply side, there are fewer experienced people to replace retiring baby boomers. The numbers show nationally that there are less people in their 30s-40s to replace about 76 million baby boomers.

With a younger workforce, much more emphasis will be placed on work/life balance issues. Savvy workplaces are already putting work/life balance teams into place as part of their retention strategies. Turnover will continue to increase with a younger workforce, particularly as retirement systems become less sustainable and budgets become tighter.

Changes in health care, health insurance, costs and availability will take an ever-increasing share of our attention and money. The recent health care reform act and the threats to repeal, will keep this issue in a volatile state for some time to come. Again, look for the large, retiring baby boomer generation to have a major effect on issues related to health care.

HR will focus on improving existing processes specifically with the onboarding process and the professional development offering for all staff. We are energized by the work ahead because we have strong partnerships with various campus departments and together we will achieve our 2014/2015 objectives.

Finally, we want to welcome our new interim president Dr. David Gomez to our campus.

New Structure and Plan: HR in 2014

During the summer of 2014, the Department of Human Resources (HR) went through a reorganization effort and produced a strategic plan for 2014/2015. The structure will provide greater transparency and accountability for HR processes and services. It will align HR initiatives to the College's strategic plan and core business needs.

A few of the highlights:

- Creation of a new Organizational Development unit to provide professional development in the coming year;
- Reorganize the department structure by level and services to ensure efficient delivery of services;
- Development of the following Core Values, with the hope that if HR staff exhibit these values, they will also experience them in return.
 - o Integrity
 - o Inquiry
 - o Stewardship
 - o Transformation

HR looks forward to continual growth and development in providing services to the campus to support the campus mission.

More Pink for Your Green

October is National Breast Cancer Awareness month. The CDC reported that besides some skin cancers, breast cancer in the United States is the most common cancer in women regardless of ethnicity or race and "is the most common cause of death from cancer among Hispanic women" (CDC.gov).



While the National Breast Cancer Foundation, Inc, reminds us that we cannot prevent cancer, there are some things we can do to reduce our risk, including:

- Maintain a health weight
- Stay physically active
- Eat fruits and vegetables
- Limit alcohol consumption and do not smoke.

Hostos Community College supports our women and men who have been affected by breast cancer.

For more information about symptoms, signs, early detection planning or volunteer opportunities, contact the NBCF at www.nationalbreastcancer.org.

Employee Assistance Program (EAP)

EAP helps you deal with family, marital and relationship problems, substance abuse problems, financial difficulties, stress, depression, anxiety disorders, eating disorders and other mental or emotional problems. Employees are encouraged to contact EAP even if their problems are not job-related. Short-term counseling is available at Corporate Counseling Associates (CCA) at no cost, while referrals are made to other services or outside professionals for longer-term treatment. When

counseled or treated by others, the cost is the responsibility of the employee, but the EAP works to keep it affordable.

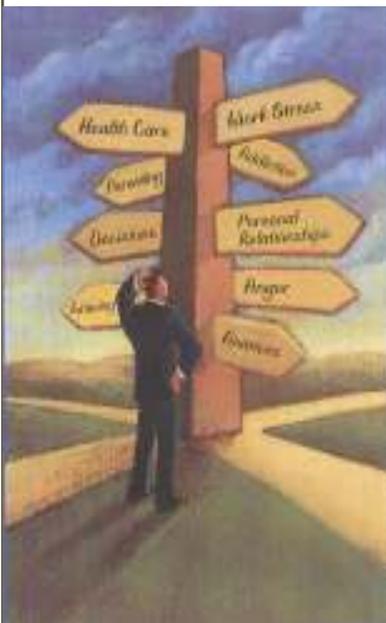
EAP helps you cope with life by providing the following services:

- Easy confidential access to professionals
- Toll free, 24 hours a day, 7 days a week, 365 days a year
- Up to four face to face sessions per year
- Financial and legal consultation
- Trusted on line resources and tools

Help is only a phone call away at **(800) 833-8707**.

We encourage you to take advantage of the resources available through CCA.

<http://www.ccainc.com/home>. Please contact Human Resources for information on this program.



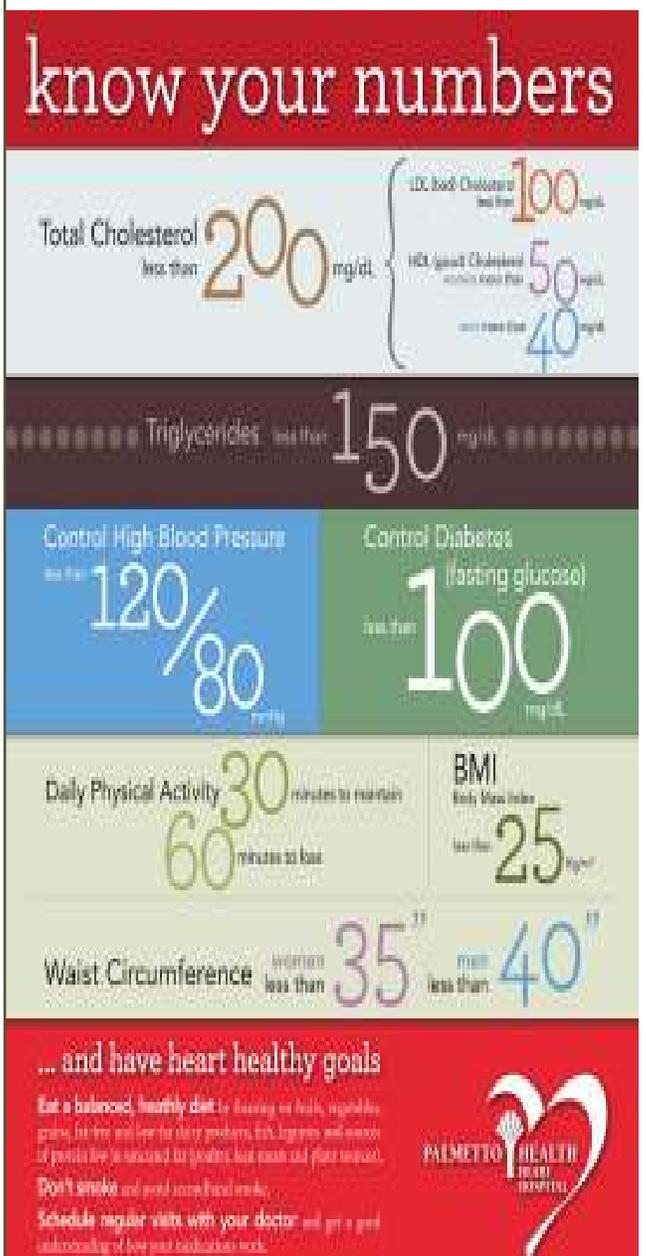
Know Your Numbers to Prevent Further Health Problems

Regardless of your age or family history, a stroke doesn't have to be inevitable. Preventive screenings help you address health concerns before they become more serious—or to prevent problems altogether.

When you visit your doctor for your health checkup, be prepared to talk about which preventive screenings you need:

1. **Blood pressure**
2. **Cholesterol**
3. **Triglycerides**
4. **Fasting glucose (blood sugar)**
5. **Body mass index (BMI)**

Solving the total health equation is a lot easier if you know your numbers.



Source: Centers for Disease Control and Prevention and Palmetto Health Organization

Family Medical Leave Act (FMLA): Quick Reference

Application Process

Step 1: Complete the FMLA Request and Receive Eligibility Determination

- The employee may submit a FMLA Request form to the HR office. Forms are available online.
- HR determines whether the employee is eligible for FMLA based on 1250 service hours and 52 weeks of service in the year.
- HR determines the amount of time the employee has available under FMLA based on any previous FMLA used within the past 12 months.
- If eligible, HR will send an eligibility notice and medical certification form to the employee to complete Step 2 of the application process.

Step 2: Complete Medical Certification Form

- The employee gives the medical certification to their healthcare provider to complete and authorize.
- The healthcare provider completes form and employee submits the medical certification to the FMLA coordinator via in person, mail or fax.

Step 3: FMLA Approval or Denial

- If the employee is eligible (Step 1) and has an approved medical leave determination (Step 2), the employee and manager will receive an email and approval letter from HR.
- If the FMLA request is denied, the employee will be notified by HR and informed of any other options that may be available.

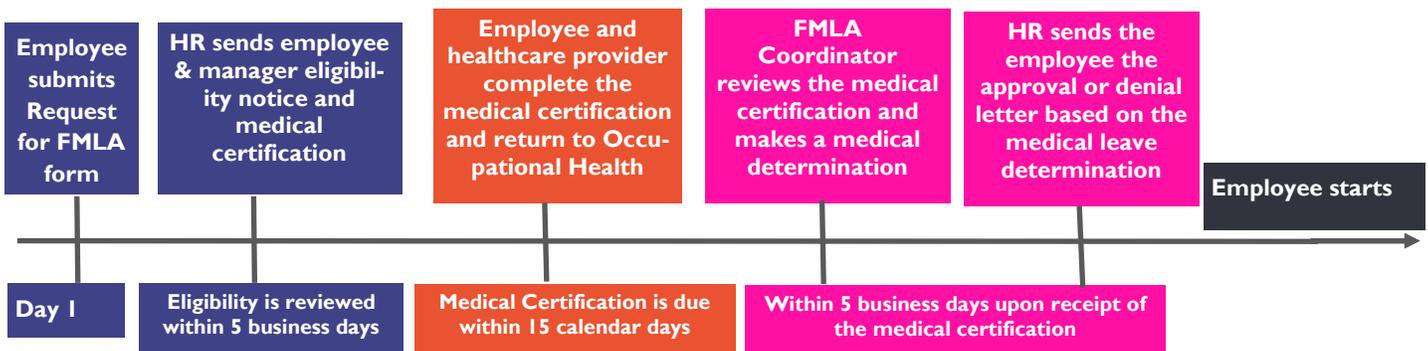
Step 4: While on FMLA

- If the employee is on intermittent leave, the employee must designate their time as FMLA each time when calling out. Employees on this leave must call out if they are unable to report to work.
- Full time PSC employees should indicate their use of time-off accruals for dates used for FMLA on their e-timesheet or timesheet.

Step 5: Returning from FMLA

- The employee should contact their supervisor and HR at least a week in advance to provide their medical release to return to work and the date of return.
- If on a continuous leave, the employee should have their healthcare provider submit a medical note clearing the employee to work form and submit it to Occupational Health Clinic.
- If the employee has work restrictions, contact HR for further assistance.
- If an employee needs additional leave time and has FMLA time available, they should contact their healthcare provider to request an extension of the leave. If the employee has exhausted their FMLA leave, the employee will be placed on authorize sick leave, if applicable.

FMLA Contact- Gissette Forte
FMLA Coordinator- 718.518.6802
Human Resources Fax- 718.518.6621
Human Resources Office-718.518.6650
HR website: <http://www.hostos.cuny.edu/ohr>



New Online Workplace Violence Prevention Training

The US Department of Justice reports annual figures on workplace violence: 396,000 aggravated assaults, 51,000 sexual assaults and rapes, 84,000 robberies and over 1,000 homicides each year. What causes people to become violent? In a word - frustration.

Hostos/CUNY policies are very clear on this topic. The policy states, in part: The City University of New York prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated.

People do not "just snap". Violent incidents are usually the accumulation of weeks, months or years of feeling frustrated and thinking that there is little or no hope in relief of the feelings. The continuum of aggression is: Intimidation, provoking of anger, rough language, exertion of force and violence. The earlier a potentially violent situation is addressed, the less likely that physical violence will occur. Know your resources and don't be afraid to ask for help.

Tips for diffusing a hostile situation:

- Be aware of yourself - if you are uncomfortable handling a situation get help!
- Stay calm. The situation will escalate fast if both parties are emotional. Remember to have an open posture, do not yell, if frightened run!
- Speak respectfully to the co-worker.
- Do not impose your personal values i.e., do not make "you should" statements.
- Listen to the persons concerns. Let them know you are listening.
- Offer to help - do not make unreasonable promises.
- Verbalize your concerns factually - i.e., "your tone of voice is loud."
- Let people know your boundaries, i.e., "I feel intimidated when you stand over me."
- Step away if you notice the situation is escalating.
- Get help from supervisors and colleagues. Document the facts of the incident.

CUNY has been mandated to provide workplace violence prevention (WVP) training for all CUNY employees annually. On September 12, you should have received an email instructing you to complete the online training program. Please complete the training by December 31, 2014.

Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. The full text of the policy can be found on the Human Resources and Public Safety websites.

Confidentiality Key During the Selection Process

Each year, close to 10,000 individuals apply to jobs through Human Resources and mostly through CunyFirst. These individuals come from our local community, from amongst our campus employees, and from people around the world.

Many of these individuals are in situations in which they may not want their current employers to know they are looking for other employment. Some of these applicants are our own University employees who may wish to keep their job search private and do not want to share with any community. You never know who knows who or who may be related to who!

Therefore, as supervisors and search committee members it is imperative that confidentiality be maintained as well as after the selection process. The names of candidates and the rationale behind selection decisions should only be discussed with others officially involved in the selection decision, both during the active search process as well as when the committee has reached a decision.

As a hiring supervisor or a member of a search committee, you are accepting the responsibility of protecting the applicant information during the process. This includes protecting the identity of the applicants being considered as well as confidentiality through the process.

Workers' Compensation

Workers' Compensation is a form of insurance specifically designed to provide medical payments and, in some cases, financial payments to employees who suffer injuries, occupational disease, or work related death in the course and scope of their employment.

Employee's responsibility

Any employee of Hostos Community College who suffers an accidental injury or occupational injury as a direct result of and in the course and scope of employment should immediately notify their supervisor and Public Safety. Failure to report the injury within 30 days of the occurrence of the injury (or manifestation of the occupational disease) may result in denial of the claim. The employee's notification must include information as to the type of injury sustained, how the injury occurred, and the names of witnesses.

The employee is also responsible for contacting Human Resources to ascertain whether other benefits are affected by the compensation claim.

Supervisor's responsibility

Complete a "Supervisor's Report of Injury" form located on the Human Resources department website. Be sure to include witness names and note the form cannot be completed by the injured employee. Forward the form to the Office of Human Resources immediately for processing.

If you have any questions about Workers Compensation please contact Tommy Lackaye at 718-518-6508 or email at tlackaye@hostos.cuny.edu

RETIREMENT CORNER

One-hour retirement planning consultations are an important service that is available to all Hostos Community College employees. Individual retirement planning consultations are specifically intended to provide assistance for our faculty and staff who are currently participating or interested in Halliday Financial Group, MetLife and TIAA-CREF services to achieve retirement and other financial goals.

Setting up a long-term financial plan can be a complicated task. It involves evaluating your potential income sources and then factoring in the impact of taxes, inflation and the larger economic picture. Meeting with a Consultant can help you sort things out and make informed decisions. A small investment of your time now can make a big difference in your future financial and retirement security.



What you'll learn at these 1-hour meeting:

- Planning your retirement - date, finances, etc.
- Retirement plans and benefits - survivorship plans, partial lump sum option.
- The importance of naming beneficiaries.
- Calculating your benefit - the benefit formula.
- Benefit payments - including cost of living adjustments.
- Working after retirement.
- Legal considerations and financial planning.
- Resources to help you be successful.

Halliday Financial Group One-on-One Counseling

Wednesday, September 24
Wednesday, October 1

First appointment starts at 10am

To schedule an appointment with the Halliday Representative, **Paul Mohammadi**, call Gissette Forte at ext. 6802 or email at gforte@hostos.cuny.edu.
(Instructional and HEO staff)

TIAA/CREF One-on-One Counseling

Thursday, September 25
Wednesday, October 8
Thursday, November 6
Wednesday, December 3
Thursday, December 4

First appointment is 9am, and the last appointment begins at 4pm

To schedule an appointment with the TIAA/CREF Representative, **Narcisse Dargenson** call the Service & Scheduling Group (SSG) at 800-732-8353 or call Gissette Forte at ext. 6802 **(Instructional, ECP and HEO staff only)**

MetLife One-on-One Counseling

Wednesday, October 15
Wednesday, November 12
Wednesday, December 10

All appointment starts at 10 and ends at 3pm.

To schedule an appointment with the MetLife Representative, **Robert Tudda**, please call ext. 6802 or email to gforte@hostos.cuny.edu **(All staff)**

NYCERS (Employee Retirement System)

Retirement counseling dates

October 1	Tier 4
October 22	Tier 4
November 19	Tier 4
December 3	Tier 6
December 10	Tier 1 and 2
December 17	Tier 4

Day and Time: Wednesday at 3pm sharp

Where: 335 Adams Street, 22nd Floor

How: gforte@hostos.cuny.edu to reserve at least 1 week before the date of the seminar.

TRS (Teachers Retirement System)

Getting Ready for Retirement: A tier-specific program for retirement-eligible members planning to retire within 12 months.

Your TRS Benefits and Services: A program for Tier IV members who have less than 10 years of membership service.

Introduction to the TDA Program: A program for in-service members who have never participated in or have less than 5 years participation in the Tax-Deferred Annuity (TDA) Program.

Where: TRS training facility at 55 Water Street.

How: Register for these workshops online or by calling a Member Services Representative at 1 (888) 8-NYC-TRS.

Exempt vs. Non-Exempt

Exempt and non-exempt are two terms most people have heard but may not fully understand. One major misconception is that a person can simply choose whether a particular position is classified as exempt or non-exempt. Many people believe that simply by paying a salary and not an hourly wage that an employee is exempt from receiving overtime pay. Neither of these statements is true.

The terms exempt and non-exempt come from a federal law – the Fair Labor Standards Act or FLSA. This law has many provisions including minimum wage provisions, recordkeeping, child labor standards, and overtime provisions. It is from the overtime provisions of the Fair Labor Standards Act that we find the terms exempt and non-exempt. The law requires employers to classify positions as either exempt or non-exempt and provides the guidelines employers use to make such a determination. Non-exempt employees are entitled to overtime pay. Exempt employees are not entitled to overtime pay; hence, they are “exempt” from the overtime provisions of the law.

For non-exempt employees, the law provides for a minimum hourly wage, the maintenance of detailed records of hours worked, and overtime pay of one and one-half the regular rate for work in excess of 40 hours during a seven day pay period. Public institutions, such as Hostos Community College, are authorized to award compensatory time off at the premium rate equal to one and one-half hour for each overtime hour worked in lieu of pay.

Supervisor’s Corner 7 things leaders should never say

Supervisors set the tone of a workplace. The right words can create a positive, team-first environment. The wrong words can lead to a fear-based, morale-crushing atmosphere.

Dave Kerpen, the author of *Likeable Leadership*, suggests what top managers should never say in the workplace:

1. **“I’m too busy.”** Clearly, your employees think, what I’m doing is not important. Instead of blowing them off, ask your people who show up at a bad time to come back at a specific time when you’re available.
2. **“You’re the only one having a problem.”** This one will break down an employee’s morale, isolate that person and destroy teamwork. Google the question and you will find others out there with similar issues.
3. **“I don’t care about that.”** You need to care about every aspect of your operation, including the small stuff. Treat detail-oriented employees with respect and your staff will take pride in their work.
4. **“Don’t argue with me.”** Arguing is a sure sign that an employee cares. And you may (gasp) be wrong.
5. **“Just let me do it.”** Your organization and employees will not grow if you try to do everything yourself.
6. **“You’re doing OK.”** When employees ask for feedback, don’t just tell them they’re doing fine. Asking how they’re doing is a sign of potential, a desire to get better. Don’t throw that opportunity away.
7. **“I’m the boss!”** If you need to pull rank, you’ve already failed as a leader.

Source: HR Specialist Newsletter July 2014

Have You Checked Your Pay Stub Lately?

When was the last time you’ve checked your pay stub? Are all of your deductions accounted for? It is very important to check your pay stub at least once a month to ensure all deductions are present. Do you have a TDA with MetLife, TIAA-CREF or Halliday Financial? Did you enroll in a retirement plan or a TDA and the deductions are not on your paycheck. Have you checked your statement to be sure your contributions are in your account? If you find the contributions are not making their way to your account, you need to contact Gissette Forte at ext. 6802. to find out the problem.

Where can I find deductions on my paycheck?

Deductions can be found on the bottom section of your paycheck. There you will find:

- The reason for the deductions
- The amounts deducted
- The goal amounts if applicable
- The number of installments remaining

Examples of deductions that might appear on your pay statement include:

- Union dues
- Pension plan contributions and loan repayments
- Health insurance rider premiums
- Transit Benefit Program contributions
- Family court payments

The City of New York				EMPLOYEE		Payroll Management System					
ITEM #	PAY PERIOD	PAY DATE	PAY STATEMENT	PAYROLL # WORK UNIT	CHECK NUMBER	DISTRIBUTION #					
123456	01/01/06 01/14/06	01/21/06		000 0000	C 12345678	0000					
PENSION #				REFERENCE		EMPLOYEE NAME					
X X 00 X 00				1234567 0 DDE		JOHN					
TAX INFO				SOCIAL SECURITY		CITY TAX		CITY TAX		TOTAL DEDUCTIONS	
TOTAL EARNINGS				FEDERAL TAX		SOCIAL SECURITY		MEDICAL		This Period	
THIS PERIOD				XXXX.XX		XXX.XX		XX.XX		XXX.XX	
NEAR TO DATE				XXXX.XX		XXX.XX		XX.XX		NET PAY	
DESCRIPTION				AMOUNT		DESCRIPTION		AMOUNT		DESCRIPTION	
REGULAR PAY				XXXX.XX		BIKE AROUND NYC! FREE BIKE MAPS-CALL 311		XXXX.XX		XXXX.XX	
EARNINGS DATA				BALANCE DUE OR		AMOUNT THIS PERIOD		TOTAL AMOUNT TO		BALANCE DUE OR	
DESCRIPTION				AMOUNT THIS PERIOD		DESCRIPTION		AMOUNT THIS PERIOD		TOTAL AMOUNT TO	

There is room for eight deductions on most pay statements. If you have more than eight deductions, seven will be detailed and the remainder will be combined in the last entry noted as "Other." If you are not sure what your "Other" deductions are, contact the Payroll or Thomas Lackaye in the HR Office at ext. 6508.

Don't Miss Out — Update Your Information!

Now that the new academic year has kicked off, this is a good time to review and update your personal and emergency contact information. CUNYfirst is the University online application to record and view an employee personal information. You can access CUNYfirst **Employee Self Service (ESS)** through the Hostos home page or the below instructions:

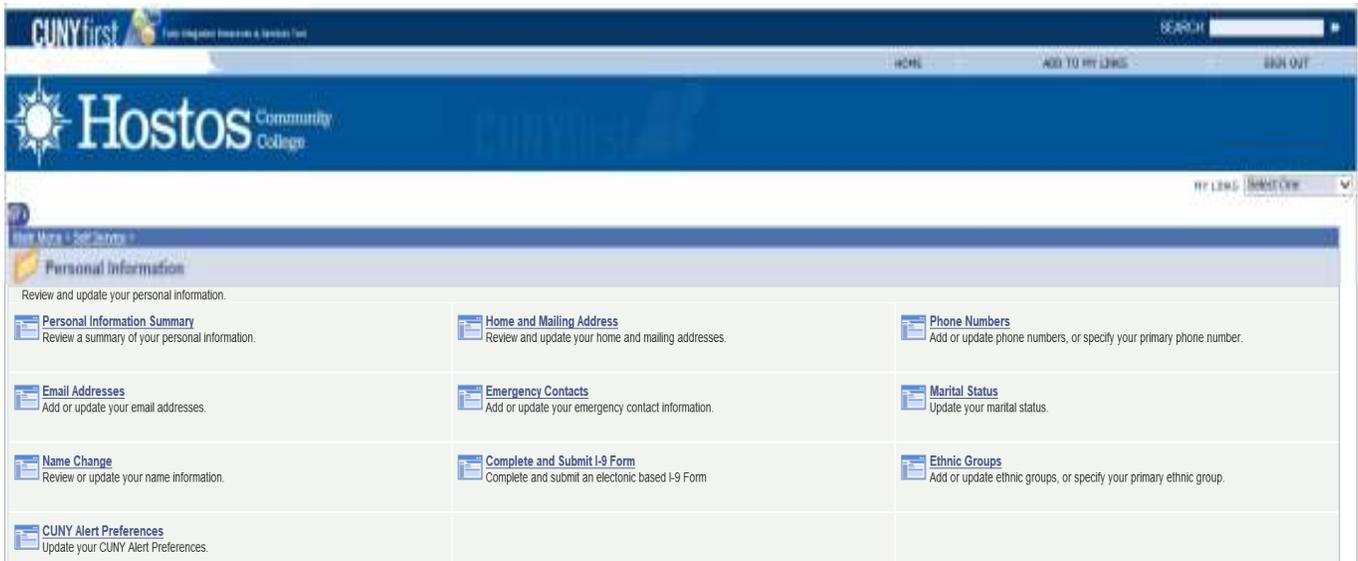
Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar to login into CUNYfirst.

Enter your CUNYfirst Username and Password and click the Submit button to login.

Click on Self Service link under Enterprise Menu

Also, please review your pay stubs periodically to ensure that the correct taxes are being withheld and the correct deductions are coming out.

If you have questions, please call Human Resources at 718-518-6650.



Update Your Life Insurance Beneficiary

Our lives are so busy, with work and family obligations, now is a good time to take a few minutes to review those documents. The time you spend today can save your family members a lot of unnecessary grief later.

How often should I review my designated beneficiary?

- You should review your beneficiary information at least once per year, or
- If you have a life event such as marriage, divorce or birth of a child.

How do I find out who is my designated beneficiary?

- Contact Human Resource in writing and we have access to your current beneficiary form. Also contact your pension/retirement plan to see if the information match. HR is unable to update your beneficiary with your retirement plan.

How do I change my designated beneficiary?

- If you need to change your designated beneficiary, any HR employee can assist you in completing the necessary forms.
- Be sure to keep a copy for your records.

CUNY eMail

Have you accessed CUNY eMail lately? CUNY eMail allows Students, Faculty & Staff to get discounts on almost everything! From discounts off your cell phone bill, office supplies, gym memberships, computers and entertainment. Most software is available for download directly to your computer. **Login to the CUNY Portal** to take an advantage of this offer!

Other Employee discounts:

Plum Benefits is a free and exclusive service that provides members with access and discounts to a variety of entertainment offers. Plum Benefits promises to maximize your entertainment options while saving you time and money. Go to www.plumbenefits.com and register for a free account using the CUNY access code ac0424579.

Working Advantage offers CUNY employees exclusive discounts on movie theatres, movie rentals, theme parks, ski tickets, Broadway theatre, special family events, online shopping and much more through. For your reference, the Hostos Community College Member ID Number is 655973470. Visit www.workingadvantage.com for more details.

Corporate Perks offers CUNY employees discounts on household goods, clothing, electronics, movie tickets, rentals, hotels, plane tickets and many more. All you need is your Hostos email to join. You will receive an email for registration. Visit www.corporateperks.com for more details.

Who's Who in Human Resources

Human Resources Office: B-215

T) 718.518.6650 F) 718.518.6621

Shirley Shevach, Director of Human Resources

T) 718.518.6655 E-mail: sshevach@hostos.cuny.edu

Keisha Pottinger-Moore, PHR, Deputy Director

Manages day to day operations for the human resources office.

T) 718.518.6652 E-mail: kpottinger@hostos.cuny.edu

Gissette Forte, Human Resources Manager

Manages all benefits and retirement plan transactions for full and part time staff. Employment verification for **pension purposes only**.

Coordinator for Family Medical Leave (FMLA) and Paid Parental Leave (PPL). Coordinates all training and developmental courses.

T) 718.518.6802 E-mail: gforte@hostos.cuny.edu

Christine Dias-Singh Esq., Employee Relations Manager

Manages all union complaints, employee relations and disciplinary proceedings for Classified Staff.

T) 718.518.6654 E-mail: cdias-singh@hostos.cuny.edu

Weng (James) Wong, HRIS Manager

Manages Chancellor Reports. Handles all technical Human Resources systems (Winstar and E-Timesheet, Performance Evaluation Management-PEMS) issues. Supervisor for Instructional Staff Processor.

T) 718.518.6856 E-mail: wwong@hostos.cuny.edu

Thomas Lackaye, Timekeeping and Compensation Specialist

Manages time and leave and compensation for all full and part time staff. Supervisor for timekeeping function. Worker's compensation claims. Unemployment benefit claims.

T) 718.518.6508 E-mail: tlackaye@hostos.cuny.edu

Derbi Kotkas, Instructional Staff Coordinator

Process personnel actions for full time Faculty and non-faculty instructional staff. CUNYFirst HR Data integrity

T) 718.518.6729 E-mail: dkotkas@hostos.cuny.edu

Collette Joseph, Office Manager and Classified Staff Processor

Process personnel actions for FT and temporary Classified Staff. Manages longevity, contractual level assignment. Front Desk Operation. Payroll Liaison.

T) 718.518.6650 or 6578 E-mail: cjoseph@hostos.cuny.edu

Hermina Reyes, Recruiting Assistant

CUNYFirst Position Management. Assist with recruiting.

T) 718.518.6857 E-mail: hreyes@hostos.cuny.edu

Annie Pena, IT Support Assistant

CUNYFirst Data Reports. Process personnel actions for Continuing Education Teachers (CETs) and Person of Interest (POI) staff.

T) 718.518.6817 E-mail: apena@hostos.cuny.edu

Karen Mardenborough, PEMS and Recordkeeping Assistant

Maintains employee records and performance evaluation system.

T) 718.518.4350 E-mail: kmardenborough@hostos.cuny.edu

Cathleen Hodge-Wilkin, College Assistant Processor

Process personnel actions for College Assistants and Student Aides

T) 718.518.6651 E-mail: cwilkin@hostos.cuny.edu

Olga Navarrete, Timekeeping Assistant

Process time/leave for all fulltime Classified series employees. Assist in maintenance of the HEO Compensatory time system.

T) 718.518.4489 E-mail: onavarrete@hostos.cuny.edu

Fabrizio Acosta, Front Desk Assistant

Tuition Waiver, Employment Verification, Record Retention and front desk operations.

T) 718.518.6650 E-mail: facosta@hostos.cuny.edu

Brown Bag Workshop

Everyone is Welcome! Bring your brown bag lunch and come join us.

Please RSVP with Gissette Forte at least one week by calling her at ext. 6802 prior to the workshop. These workshops are being presented by AXA Financial from 12-1 pm in Room C-391.

October 16

Social Security

November 13

Life Protection

December 3

Planning for College

New Hire Orientation

The Human Resources Department has been conducting new hire Sessions for fulltime staff and faculty members. If you are a new employee who was hired within the past four months and you have not been contacted to attend a session, or were unable to attend a prior session, please contact Gissette Forte at gforte@hostos.cuny.edu or ext. 6802. If you are a supervisor and your new employee has not attended a new hire session or you have questions about the sessions, please also contact Ms. Forte.



Benefits Unit Office Hours

In the coming months, the Benefits Unit in the HR Office will pilot a new program with the goal of making Benefits more easily available to employees. To achieve this, we are holding office hours in different locations across campus. During these office hours, we will have two HR employees available to address any HR and Benefits related question or concern. If the situation is confidential, we will gladly arrange a separate meeting time.

The current in-office walk in hours:

Tuesday 10:00am-4:00pm

Thursday 10:00am-4:00pm

Please watch for our schedule and reminders. We look forward to meeting with you.

About The Newsletter

Your ideas and suggestions are welcome! Contact Ms. Gissette Forte at gforte@hostos.cuny.edu or ext. 6802 for your suggestions and your ideas. This newsletter can be found on the HR website and you will be sent an email when a new edition is put on the web.