

From the Office of Human Resources

April 2020

Human Resources Monthly: Welcome to the First Edition!

Dear Faculty and Staff,

We are excited to kick off the first edition of *Human Resources Monthly*. During this time of remote working, it is more important than ever to connect as a virtual community. We hope you find these resources and updates from the Office of Human Resources useful.

Below are a few topics about which we have received frequent questions or inquiries. If you have any additional questions related to these topics or other matters, please do not hesitate to ask.

How to Get in Touch with the Office of Human Resources

In response to the COVID-19 pandemic, the Office of Human Resources (OHR) is currently not accepting phone calls or faxes. During this time, OHR will respond to HR-related inquiries via email. Please contact [individual members of the HR team](#) or human.resources@baruch.cuny.edu.

HEO Evaluations

While we are working remotely, managers should administer evaluations for HEO Series employees via telephone or video conference. As a reminder, no parties other than the evaluator and the employee are permitted to attend the conference. At the conference, the employee's total performance and professional progress shall be reviewed for that year. Following this conference, the evaluator shall prepare a record of the evaluation discussion in memorandum form for inclusion in the employee's personal file. The evaluation memorandum should reflect both the employee's and the supervisor's input at the conference. A copy of the memorandum shall be sent to the employee via email within 10 working days following the conference. Signatures for both the evaluator and employee can be obtained once we return to the office. A hard

copy of the evaluation and a copy of the email documenting when the evaluation was shared with the employee should be included.

Suspending Transit Benefits

Employees enrolled in the Commuter Benefits program who are temporarily working from home and do not anticipate using the funds in their Commuter Account can make changes to their account. Below are the instructions to:

- **Suspend or make changes to payroll deductions:** Fill out the [Edenred Transit Plan Suspension Form](#) and email it to human.resources@baruch.cuny.edu.
- **Suspend transit pass and parking orders:** Call Edenred at (833) 584-8109 or [visit their website](#).
- **Check your commuter account balance:** Visit [Edenred's website](#).
- **Verify or update your address:** Visit [CUNYFirst](#) and update your address, if necessary.

Edenred Company ID: CUNY

Human Resources Coverage & Qualifying Life Events

Please be sure to notify Human Resources if you have a qualifying life event within 31 days of the event date. Qualifying events include:

- Birth of child and adoption
- Marriage or adding domestic partners
- Divorce
- Loss of coverage
- Returning from an unpaid leave of absence
- Removing a dependent

Acceptable documentation must be provided.

Coronavirus Wellness Resources from CUNY

Visit [CUNY's University Benefits website](#) for a list of expanded resources to support wellness during the COVID-19 pandemic. Including:

- [Expanded telemedicine access](#)
- [Wellness tips](#) from the Centers for Disease Control
- [Disaster preparedness](#) information
- Free digital [mental health and substance abuse resources](#)
- [Free online exercise classes](#)

Leave of Absences

Family and Medical Leave Act (FMLA)

The CUNY FMLA policy provides eligible employees with up to 12 weeks of unpaid,

job-protected leave for qualifying reasons during a designated leave year (i.e., September 1–August 31). *Eligibility:* In order to be eligible, an employee must have been employed by the University for at least 12 months cumulatively and must have worked at least 1,250 hours during the 12-month period preceding the requested commencement of the leave. Leave taken for a newborn, adopted, or foster child as must be taken all at once. See attached link for more details regarding [FMLA](#).

Paid Parental Leave (PPL)

PPL is for full-time PSC-CUNY members only. Find the policy, fact sheet, application, and other additional information on Baruch's [Human Resources website](#) under the benefits menu.

Families First Coronavirus Response Act (FFCRA)

FFCRA requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.

These provisions will apply from April 1 through December 31, 2020. Learn more on the flyers below or by visiting the [U.S. Department of Labor website](#).

- [FFCRA Poster \(English\)](#)
- [FFCRA Poster \(Spanish\)](#)
- [FFCRA Poster \(Korean\)](#)

We're Listening and Stay Safe

Please send your questions for future editions of *Human Resources Monthly* to human.resources@baruch.cuny.edu. On behalf of the entire Office of Human Resources, stay safe and take care.

Sincerely,

Andrea Caviness
Executive Director of Human Resources

Baruch
COLLEGE

CUNY THE CITY
UNIVERSITY
OF
NEW YORK