

IT'S ALL ABOUT

YOU

Newsletter



KCC Recognized as a Clean Air NY Campus



From left to right: Jennifer Covello, Sarah Pomeranke, Detrice McPhatter and Jessica Horne.

Kingsborough Community College was recently awarded the Clean Air NY Campus Award by 511NY Rideshare and Clean Air NY. 511NY Rideshare and Clean Air NY are New York City programs that help commuters find easy, affordable and sustainable alternatives to driving alone.

The award was presented to KCC's Human Resource Benefits Specialist Detrice McPhatter, who initiated the partnership in 2012. Since then, over 500 KCC employees and students have joined the carpool database, and over 300 have received customized transit itineraries.

FALL 2018

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KCC Recognized as a Clean Air NY Campus (continued)

The KCC initiative is a proactive approach to improving the air quality of New York City, and offers KCC students and employees, car free and car-lite travel options including carpooling, transit itineraries and peace of mind through 511NY Rideshare's guaranteed ride program. Green travel is also made more economical through CUNY's pre-tax transit benefits.

LaGuardia Community College was the first City University of New York Clean Air Champion reaching this achievement with its commitment to 511NY Rideshare's green travel options, promotion of bicycle commuting and its employee participation in the CUNY Wage Works pre-tax transportation benefits program. Congratulations LaGuardia!

Two 511NY Rideshare Green Commute Challenges were held this year, and Kingsborough Community College and LaGuardia Community College challenged its employees who normally drive alone to switch to a green commute like transit, carpool, bike and walking. The winners were awarded with \$50 pre-filled reward cards.

511NY Rideshare presented programs to the CUNY Risk Management and Business Continuity Council for National Preparedness Month. During the winter months employees can receive help creating a contingency travel plan by posting or emailing a 511NY Rideshare Travel Preparedness message. Knowing your travel options before a storm, makes navigating home less stressful.

511NY Rideshare has a new program ready it is a Preferred Parking program, sponsored by New York State Department of Transportation. Employees can be incentivized to carpool by providing closer spots, and businesses can receive funding to restripe one of their lots.

511NY Rideshare and Clean Air NY are gearing up for the bike season. You are encouraged to inform Detrice McPhatter at 718. 368. 6525 if you would like to host a bike-to-campus event. 511NY Rideshare and Clean Air NY can help promote a bike day, safe biking, bike as a commute, match and ride, as well as identifying bike parking locations.

For more information on the 511NY Rideshare programs, contact:
Jennifer Covello at 511NY Rideshare
Office: 718. 886. 1343 | Direct: 718. 551. 0514 | Fax: 718. 886. 1151
Visit www.511NYRideshare.org or learn more at the CUNY Rideshare Portal.

For more information on KCC's Clean Air NY program contact:
Detrice McPhatter
Office: 718. 368. 6525 | Fax: 718. 368. 6647 | dmcphatter.kbcc.cuny.edu

Friendly Reminder!

Just a friendly reminder to return all time sheets to the Human Resources office when due. Make sure they are filled-in COMPLETELY. Don't forget your signature as well as your supervisor's. HEOs: Must submit time sheets the Monday after the pay day. Civil Service Staff: Timesheets are due on Monday by 12pm.

Payroll Information

Fall 2018 Payroll Dates	September 21, 2018	October 5, 2018	October 19, 2018	November 2, 2018	November 16, 2018	November 30, 2018	December 14, 2018	December 28, 2018	January 11, 2019	January 25, 2019	February 8, 2019
	Teaching Adjuncts and Overload Faculty		●	●	●	●	●	●	●	●	
Non-Teaching Adjuncts and Adjunct CLTs		●	●	●	●	●	●	●	●	●	
Teaching Adjuncts and Overloads who have assignments in Collaborative Programs		●	●	●	●	●	●	●	●	●	●
Non-Teaching Adjuncts and Adjunct CLTs who have assignments in Collaborative Programs	●	●	●	●	●	●	●	●	●		
Program Coordinators and Counselors who have assignments in Collaborative Programs	●	●	●	●	●	●	●	●	●	●	●

Continuing Education Teachers - Fall 2018	Class Schedule	Paydates	# of Checks
Faculty assigned to ESL and HSE codes	9/15/18 - 12/17/18	10/5/18 - 1/11/19	8
Faculty assigned Coordinator codes	9/15/18 - 12/17/18	10/5/18 - 1/11/19	8
Faculty assigned to SAT Prep	9/29/18 - 11/8/18	10/19/18 - 11/30/18	4
Faculty assigned to ESL-70 codes	9/17/18 - 12/14/18	10/5/18 - 12/28/18	7
Faculty assigned to HSE-70 codes	9/17/18 - 12/14/18	10/5/18 - 12/28/18	7
Faculty assigned to CLIP classes	9/12/18 - 12/11/18	10/5/18 - 12/28/18	7
Faculty assigned to Adult Education classes	10/1/18 - 12/17/18	10/19/18 - 1/11/19	7
Faculty assigned to CFK codes	10/13/18 - 12/16/18	11/2/18 - 1/11/19	6

It is essential that all required paperwork (i.e. teaching schedules) be submitted to your department on schedule in order to be paid on time. It is required that I-9 documentation (i.e. proofs of identification) and completed tax withholding forms be submitted to the Human Resources Office within three days of starting to work. Also, please be aware that the Human Resources Office is unable to place an employee on the New York City Payroll Management System (PMS) if the employee has not presented an original Social Security card.

Our ability to adhere to payroll schedules for instructional hourly faculty including Continuing Education teachers is dependent upon receipt of Personnel Data Forms (PDF's) and/or applicable timesheets from either the Office of Academic Affairs & Provost or the Office of Continuing Education prior to predetermined payroll submissions deadlines. If the PDF's are not received in the Human Resources Office by the designated deadlines, then the first payday of employees will, unfortunately, be delayed.

Have You Checked Your Pay Stub Lately?

When was the last time you checked your pay stub? Are all of your deductions accounted for? It is very important to check your pay stub frequently to ensure all deductions are accurate. Do you have a TDA with TIAA-CREF or the 457 NYSDCP?

Have you checked your statement to make sure your contributions are in your account? If not, contact Detrice McPhatter at 6525. There could be a problem with the City Payroll or in some instances, the University Benefits Office would need to be notified to correct the situation.

Employee of the Month Recipients

Let us congratulate the employee of the month recipients:

NOVEMBER 2017

Michael Gutstein, Military & Veterans Affairs

DECEMBER 2017

Illeana Viquez, Campus Planning & Design

JANUARY 2018

Peter Santiago, Access-Ability Services

FEBRUARY 2018

Joanne Palmieri, Student Services

MARCH 2018

Dorothy Gale, Health Services

APRIL 2018

Frances Robinson, The Women's Center

MAY 2018

Judith Cohen, Communications & Performing Arts

JUNE 2018

Jonathan Hagler, IT Services

JULY 2018

Tiffany Harding, Continuing Education

**All of the Employee of the Month recipients will be honored at a luncheon on November 16th.*

New Representative for TIAA

Kingsborough Community College has an interim TIAA representative.

His name is John LaCoppola and he can be reached at 800. 732. 8353 to schedule a one-on-one session. You may also schedule an appointment by registering at www.tiaa.org/schedulenow

Kingsborough is Smoke - Free



Kingsborough Community College is a smoke free campus.

The use of tobacco under CUNY's jurisdiction on all grounds and facilities both indoor and outdoor including locations such as playing fields, entrances and exits to buildings, and parking lots are prohibited.

Here is a list of smoking cessation resources if you would like assistance in quitting:

Kingsborough is a Smoke - Free (continued)

▲ CUNY WORK/LIFE PROGRAM

All CUNY faculty and staff and their family members are covered within the CUNY Work/Life Program - a voluntary, free, and confidential benefit administered by Deer Oaks.

Deer Oaks has a team of experienced counselors available around the clock to help assess needs and clarify options on an array of daily-life issues.

Please call 855. 492. 3633 or visit www.deeroaks.com

▲ EMPLOYEE SMOKING CESSATION PROGRAM (ESCAPE)

All CUNY employees are eligible for the city-administered Employee Smoking Cessation Program (ESCAPE). Available at no charge, this program is a personalized and confidential service to meet the needs of eligible New York City employees who would like to quit smoking. Support is provided by experienced Tobacco Treatment Specialists in person or by phone. For further information, please call 212. 676. 2393 for an appointment, and/or visit the website at: <https://on.nyc.gov/2BBtFM9>

▲ NEW YORK CITY - 311

New York City provides an array of free or low-cost programs and resources to assist with smoking cessation. For more information call 311.

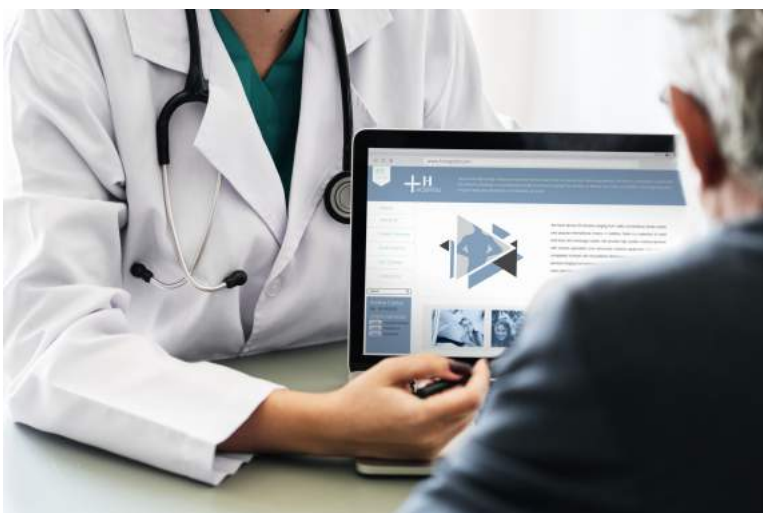
▲ NYS SMOKER'S QUIT LINE

Tel: 866. 697. 8487 or Web: www.nysmokefree.com and www.nyc.gov/apps/311.

New York State and New York City offers assistance to help people quit smoking. You can talk to a Quit Coach, receive a free starter kit of nicotine patches or gum, or visit the City's Quit Smoking clinics to receive supportive counseling and medication to help quit smoking. Services are provided at little or no cost.

For more information please contact Detrice McPhatter at: 718. 368. 6525 or email: dmcphatter@kbcc.cuny.edu

NYC Programs with Emblem Health GHI-CBP Plan



Expert Medical Review for Those Diagnosed with Cancer with Best Doctors (For Those Covered Under the Emblem Health GHI-CBP Plan).

Best Doctors will provide a free expert medical review from an oncologist¹ as well as Oncology Insight With Watson, the world's most advanced cognitive technology for Emblem GHI-CBP members.

For more information call Best Doctors at 844. 282. 4994 or visit BestDoctors.com/NYC

1. Gallup® has audited and certified Best Doctors, Inc.'s database of physicians, and its companion Best Doctors in America® List, as using the highest industry standards survey methodology and processes. Please be advised that you will not be a patient of Best Doctors or of any Best Doctor Expert that reviews your medical information, and that no doctor-patient relationship will be created between Best Doctors and you or between any Best Doctors Expert and you. Any treatment decisions will be made solely by your treating physician(s) and you.

NYC Programs with Emblem Health GHI-CBP Plan (continued)

24/7 Telemedicine Program with Teladoc (For Those Covered Under the Emblem Health GHI-CBP Plan)

With Teladoc, you can talk with a doctor within minutes rather than days or hours. Teladoc doctors can diagnose, treat and prescribe medication (when medically necessary) for non-emergency medications. This includes treatments for the flu, sore throat, allergies, stomach aches, eye infections, bronchitis, and much more. The copay is \$10 per consultation. To set up your account now so you can talk with one of Teladoc's board-certified doctors anytime when you don't feel well, call 1-800-Teladoc (1-800-835-2362) or visit [Teladoc.com/emblemhealth](https://www.teladoc.com/emblemhealth)

Register to Attend a Health Benefit Seminar



The NYC Health Benefits Program has two seminars that will provide you with health insurance information for active and retiring employees.

- ▲ *Transition to retiree health benefits seminar:* Learn steps involved in transitioning from employee to retiree. Includes a Q&A session after the seminar. Visit: <https://bit.ly/2wgTlHP>
- ▲ *Health Benefits for Active employees:* Understand the current health insurance choices and other tax favored plans. Visit: <https://bit.ly/2Lg7334>

Upcoming Events

- September 25, 2018 – HR Benefits Fair 1pm-3pm - Mac Rotunda
- October 17, 2018 – Financial Planning Meeting 12pm-2pm - Tapestry Room
- October 30, 2018 – Years of Service Awards 9:30am-11:30pm - Mac Rotunda
- November 13, 2018 – Pre-retirement Meeting 12pm-3pm - Tapestry Room
- November 16, 2018 – Employee of the Month Luncheon 12pm-2pm - (Room TBA)
- December 10, 2018 – Pre-retirement Meeting 12pm-3pm - Tapestry Room

NYC Office of Labor Relations

WorkWell NYC is the City of New York's innovative workplace well-being and health promotion initiative that places the health of each employee at the center. Health is important to everyone—both mentally and physically. Their mission is to provide programs and tools that enhance the health of more than 370,000 employees in the workplace and beyond, tailored to the needs of NYC employees.

WorkWell NYC understands the day-to-day pressures of balancing hectic personal and professional schedules. They provide programs that are accessible, effective, and efficient. You may use this site as a guide to leverage all NYC has to offer in enhancing your personal health and well-being.

Work Well NYC website: <https://on.nyc.gov/2y8mCnc>

- Stress Management
- Healthy Eating
- Heart Health and Blood Pressure
- Diabetes Prevention
- Mental Health
- Physical Activity
- Weight Watchers
- Quit Smoking
- Prevent Colon Cancer
- Flu

Do You Know...

Do You Know that if you are out for more than 5 days Human Resources requires FMLA paperwork as well as a Fitness for Duty letter from your health care provider clearing your return to work?

Visit: http://www2.cuny.edu/about/administration/offices/hr/benefits/#fmla_policyandforms

***Part Time employees need to fill out the Non-FMLA form.**

Do you know that if you are a **Full Time Faculty or HEO** and expecting a child, Human Resources requires Paid Parental Leave paperwork submitted at least 90 days prior to your due date?

Visit: <https://www.kbcc.cuny.edu/humanresources/Documents/PPL%20Application.pdf>



Do You Know that if you are a **Full Time Faculty, ECP or HEO**, and are planning to retire, Human Resources requires an Application for Retirement Leave of Absence (Travia)?

Visit: <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/benefits/Travia-Form-3-9-16.pdf>

Do You Know that **anyone** preparing to separate from the College, Human Resources requires a Separation Form and Exit Questionnaire?

Instructional:

<https://www.kbcc.cuny.edu/humanresources/Documents/Instructional%20Employee%20Separation%20Form.pdf>

Non-Instructional:

<https://www.kbcc.cuny.edu/humanresources/Documents/Non-Instructional%20Employee%20Separation%20Form.pdf>

Exit Questionnaire:

<https://www.kbcc.cuny.edu/humanresources/Documents/Exit%20Questionnaire.pdf>

Do You Know that Human Resources must be notified of any address changes?

Instructional:

<https://www.kbcc.cuny.edu/humanresources/Documents/ADDRESSCHANGEINSTRUCTIONALSTAFF.pdf>

Non-Instructional:

<https://www.kbcc.cuny.edu/humanresources/Documents/ADDRESSCHANGENON-INSTRUCTIONALSTAFF.pdf>

*** You are responsible for contacting appropriate pension systems directly.**

Do You Know that you can apply for Reasonable Accommodation Requests?

Request Form:

<http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/RequestForReasonableAccommodation-12.16.pdf>

HCP Form:

<http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/HCP-ReasonableAccommodationForm-12-16.pdf>

You may also access the above URL links by entering the following in your browser:
www.kbcc.cuny.edu/HumanResources/newsletter/pages/default.aspx