

HR

News and Highlights



Welcome to HR News and Highlights, Pace University's Human Resources electronic newsletter. The goal of our newsletter is to provide staff and faculty with news and information about Human Resources' people, programs and events. Recent and archived issues are available on the Human Resources website. To view or print this or any past newsletters navigate to our [HR Newsletter webpage](#).



Mark Your Calendars!

The annual benefits Open Enrollment period is taking place:

Thursday, May 12, 2016

through

Thursday, May 26, 2016

for an effective date of July 1, 2016.

- [Make changes to your medical, dental, and life insurance coverage.](#)
- [Enroll in a health care or dependent child care Flexible Spending Account for the new plan year.](#)

Please contact the University Benefits office (via telephone at 914-923-2828 or e-mail at openenrollment@pace.edu) if you need assistance or further information.

Benefits Statements for 2015 for FT Staff and FT Faculty

Watch your mailbox and/or go to the [Portal](#) (beginning May 21st) to download your **Personalized 2015 Compensation & Benefits Statement**

- All full-time staff and full-time faculty should receive their personalized 2015 Compensation & Benefits Statement in the mail in mid-May. You may also access your statement online through the Pace Portal. The statements will be available online beginning May 21st.
- This statement provides information concerning your total compensation from January 1, 2015 through December 31, 2015, including the value of the benefit contributions that the University made on your behalf.
- Benefits are an important part of your compensation, as they provide financial protection from extraordinary health expenses and financial security throughout your career at Pace.
- This personalized statement provides the necessary information to understand and manage the comprehensive benefits that the University provides to you and your family.





Did You Know?
*Some of the benefits
offered at Pace...*

Academic Federal Credit Union (AFCU):

Offers savings and loan accounts at competitive rates, as well as other services, including direct deposit, credit and debit cards, insurance discounts, auto loans, and entertainment discounts.

For more information contact the AFCU directly at (914) 923-3608, or visit their website at: www.academicfcu.org.

Pace University Preventive Care Incentive Program for CIGNA Participants

- This innovative incentive program is designed to encourage you, and your spouse or domestic partner if applicable, to have annual preventive care examinations.
- Each participating employee who is covered by CIGNA is eligible to receive up to \$240 if he/she (plus his/her spouse or domestic partner, if covered by the CIGNA medical plan) has one, two or three preventive care examinations (based upon age) during the plan year (July 1, 2015 through June 30, 2016). [Please click here to access the program details.](#)

Networking Breakfast for New Hires!



Recognition Networking Event held at Schimmel Lobby on May 5, 2016

Employee Relations recognizes and celebrates full time staff upon one year of service completion. This is a recognition event with developmental attributes that supports HR's retention and engagement goals. The individuals invited were not only recognized for their commitment to Pace but also had the opportunity to network with "Fast Paced" and "Setting the Pace" leadership program participants. The objective was to offer them stories of career growth shared by the guest speaker as well as present individual and job development opportunities through Organizational Learning and Development.

The guest speaker at this year's event was Betsy Garti, AVP, Human Resources. She gave attendees insights of her own career path. Approximately sixty employees were in attendance. Many thanks to all the participants for supporting recognition and engagement efforts.



Weight Watchers at Work! Join Today!

The 12-week series cost \$156.00, less a special Pace 10% discount, for a total cost of \$140.40! There is a session currently in progress in Westchester which began April 19. Enter today for a prorated fee! Interested in attending in NY? We must have a minimum of 15 participants. For more information, please contact Rosemary Mulry at rmulry@pace.edu or on X22645

Pace's Weight Watchers at Work participants have lost a total of 779 pounds from April 2014 – April 2016!!

Visit our Wellness Website!

Many of our wellness programs either have no cost or actually reward you in cash for participating! Here are just some of the programs:

- **Preventive Care Incentive Program** - get up to \$240 for annual physical and other wellness exams
- **Healthy Pregnancies, Healthy Babies!** - get up to \$150 for joining; 24/7 support and education
- **Wellness Wednesdays** - healthy food options which can earn you a free meal
- **Smoking Cessation program** – participate in the Great American Smokeout to kickstart your healthy habit!
- **Flu Shots** - free on-campus (medical plan participants only); also available for free at a variety of retail locations

Time Off Benefit At Pace



Summer Flexible Hours are Here Again...and Will be Here Until September 2!!

In recognition of your contributions, the University will again offer [summer flexible hours](#). This summer, each full-time staff member (hired on or before May 1, 2016) will have the opportunity to take every other Friday off, for three Fridays, or the equivalent of three days (2.5 days for those working an 80% schedule) beginning July 1 and continuing through September 2. Full-time staff employees must be actively at work in order to take advantage of summer flexible hours.

Vacation Time

Pace's vacation accrual year is July 1 – June 30. [Click here](#) to view the vacation policy.

Personal Time

Up to 3 personal days a calendar year are granted. The accrual schedule is: April 1st; July 1st and October 1st. [Click here](#) to view more information about personal days.

University Holidays

Enjoy up to 15 paid holidays! [Click here](#) to view the 2016 University Holiday Calendar.

Please note: There is no carryover of any paid time-off (vacation, personal, floating holidays, summer flexible hours).

Staff Development Day –

Watch for a “Save the Date”



This year, Staff Development Day will be held during the Fall 2016 semester. All Pace University staff and faculty will be invited to participate in a large selection of training programs being offered by various Pace departments and outside vendors, such as TIAA.

We want to hear from you! Please tell us what training sessions you would like to see, even if they have not been offered in the past!

Examples of programs from past years include:

- Presentation Skills
- Coping with the Challenges of Caregiving
- Creating a Caring Campus with Step-UP!
- Advanced Functionalities of MS Excel
- Tools for Managing Stress
- Smoking Cessation

Please send your suggestions to orglearndev@pace.edu.

If you have any questions, please contact Susan Donahue, Director, Organizational Learning & Development, at sdonahue@pace.edu or x22766.

FY16 PMDP Review Process

The FY16 PMDP Review Process Training, and FY 17 Goal Setting Training will open in June 2016.

Training will be available in New York and Westchester, so please do not hesitate to register for the session of your choice. You may register by [clicking here](#).

PMDP Training sessions are scheduled for:

Pleasantville		
Date	PMDP Training	Goal Setting Training
6/22/16	10:00am - 11:30am	11:30am – 1:00pm
7/14/16	10:00am - 11:30am	11:30am – 1:00pm
8/11/16	10:00am - 11:30am	11:30am – 1:00pm
New York City		
Date	PMDP Training	Goal Setting Training
6/17/16	10:00am - 11:30am	11:30am – 1:00pm
7/20/16	10:00am - 11:30am	11:30am – 1:00pm
8/9/16	10:00am - 11:30am	11:30am – 1:00pm

Dedicated department training is also available and can be scheduled by contacting Susan Donahue, Director, Organizational Learning & Development, at sdonahue@pace.edu or x22766.

Nominate Your Colleague for an Employee Recognition Award!

The database will be open soon! Watch for an announcement!

Save the Date(s) Upcoming Employee Recognition Ceremonies

Thursday, November 3, 2016	3:00pm – 5:00pm	Law School	Tudor Room
Thursday, November 10, 2016	3:00pm – 5:00pm	NYC	Union/Bianco Room
Thursday, November 17, 2016	3:00pm – 5:00pm	PLV	Gottesman/Fern Dining Hall



Take Our Daughters & Sons to Work Day Thursday, April 28, 2016

Educational and exciting events were held on the NYC and PLV campuses with a record number of participants! Children of staff and faculty participated in interesting activities including a hands-on robotics demonstration with the Seidenberg School of Computer Science, a visit to the College of Health Professions labs, Gaining a Sense of World Cultures with the English Language Institute, and a tour of the Schimmel Theatre on the NY campus, to name just a few! It was a fun-filled time for all! [Click here for more information.](#)



Children in PLV painted pet rocks! Thank you to Professor Yost and her student assistants!



Pace's Staffing and Recruitment team represented at the Job Fairs!

The Staffing and Recruitment team attended Career Services' Job Fairs which were held on the Pleasantville campus (April 6) and the New York City campus (April 14). Staff conducted on-site interviews and met with students to discuss current and prospective job openings available on [Pace's site for Prospective Employees.](#)

Starting the Pace: A Professional & Career Development Program

Organizational Learning & Development is happy to introduce a new development program, Starting the Pace. This intensive, nine month development program is designed to provide professional staff with career, personal awareness, and career-decision making skills.

The program will kick off on May 17, 2016. The following individuals were selected by a committee from a pool of 50 applicants:

Danielle Catalano-Taylor, Capital Budget Manager, Office of Administration

Joanne Costanza, Senior Accountant/Cash Manager, Finance & Planning

Katy Luk, Scheduling Analyst/Technical Coordinator, OSA

Harmony Matos, Senior Academic Advisor/Manager of Internship Program, Lubin

Katie Olsen, Academic Advisor, Dean's Office, Dyson College

Ben Peck, Instructional Service Librarian, University Librarian

Kathi Reczek, Senior Staff Associate, University Health Care PLV

Ivy Riddick, Assistant Director, Budget, University Relations

Jennifer Ross, Senior Staff Associate, President's Office

Debbie Sassano, Senior Staff Associate to Dean, College of Health Professions

Congratulations to the 2016 Starting the Pace Cohort!

For more information about this and the other leadership, management, and career development programs, please contact Susan Donahue, Director, Organizational Learning & Development, at sdonahue@pace.edu or x22766.

Customer Service Tips

Each one of us is responsible for providing excellent customer service. Here are a few ways to do that.

- Take Initiative!
- Take ownership of a customer service request!
- Keep alert! Appreciate that the student (or another customer) may be in need.
- If someone looks "lost" go to his or her aid.
- Seek opportunities to delight your customers.
- Approach and greet the customer first.
- Offer help...without waiting to be asked!
- Think! Prevent problems or mishaps before they happen.
- Ask the right questions.
- Anticipate possible or likely customer complaints.
- Offer information beyond what you are asked.

For more information on customer service training, write to orglearndev@pace.edu.

Annual Calendar of Events

Name of Event	Month
Performance Management Development Process (PMDP) Mid-Year Review	January
Take Our Daughters & Sons to Work Day	April
Benefits Open Enrollment (May 12 - 26, 2016)	Early-Mid May
PMDP Self-evaluation and Reviews Begin	June
Annual Goal Setting Begins	June
Preventive Care Examinations to be completed for Plan Year (<i>paperwork due to Benefits by August 31</i>)	June
Pleasantville/Briarcliff Staff Picnic (<i>Save the date! Scheduled for June 8, 2016</i>)	June
Law School Staff Picnic (<i>Save the date! Scheduled for June 16, 2016</i>)	June
New York Staff Picnic (<i>Save the date! Scheduled for July 18, 2016</i>)	July
Women's Professional Development Forum	TBD
PMDP reviews and Goals Due	September
Staff Development Day	TBD
YES Events	September/October
Lee National Denim Day	October
CIGNA Flu Shot Clinics	October/November
Employee Recognition Ceremonies	November
Holiday Party for Faculty, Staff and Students	December

HR's Comings and Goings....



- **Beth Buls** was hired as Compensation Analyst.
- **Sia Bundor** from our Westchester office was promoted from Staffing Manager to Employee/Labor Relations Manager in NY.
- **Susan Donahue** - Interim Director of OL&D, was promoted to Director of OL&D.
- **Meghan O'Mara**, returned to Pace as Staffing Manager. Welcome back, Meghan!

Hats Off to our Graduates!!



- **Sia Bundor** - MS in Human Resources Management
- **Maria Galatas**- BBA in Finance with a minor in Business Management
- **Julia St Clair** - BA in Communications and a minor in Religious Studies
- **Serena Zicca** - BBA double major in Finance and in Business Management

Congratulations to all!!!

Your Go-To Team: Contact your HR specialists based on their area of expertise

Department	Office of the VP, Human Resources	Benefits	Compensation	Employee and Labor Relations	HRIS	Org Learning & Development	Staffing & Recruitment
For Help and Questions Regarding...		All benefit plans, disability and FMLA	Job descriptions, job evaluations and compensation	Work-related issues and concerns, Employee Recognition Programs, labor relations and union issues	Employment verifications, unemployment, changes to employee records that affect payroll	Professional staff training, management	Staffing and recruitment, hiring, new hire orientation, student employment
Staff Contact Information	Betsy Garti Associate VP HR x22781 Matt Renna Associate VP HR x22738 Karen Buckwald Director of HR Initiatives x22755 Janice Russo X22710 Adèle MacKinlay x22794	Matt Renna Associate VP HR x22738 Carolyn Ventura Lengers x22714 Nydia Delgado x22770 Diana Saraiva x22480 Tammy Fray x22742	Matt Renna Associate VP HR x22738 Ann Courtien X22658 Beth Buls X22765	Betsy Garti Associate VP HR x22781 Bernadette Baumann x11303 (NY Campus) Sia Bundor x11869 (NY Campus) Luciana Ziegler x22786 Rosemary Mulry x22645	Pedro Figueroa Director x22768 Jennifer Samuels x22644 Jessica Allbee x22729 William Woodard x22709 Lisa Ellrodt x22375 Jamie Dell Araula x22785	Susan Donahue Director x22766 Grace Moss x22635	Lisa Dash-Grimes Director x22708 Meghan O'Mara x22771 Charlmane Colter x11630 (NY Campus) Jessica Aulakh X22673

Pace Human Resources is on Facebook and Twitter!

To receive the most recent updates please:
 visit our Facebook page at www.facebook.com/paceuniversityhr and Twitter at www.twitter.com/paceu_hr

"Like" us on Facebook if you are a fan of our page!



TRIVIA

Want two free movie tickets?? Just answer these 3 questions, click on the link below, and be one of the 3 winners who will be selected at random of those who provided the correct responses! Most answers can be found in this issue!!

- 1) What are the dates of the annual benefits Open Enrollment period?
- 2) What do you like about the HR Newsletter? What suggestions do you have to make it better?
- 3) When will PMDP training begin? (Name the first scheduled day of the training sessions.)

[Submit your responses by clicking here](#) no later than Wednesday, May 25.

Last issue's winners were:

Andie Marais - English Language Institute NYC
Kelly Mcdaniel – Biology and Health Sciences NY
Nancy Treuer - NACTEL

Congratulations, and thank you to all participants!!