

HR UPDATE – WEEK OF MARCH 15, 2021

NEW BENEFIT – PAID FAMILY LEAVE

On March 1, 2021, CUNY Senior College **Classified employees in certain titles** became eligible for the Paid Family Leave (PFL) and on March 8, 2021, CUNY Senior College **PSC members** became eligible for the Paid Family Leave where all employees can take up to 12 weeks for one of the following events:

- **Bond** with a newborn, adopted or foster 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.

Employees pay for these benefits through a small weekly payroll deduction, which is a percentage of their weekly wages.

To find out your deduction, you can go to the link **2021 Paid Family Leave Payroll Deduction Calculator** [2021 Paid Family Leave Payroll Deduction Calculator | Paid Family Leave \(ny.gov\)](#).

The first payroll deduction will be on your **March 25, 2021** paycheck. This payroll deduction is mandatory for eligible employees and can only be waived in limited circumstances

Detailed Information can be viewed here: <https://www.york.cuny.edu/file-repository/pfl-announcement-2.docx/view>

COVID-19 VACCINATIONS

Effective March 12, 2021 the Governor's Office announced a total of 4 hours per injection. This constitutes an increase from the allocation announced by CUNY last month. For those who receive the two-dose vaccination, this would allow up to 8 hours of paid time off. This will be in line with NYS guidelines including non-retaliation for those who avail themselves of this benefit. *See: <https://www.governor.ny.gov/news/governor-cuomo-signs-legislation-granting-employees-time-receive-covid-19-vaccination>.*

Similar to time off for COVID testing, these hours will be tracked at the campus level and will have no impact on payroll. Appropriate documentation of both appointments is required and should be submitted to the supervisor to substantiate time taken from work. Hours taken for this purpose must be reported in HR-ASSIST as 'Other Leave' and noted as 'vaccination' in the comments section of the timesheet.

Supporting documents can be shared with HR via our secure document portal:

https://hrdocs.york.cuny.edu/login?came_from=https%3A//hrdocs.york.cuny.edu/hr.

AAPI Mental Health & Self-Care Resources (from 'CCA')

This is offered in light of increasing concern about violence against Asian-American and Pacific Islander community members. There are a variety of mental-health and self-care resources available. Please go to this link, and feel free to share, some examples that are intended to be a helpful starting point.

https://www.york.cuny.edu/file-repository/cca_mental-health-and-self-care-resources.pdf/view

TIAA INFORMATIONAL WEBINARS

This month, TIAA has been featuring live webinars which can also be viewed after the fact 'on demand'. Check out this flyer for available topics: https://www.york.cuny.edu/file-repository/tiaa-live-on-demand-webinars_march-2021.pdf/view

ESPARC ('EMPLOYEE SEXUAL AND INTERPERSONAL VIOLENCE PREVENTION AND RESPONSE COURSE')

In compliance with New York State's Enough is Enough statute, all New York State colleges and universities must provide *ongoing* education and training about sexual misconduct to their employees and students.

In response, CUNY implemented **ESPARC** ("Employee Sexual and Interpersonal Violence Prevention and Response Course"). **ESPARC must be completed by EVERY EMPLOYEE, EVERY YEAR on EVERY CAMPUS!**

Please begin at the York College website and go to Blackboard. You will need to provide your CUNYfirst credentials to gain access. Once there, scroll down to "My Organizations" and click *York College ESPARC 2020-2021*. This takes you to the ESPARC page and provides the instructions for completing the training. As a reminder, please try to use the Firefox browser to complete your ESPARC and please be sure to disable any pop-up blockers you may have on your computer.

Be sure to keep your completion certificate in case the system does not have you as completed for this year. We ask that you complete the course by the end of the Spring 2021 semester.

Should you have questions, please send an email to Stephanie Cooper, HR Manager for Employee Relations at scooper@york.cuny.edu.

For more information and the CUNY FAQ, please see:

<https://www.cuny.edu/about/administration/offices/hr/professional-development-learning-management/compliance-training-faqs-for-employees/#1603733530067-38cfbac0-cf54>

Finally, please remember: wear a mask, social distance, wash your hands, and consider getting vaccinated! Stay safe.

Best Regards from the entire HR team!

**Sabrina Johnson Chandler, SHRM-SCP
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