Human Resource Services
Spring 2019 Course Offerings

HRS Refreshers

**Adjunct Refresher**

General overview of the hiring process, roles and department responsibilities, E-Appointments reports, deadlines, reappointment non-reappointment letters, Summer & Deputy Chair process plus Time and Leave. **For Department Chairs and Support Staff.**

- **Dates/Times:** Wednesday, March 20th (10 am-11am)
- **Location:** Library, Woody Tanger Auditorium
- **Course Code:** HRS2019-04

**CA Processing Refresher & Budget Updates**

General overview of new College Assistant hiring process. Review hiring process of new college assistants (issuing appointment letter, deadlines, hourly rates and required forms, benefits and time & leave). **For Department Chairs and Support Staff.**

- **Dates/Times:** Thursday, April 18th (2:00pm-4:00pm)
- **Location:** Library, Woody Tanger Auditorium
- **Course Code:** HRS2019-05

**Time & Leave**

Employees are entitled to paid and unpaid time and leave from work depending on contract title. We will discuss the types of leaves (e.g. Child Care Leave, Paid Parental Leave, etc.), sick and annual leave accrual and timesheets. It will also answer questions like “Do I get paid going on jury duty”, “Do I have to provide a doctor’s note for calling out sick”.

- **Dates/Times:**
  - For Managers: Wednesday, March 27th (10:00am-12:00pm)
  - For Full-time Classified Staff: Wednesday, April 10th (2:00pm-3:00pm)
  - For Full-time Instructional Staff: Wednesday, April 10th (3:00pm-4:00pm)
- **Course Code:** HRS2019-06

**Benefits Series**

**NYS College Savings Workshop**

Learn how you can start saving for college.

- **Dates/Times:** Monday, March 4th (11:00 am-1:00 pm)
- **Location:** Library, room 241
- **Course Code:** HRS2019-10

**Emblem Health for HIP Members**

Come learn of the changes happening with HIP.

- **Dates/Times:** Tuesday, April 9th (12 noon-2:00 pm)
- **Location:** Library, room 242
- **Course Code:** HRS2019-11

**Benefits Refresher**


- **Dates/Times:** Tuesday, April 16th (11:00 am -1:00 pm)
- **Location:** Library, room 242
- **Course Code:** HRS2019-12

**Conducting an Effective Performance Evaluation**

Here we will refresh topics such as How to deliver clear and constructive feedback, We will then open up the floor to managers for discussion. **For Managers and Supervisors.**

- **Dates/Times:** Wednesday, April 4th (10am-11:30am)
- **Location:** Library, Room 283
- **Course Code:** HRS2019-09

To Register for workshops **Click Here**. A BCWebCentral ID is required to register for courses.

Non-Tax Levy and Research Foundation employees, email hrstraining@brooklyn.cuny.edu to register.
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**Work/Life Balance Series**

**Organic Food: How Different Organic Options are Far from being Equal**

Is organic food really healthier? Is it worth the extra expense? Ed McNamara from SOVA Organic Farms, will be on campus to discuss the different organic food options (industrial farming vs small family-owned farms), how small farms approach and commit to producing quality foods differs from corporate mega farms what this means to consumers. Participants will also learn about the benefits of farm raised foods, how it is produced and how to access it. For all Employees.

**Dates/Times:**
Thursday, March 7th
(12:30 pm – 1:45 pm)

**Location:** 3127 Ingersoll Hall

**Course Code:** HRS42019

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**HRS Compliance Trainings**

**Workplace Violence Prevention**
(Classroom Training)

The same CUNY Workplace Violence Training available on Blackboard brought to you in a classroom style setting.

**Dates/Times:**
Friday, April 12th
(1:00pm-2:45pm)

**Location:**
Woody Tanger Auditorium

**Course Code:** HRS2019-14

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**Espark: Sexual Misconduct Training**
(Classroom Training)

**Coming Soon:**
March 2019

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**Magner Career Center Student Trainings**

Magner Career Center provides students the knowledge, skills, values and opportunities essential to fulfilling their career aspirations. Through partnerships with employers, alumni, faculty and staff students are prepared to succeed in today’s competitive global economy. The Magner Career Center employs innovative programming and technical enhancements in a professional environment that allows students to take full advantage of the center’s comprehensive career services. Programs at the Magner Career Center include:

- Career Education
- Internships/Internship Stipends
- Mentoring and Networking
- Professional Development
- Job Search & Recruitment

To view all of the workshops for students offered by the Magner Career Center please click here:

https://tinyurl.com/magnerworkshops2019

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