

# Human Resource Services Spring 2020 Event & Course Offerings

## HRS Refresher Series

### Adjunct E-Appointment & Reappointment Processing Refresher

In this workshop we will review adjunct processing. Additional topics will include the new offer letter and review of professional hours, new reappointment templates, calculation of professional hours, criteria of 1-year and 3-year appointments, Summer and Fall E-Appointment submission opening date.

**Open to Administrative Staff who Process Adjunct & NTA appointments and Department Chairs.**

**Dates/Times:**  
**Wednesday, March 25<sup>th</sup>**  
(10:00am- 11:00am)

**Course Code:** HRS2020-25

**Dates/Times:**  
**Thursday, March 26<sup>th</sup>**  
(2:00pm- 3:00pm)

**Course Code:** HRS2020-26

**Location:** 1156 Boylan Hall  
(Finance & Administration  
Training Room)

### College Assistant Processing Refresher & Budget Updates

Review hiring process of new college assistants. Additional topics include issuing appointment letters, deadlines, hourly rates and required forms, benefits and time & leave. **Open to Administrative Staff who process College Assistant E-Appointments and Department Chairs.**

**Dates/Times:**  
**Wednesday, April 15<sup>th</sup>**  
(2:00pm-4:00pm)

**Location:** Library,  
Woody Tanger Auditorium

**Course Code:** HRS2020-31

## Benefits Series

### CUNY Employee Tuition Waiver & BC Graduate Admissions Information Session

Come and learn about how you can use the CUNY Tuition Waiver Benefit here at Brooklyn College. Admissions representatives will provide information on the graduate programs we offer and admissions criteria. Each participant will receive an information packet.

**Open to Faculty and Staff.**

**Dates/Times:**  
**Wednesday, April 22<sup>nd</sup>**  
(10:30am- 11:30am)

**Location:** Library,  
Woody Tanger Auditorium  
**Course Code:** HRS2020-15

### Free Blood Pressure and Pre-Diabetes Screenings

Work Well NYC and CUNY-Brooklyn College/HRS Benefits Office want you to know your numbers. Knowing your numbers can help you understand more about your health and if you may be at risk for heart disease, diabetes, or other health problems. To make it easy for you to, Work Well NYC is bringing blood pressure and pre-diabetes screenings to our campus.

**Open to Faculty and Staff.**

**Dates/Times:**  
**Thursday, May 21<sup>st</sup>, 2020**  
(10:30am- 2:00pm)

**Location:** Classified Lounge,  
room 2146 Boylan hall

To save time, make an appointment for a 10-minute time slot [here](#) (username workwell, password nyc) and print out your paperwork in advance

### TIAA Campus Visits

A representative from TIAA will be on campus to meet with you.  
**Open to Faculty and Staff.**

**Dates/Times:**  
**Wednesday, April 1<sup>st</sup>, 2020**  
**Friday, April 3<sup>rd</sup>, 2020**  
**Monday, May 4<sup>th</sup>, 2020**  
**Wednesday, May 6<sup>th</sup>, 2020**

**Times:** (9:00am-4:45pm)  
**Location:** Library Room 283

**RSVP is required. Please register online at [www.TIAA.org/schedulenow](http://www.TIAA.org/schedulenow)**

## HRS Compliance Trainings

### Workplace Violence Prevention Training (Classroom Training)

The same CUNY Workplace Violence Prevention Training available on Blackboard, presented to you in a classroom style setting. **Open to Faculty and Staff.**

**Dates/Times:**  
**Tuesday, March 10<sup>th</sup>**  
(10:00am- 11:30am)  
**Course Code:** HRS2020-27

**Dates/Times:**  
**Thursday, April 16<sup>th</sup>**  
(2:00pm- 3:30pm)  
**Course Code:** HRS2020-28

**Dates/Times:**  
**Tuesday, May 12<sup>th</sup>**  
(10:00am- 11:30am)  
**Course Code:** HRS2020-29

**Location:** 1156 Boylan Hall  
(Finance & Administration  
Training Room)

### ESPARC: Sexual Misconduct Training (Classroom Training)

The same ESPARC Training available on Blackboard, presented to you in a classroom style setting.  
**Open to Faculty and Staff.**

**Dates/Times:**  
**Wednesday, March 18<sup>th</sup>**  
(10:00am- 11:00am)  
**Course Code:** HRS2020-3

**Dates/Times:**  
**Wednesday, April 15<sup>th</sup>**  
(10:00am- 11:00am)  
**Course Code:** HRS2020-4

**Dates/Times:**  
**Wednesday, May 20<sup>th</sup>**  
(10:00am- 11:00am)  
**Course Code:** HRS2020-5

**Dates/Times:**  
**Wednesday, June 17<sup>th</sup>**  
(10:00am- 11:00am)  
**Course Code:** HRS2020-6

**Location:** 1156 Boylan Hall  
(Finance & Administration  
Training Room)

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## Staff Professional Development

### Brooklyn Public Library

#### Free Resume Services

Brooklyn Public Library (Midwood Location) offers free one-on-one appointments Tuesdays & Fridays to anyone looking for resume editing or job searching advice. This service is available to the public.

**For more information or to  
make an appointment email  
[lford@bklynlibrary.org](mailto:lford@bklynlibrary.org)**



## Health & Wellness Initiative

### CUNY/Work Life Program presented by Deer Oaks

Free Work/Life and daily living services available through your Employee Assistance Program. Counselors are available to assist with multiple resources such as finding pet sitters, child and elder care facilities, tutors, home repair, veterinarians, moving services and more. To access the program, call the Toll Free Helpline 1-(855) 492-3633. Visit the website at [www.deeroakseap.com](http://www.deeroakseap.com)

## The Magner Career Center Training for Students

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.

Programs 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>