

OCTOBER 2021

HR Newsletter

Kean Human Resources Newsletter



WELLNESS IN THE WORKPLACE

COVID has presented innumerable challenges to us each and everyone of us, both as individuals and as a community. As we continue to battle this pandemic, we want to make sure our employees are aware of the resources available on campus to help them navigate these unprecedented times.

COVID Testing

Kean is offering free onsite, walk-in COVID testing for all faculty and staff at the County of Union testing site in Downs Hall. The hours of operation are Mondays and Thursdays 7am to 12noon.

EAP

The Employee Assistance Program is provided to all full-time employees as a benefit, with no cost to you. Should you need help with any type of problem or difficulty, the EAP staff is there to provide guidance. The program is staffed by Masters level therapists with many years of experience. To make an appointment, please call 1-908-497-3954, 9-5, Monday-Friday. Employee Hotline - 24/7: 1-800-890-8228.

[click to check out these courses to support your well-being](#)



Supporting Your Well-Being during Times of Change and Uncertainty Learning Path |...

In this learning path, you can gain immediately applicable skills to support your well-being during times of change and uncertainty. Twenty curated...



KEAN

Volume I

Important Dates

OCTOBER 31

Open Enrollment Ends

NOVEMBER 2

Election Day

(University Closed)

NOVEMBER 11

Veteran's Day (Classes held,
State holiday)

NOVEMBER 25

Thanksgiving (University
Closed)



**October is
National
RETIREMENT
SECURITY Month!**
For financial
resources &
upcoming events,
[click here.](#)



Open Enrollment Assistance HR Walk-In Hours

No appointment needed.
(Administration Building, 2nd
Floor)

Fri., Oct, 22
8am to 10am
3pm to 5pm

Mon., Oct 25 & Wed., Oct 27
9am to 5pm

OPEN ENROLLMENT AND BENEFITS UPDATES

The State Health Benefits Program (SHBP) Open Enrollment period for employees begins on October 1, 2021, and ends on October 31, 2021. Open Enrollment allows employees to make general changes (adding or deleting dependents, changing coverage levels, etc.) or enroll in a different medical or dental plan. All changes to coverage made during this Open Enrollment period will be effective on January 1, 2022. For additional details please visit [SHBP](#) and/or [Tax\\$ave - FSA](#), or take advantage of the following:

HR Benefits Sessions – Confidential

- One-on-one session with representatives from the HR Benefits Team
- Available throughout the month of October

To register, please email benefits@kean.edu (include your availability, question or topic and preferred method of contact (phone, Zoom, e-mail)).

Virtual Benefits Fair – including LIVE Q&A!

- Advance registration required to access LIVE Q&A sessions with representatives from Horizon Medical Plan and OptumRx during the month of October. Register at the Horizon Booth once you are logged in via [Benefitsolver](#).
- Existing users can simply [login](#) to Benefitsolver. Then, click on the Virtual Benefits Fair icon to view this new, interactive benefits experience providing convenient access to informative webinars, helpful tools, plan-comparison resources, and information regarding health, dental, prescription drug and wellness plans.
- New users must first [register](#). [Click here](#) for Benefitsolver registration instructions.

FSA Webinar – LIVE!

To learn more about the Flexible Spending Accounts and meet with a representative from Horizon MyWay, register for a LIVE Q&A sessions [here](#).

Have a question or need assistance? Contact Human Resources by calling 908-737-3300 or emailing hr@kean.edu. We're here to help!

A Message from Jennifer Peters, Executive Director of Human Resources

We are very excited to share with you the first edition of Kean's Human Resources newsletter, which aims to connect with employees across the institution with important employment related information, updates, and reminders.

This month's newsletter is focused on Open Enrollment and other Benefits related topics. I hope you find this information useful.

The Office of Human Resources is located on the 2nd Floor of the Administration Building. Our talented staff is available daily to answer questions or connect you with specific resources related to Benefits (benefits@kean.edu), Payroll (payroll@kean.edu), Workday (workday@kean.edu), or any other HR topic (hr@kean.edu). We look forward to connecting with you!





EMPLOYMENT OPPORTUNITIES @Kean!

Kean currently has job openings for multiple positions available. To view these job opportunities as a current Kean employee, please visit the Internal Career Site. The Internal Career Site is accessible via your Workday profile. Simply log-in to Workday and click on the Career Icon button to view the Internal Career site to apply!

If you know someone who is interested in applying for a position that works outside of Kean, please share the link to our [External Career Site](#). Go Cougars!

PROFESSIONAL DEVELOPMENT UPDATES

Employee engagement and development is our top priority as we continuously work to expand the professional development opportunities available to all of our faculty and staff. Please visit Kean's [Professional Development and Training Resources](#) page for updates.

All faculty, staff, and students may access all of [LinkedIn Learning's](#) content through Kean's SSO. LinkedIn Learning's expansive catalog covers a range of topics and skill sets. For questions related to LinkedIn Learning, please contact Nicole Ferree at niferree@kean.edu.

Faculty and staff at Kean University currently enjoy full access to not only the [edX](#) learning platform, but may also receive complimentary coursework certifications through the end of 2021. For questions related to edX, please contact Muhammad Hassan at hassanmu@kean.edu.

For any questions related to professional development and training resources for yourself as individual, the staff you manage, or your department at large, please contact Nicole Ferree, niferree@kean.edu for assistance with sourcing and developing content.

PERFORMANCE EVALUATION UPDATES FOR MANAGERIAL AND PROFESSIONAL STAFF

MANAGERIAL EVALUATIONS

Ends October 15th: Senior Management Review

- While the evaluation is routed to the vice president for approval, supervisors are encouraged to discuss the evaluation content with their management team.
- Vice president and senior vice presidents should complete the required approvals to move the review forward.

October 18th-29th: Evaluation Delivery & Employee Acknowledgement

- After receiving approval from senior management, supervisors should meet with their direct reports to deliver the evaluation.
- At the time of discussion, or immediately after, the supervisor should complete the acknowledgement in the system to route the review to the employee.
- Upon receipt, the employee may choose to acknowledge the evaluation with or without comments and submit.

November 1st: All Evaluations are to be Completed

- Upon completion of all required steps, evaluation is routed to Human Resources (HR).
- HR provides a report of completed evaluations and ratings to the President's Office.

PROFESSIONAL STAFF EVALUATIONS

ALL evaluations reviewed through the VP level must be received by the Office of Human Resources no later than **FRIDAY, OCTOBER 15, 2021.**

Upcoming Dates:

- **Week of November 15:** Notifications of the President's nominations are sent to the candidates.
- **Saturday, December 4:** Action by the Board Trustees.
- **Week of December 6:** Notifications of action taken by the Board of Trustees are sent to the candidates.

Visit the [Performance Management](#) page on the HR website for more information and resources.