



Dear Colleagues,

This week I bring you a brief follow-up to announcements contained in President Beilock's April 14 message. I will also update you on new COVID-19 regulations, protocols, and resources from our employee benefit vendors that can assist you during this time.

I encourage you to email us at hr@barnard.edu with suggestions for information you'd like to see and shoutouts to those colleagues who are going above and beyond in their work for the College.

Here are this week's updates and notifications:

Barnard News

- ***Barnard Staff Advisory Council (BSAC)***
BSAC invites all staff to zoom in for:
 - ***Talking Tuesdays***, to share news, thoughts, and concerns.
<https://columbiauniversity.zoom.us/j/898605965> Meeting ID: 898 605 965. One-tap mobile +16468769923,,898605965# US (New York)
 - ***Happiness Hour*** will be held every Thursday at 4 p.m.; feel free to show off your pets, talk about anything and everything, and see many of your friends and co-workers across campus. <https://columbiauniversity.zoom.us/j/511773216> Meeting ID: 511 773 216. One-tap mobile +16468769923,,511773216# US (New York)
- **Follow-up to April 14 message from President Beilock**
 - **Hiring/Recruitment** - Effective immediately, there will be a campus-wide hiring freeze on all positions except those considered "mission critical." Extended and accepted offers received by April 14, 2020, are not part of the freeze. If you have specific questions concerning open positions, please contact your HR generalist.
 - **Merit Program** - President Beilock announced that administrators, faculty, and staff will not receive merit increases for FY 20-21 in order to maintain the financial health of the college. *Note: This does not include staff covered under Collective Bargaining Agreements.*
 - **Performance Evaluations** - Performance Evaluations of administrative staff will be conducted for the FY 19-20 academic year for the purposes of goal-setting and dialogues between managers and staff. Managers will receive more specific details from the Office of Human Resources.

Barnard.edu - Remember to check your Barnard email account daily. Barnard email is the official means of communication from the College to the larger Barnard community; we don't want you to miss out on

any pertinent information. Remember to use your personal email for non-related work messages; all work-related email can be found through your Barnard account.

Resources

- **CU Tips for Working Remotely**
- **Dependent Care FSA**
 - Participants may be eligible to increase or decrease their dependent care FSA elections for situations they may be currently experiencing, including:
 - Change of day care provider
 - Cost of care changes (unless care provider is a relative)
 - Need for care changes due to a job change or change of work hours

To make a change, please contact the Office of Human Resources.

- **Employee Assistance Program (EAP) and Work-Life Services**
 - The Employee Assistance Program is here to provide resources for you and your family during our current global health crisis.
 - **Contact EAP:**
 - Website: www.humana.com/eap
 - Username: barnard / Password: eap
 - Tel: (800) 448-4358
 - TTY: (800) 256-1604
- **CARES Act - 403(b) Retirement Plans**
 - New legislation was recently passed by Congress to help ease some of the financial impact of the COVID-19 crisis. If you are experiencing financial challenges due to COVID-19, there are 403(b) loan and withdrawal provisions that provide options for you to consider as you navigate financial decisions in the coming months. As always, we recommend reaching out to a financial consultant to review your current situation, along with short- and long-term financial goals, before making any decisions.
 - For more information on the provisions of the CARES Act and other changes to consider:
 - TIAA participants can visit **TIAA CARES Act** page or call TIAA at **(855) 400-4294**
 - Fidelity participants can log into their Netbenefits account at www.netbenefits.com/atwork or call Fidelity at **(800) 343-0860**
- **TIAA/Fidelity**
 - Schedule a phone or virtual consultation with a TIAA or Fidelity Financial consultant:
 - Register by visiting www.TIAA.org/schedulenow or call **(800) 732-8353**, weekdays, 8 a.m. - 8 p.m. (ET)
 - Register by visiting getguidance.fidelity.com or call **(800) 642-7131**, weekdays, 8 a.m. - 8 p.m. (ET)

COVID-19 News (Also available on the *myBarnard* portal)

- **Face Coverings** - In compliance with [Governor Cuomo's new executive order](#), the College will continue to provide face coverings and/or masks. Staff on campus who interact with the public must wear face coverings when in direct contact with each other and/or members of the public. Staff may choose to wear their own personal face covering or one provided by the College.
- **Return to Work Protocol** - The New York State Department of Health recently issued [protocols for essential personnel returning to work](#) following COVID-19 exposure or infection. As a result, all staff who are returning to work must contact the Office of Human Resources for instructions.

PAUSE - In compliance with Governor Cuomo's executive order [No. 202.18: Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency](#), the College will continue the current work schedule through May 15th, at minimum.

This week's special thanks go out to:

- *[Matt Kingston, Associate Director, Housing Operations, Residential Life](#)*
- *[Christina Johnson, Associate Director, Purchasing](#)*
- *[Nick Gershberg, Greenhouse Administrator, Biological Sciences](#)*
- *[Doug Maget, Director, Business Operations](#)*
- *[HVAC Technicians](#)*

We thank you for all that you are doing to keep Barnard going!

In Memoriam



Dean Alicia Lawrence suddenly passed away on Thursday, April 16, 2020. During her time at Barnard, Alicia made a huge impact through her roles as Executive Director of Residential Life and Housing, Interim Co-Dean of the College, Deputy Dean of the College, and Interim Title IX Coordinator. Her light and her voice had an impact on students, faculty, and staff. She was a manager, a co-worker, a boss, but for many of us, she was a friend. Alicia, we will miss you.

Be well and stay safe,

Catherine