HUMAN RESOURCES

70 Sip Avenue, 3rd Floor; Jersey City, NJ 07306 | Phone: (201) 360-4070 | Fax: (201) 714-2509

Welcome

Welcome to the Human Resources Department at Hudson County Community College.

The Human Resources Department is committed to serving the mission of Hudson County Community College by providing leadership and guidance in the development, implementation and administration of Human Resource policies, practices and programs.

The Human Resources Department is dedicated to working strategically with the diverse College community in identifying and responding to its changing needs. The Department is a resource for the College and will work as a team through our shared strengths to provide the highest quality of customer service, while maintaining the highest standards of integrity, leadership, innovation, knowledge, efficiency, honesty and respect.

The Human Resources Services cover:

- Recruitment and orientation of employees
- Compliance with local, state and federal laws
- Implementation and administration of benefit plans including health and pension
- Establishment and maintenance of accurate employee records
- Professional Staff Development

HCCC IS AN EEO/AA EMPLOYER

Contact Information

Andrea Goodwin	FSD Office Assistant	agoodwin@hccc.edu
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Anna Krupitskiy	Vice President	akrupitskiy@hccc.edu

Self- Service for Submitting Banking Information for Payroll

Human Resources and Payroll Office announce Self – Service for Employees for submitting Banking Information

New Self- Service feature now enables New Hires/ Employees who have yet not enrolled for Direct Deposit and currently enrolled employee to change Banking Information on their own.

Please visit the link below and follow instructions as attached to get enrolled/change banking information.

https://erp-slfsrv-prod.hccc.edu/Student/HumanResources/BankingInformation

Contact hr@hccc.edu if you have any questions on this.

Hudson County Community College

Part-Time Timesheets Deadline Dates Below

Full- Time Timesheet Submit to Payroll Office by the 5th of each month

2022 Payroll Paydates

Part Time					Full Time		
Payroll Number	**Pay Period Start Date**	**Pay Period End Date**	**Timesheet Due in Payroll**	**Paycheck Date**	**Pay Period Start Date**	**Pay Period End Date**	**Paycheck Date**
1	12/16/2021	12/31/2021	1/7/2022	1/14/2022	1/1/2022	1/15/2022	1/14/2022
2	1/1/2022	1/15/2022	1/21/2022	1/31/2022	1/16/2022	1/31/2022	1/31/2022
3	1/16/2022	1/31/2022	2/7/2022	2/15/2022	2/1/2022	2/15/2022	2/15/2022
4	2/1/2022	2/15/2022	2/22/2022	2/28/2022	2/16/2022	2/28/2022	2/28/2022
5	2/16/2022	2/28/2022	3/7/2022	3/15/2022	3/1/2022	3/15/2022	3/15/2022
6	3/1/2022	3/15/2022	3/22/2022	3/31/2022	3/16/2022	3/31/2022	3/31/2022
7	3/16/2022	3/31/2022	4/6/2022	4/14/2022	4/1/2022	4/15/2022	4/14/2022
8	4/1/2022	4/15/2022	4/21/2022	4/29/2022	4/16/2022	4/30/2022	4/29/2022
9	4/16/2022	4/30/2022	5/6/2022	5/13/2022	5/1/2022	5/15/2022	5/13/2022
10	5/1/2022	5/15/2022	5/23/2022	5/31/2022	5/16/2022	5/31/2022	5/31/2022
11	5/16/2022	5/31/2022	6/6/2022	6/15/2022	6/1/2022	6/15/2022	6/15/2022
12	6/1/2022	6/15/2022	6/21/2022	6/30/2022	6/16/2022	6/30/2022	6/30/2022
13	6/16/2022	6/30/2022	7/7/2022	7/15/2022	7/1/2022	7/15/2022	7/15/2022
14	7/1/2022	7/15/2022	7/21/2022	7/29/2022	7/16/2022	7/31/2022	7/29/2022
15	7/16/2022	7/31/2022	8/8/2022	8/15/2022	8/1/2022	8/15/2022	8/15/2022
16	8/1/2022	8/15/2022	8/22/2022	8/31/2022	8/16/2022	8/31/2022	8/31/2022
17	8/16/2022	8/31/2022	9/8/2022	9/15/2022	9/1/2022	9/15/2022	9/15/2022
18	9/1/2022	9/15/2022	9/22/2022	9/30/2022	9/16/2022	9/30/2022	9/30/2022
19	9/16/2022	9/30/2022	10/6/2022	10/14/2022	10/1/2022	10/15/2022	10/14/2022
20	10/1/2022	10/15/2022	10/21/2022	10/31/2022	10/16/2022	10/31/2022	10/31/2022
21	10/16/2022	10/31/2022	11/7/2022	11/15/2022	11/1/2022	11/15/2022	11/15/2022
22	11/1/2022	11/15/2022	11/18/2022	11/30/2022	11/16/2022	11/30/2022	11/30/2022
23	11/16/2022	11/30/2022	12/5/2022	12/15/2022	12/1/2022	12/15/2022	12/15/2022
24	12/1/2022	12/15/2022	12/12/2022	12/21/2022	12/16/2022	12/31/2022	12/21/2022

NOTES:

1. Pink Timesheets are due to the Payroll Office by 5 PM by the due date.
2. Web Time Entry (WTE) is due by 11:59 pm.
3. FT monthly timesheets are due by the 5th of every month.
4. **Timesheets received late without prior approval and unapproved timesheets (WTE) will not be paid untill the next pay date.**
5. "**Paycheck Date**" is the same for Part Time and Full Time Employees.
6. Adjunct / Overload Paydates are now semimonthly.

Office of Human Resources

HOLIDAY CALENDAR 2022

Administrative Offices Closed, Classes in Session

Classes in Session

College Closed – No Classes

Monday, January 17	**Martin Luther King, Jr.'s Birthday**
Friday, February 18	**President's Weekend**
Monday, February 21	**President's Weekend**
Friday, April 15	**Good Friday**
Monday, May 30	**Memorial Day**
Friday, June 17	**Observance of Juneteenth – Floating Holiday**
Monday, July 04	**Observance of Independence Day**
Monday, September 05	**Labor Day**
Monday, October 10	**Columbus Day – College Open. Floating Holiday**
Tuesday, November 08	**Election Day – College Open. Floating Holiday**
Friday, November 11	**Veterans Day – College Open. Floating Holiday**
Wednesday, November 23	**Early closing at 3 pm. Day classes in session. Supervisors will give essential student support personnel required to work after 3 p.m. an alternate early departure date/time.**
Thursday, November 24	**Thanksgiving Day**
Friday, November 25	**Day After Thanksgiving**
December 23 through January 01 **Friday, December 23**	**College Closed – Given for Christmas Eve (Saturday)** **College Reopens—The day after New Year's Day** **College Closed – Given for Christmas (Sunday)**
Monday, January 02, 2023	**College Closed – Given for New Year's Day (Sunday)**
Tuesday, January 03, 2023	**Administrators and Staff – Floating Holiday; Faculty - Holiday**

HUDSON COUNTY COMMUNITY COLLEGE
HUMAN RESOURCES

HCCC Benefits for Part-time Employees

At HCCC, we value and appreciate all of our employees. We acknowledge the importance of providing a comprehensive benefits package. Below is a brief glance of the HCCC benefits, perks, and discounts offered.

NJ Paid Sick Leave

- Part-time employees earn *1 hour* of earned sick leave for *every 30 hours* worked.
- Sick leave accrual is up to 40 hours each year.
- Sick leave is accrued beginning with the official start date, however, employees may *start using it after the 120th day of work.*

Commuter Benefit Plan – Benefits Resources Inc.

- Commuter benefits allow employees to pay for certain workplace commuting expenses, including mass transit and parking, on a tax-free basis through payroll deductions.
- Eligibility is based on *minimum* of ***20 hours worked per week.***
- For more information, visit: https://www.benefitresource.com/participants/commuter-benefit-plan-cbp/

Employee Assistance Program

- Free mental health services, employee webinar trainings & helpful resource
- Support Line: (833) 848-1764 or visit: eap.ndbh.com
- **Company code:** HCCC **Password:** Guest

Voluntary 403b Plan – Savings for Retirement

- Enrollment in NJ State Additional Contributions Tax-Sheltered (ACTS) program
- Choice of six carriers
- Eligibility is based on a minimum of 20 hours worked per week.

HCCC Employee Perks

- Employee Discount Marketplace through *WorkingAdvantage*
- Auto & Home Insurance Employee discounts
  - Liberty Mutual
  - NJM

If you have any questions, please do not hesitate to reach out to the *Office of Human Resources*

70 Sip Ave, Jersey City, NJ 07306 O: 201-360-4070 Email: HR@hccc.edu

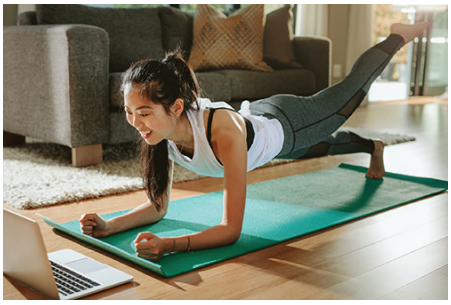
HR Benefits Manager, Carmen McGuire O: 201-360-4072 Email: cmcguire@hccc.edu

Access Your Employee Perks Program Today!

HUDSON COUNTY COMMUNITY COLLEGE

More perks. More savings. More of what makes you happy.

We're here to support your personal and financial well-being through exclusive deals and limited-time offers on the products, services and experiences you need and love.



START SAVING ON

Electronics • Appliances • Apparel • Cars • Flowers • Fitness Memberships
Gift Cards • Groceries • Hotels • Movie Tickets • Rental Cars • Special Events
Theme Parks • And More!

Getting Started is Easy.

Maximize your time away from the workplace and start saving today!

VISIT

https://hccc.savings.workingadvantage.com/

NEED HELP? EMAIL US: CUSTOMERSERVICE@WORKINGADVANTAGE.COM

POWERED BY working ADVANTAGE

Safety & Security Department
Campus Wide Parking Policies and Regulations

I. PARKING POLICY

The purpose of the Parking Policy is to provide the Hudson County Community College community with guidance on established parking areas, permits and regulations, and to ensure the proper and effective use and control of the available parking spaces. They are based on municipal ordinance, State motor vehicle regulations, and are designed to benefit the College community. The College reserves the right to change/modify this policy in order to accommodate changing parking needs.

II. GENERAL INFORMATION

Because HCCC is an urban College, limited parking is available at its facilities. The Safety and Security Department will patrol all College property for the purpose of enforcing traffic and parking policies. The College does not assume liability or responsibility for damage or theft of any vehicle or its contents while parked on College owned or leased properties.

Parking is a privilege given to employees and is based on a first come, first served basis with spaces reserved for College administration.

In Jersey City, parking is provided for all faculty/adjuncts and full-time employees at the 162 Sip Avenue, and 119 Newkirk Street lots. Also, 20 spaces have been allocated for the use of College employees (College hangtag required) at the Welcome Parking located at 20 Enos Place.

Additional free parking for all employees (sticker can be obtained at the main Security desk of each building; valid HCCC ID must be presented) is available at Impark (Square Ramp) Parking lot located at 801 Pavonia Avenue (behind Loews Theatre).

In the interest of providing maximum service to the College community, discounted parking is available in many privately owned area lots at Journal Square. For a detailed list and more information on discounted rates, please visit the Security Department page on the MyHudson portal or the front information desk inside each College building.

For the North Hudson Campus (Union City), additional parking is provided to HCCC Hangtag permit holders giving the bearer rights to park in the West New York Municipal Lot located between Kennedy Blvd. & Bergenline Ave. and between 51st St. and 52nd St. Monday thru Saturday 7am – 10pm. All users parking in this lot must obey all posted rules and regulations of the West New York Parking Authority.

III. REGISTRATION OF VEHICLES

All motor vehicles parking on campus must be registered with the Security Department. Applicants must provide:

- ✓ Valid driver's license
- ✓ Valid vehicle registration card
- ✓ Valid insurance card
- ✓ HCCC photo ID.

Multiple vehicles may be registered, but only one permit (hang tag) will be issued. Only the person who is registered for the permit may use it. Any illegal use of parking hangtags will result in loss of parking privileges. If your permit (hang tag) is lost or stolen, a minimum $10.00 replacement fee will be assessed. If the permit is lost or stolen, the permit holder must file a Security report before obtaining a replacement permit. Alleged false reporting will be investigated as a criminal matter. The Safety & Security Department reserves the right to deny parking hangtag privileges when necessary.

IV. PARKING REGULATIONS

1) All vehicles must properly display a valid HCCC parking permit. Notification of New hangtags will be sent indicating time, date and location for replacement.
2) All drivers and vehicles must be in compliance with State driver's license, registration and insurance regulations.
3) Motor vehicle accidents occurring on campus should be reported to the Security office immediately. The Security Department will provide information and assistance to the motorists involved.
4) Parking only in marked spaces is permitted.
5) Parking in driveways, sidewalks, or fire zones is not permitted. Vehicles found blocking or parked against the flow of traffic will be towed at owner's expense.
6) The lack of a readily available designated parking space is not an excuse for a violation of any parking regulation.
7) Any vehicle found to be in violation will be issued a parking warning. Parking privileges will be taken away from repeated violators.
8) The speed limit on campus property is five (5) miles per hour.
9) All vehicular traffic will yield to pedestrians; they have the right of way.

V. INCLEMENT WEATHER

During inclement weather, especially after heavy snowfall, parking conditions become hazardous and snow banks often reduce parking space. When these conditions exist, motorists are advised not to park in a manner that will impede traffic flow and increase accident hazards. Overnight parking (11pm – 6am) is prohibited in all lots.

VI. HANDICAPPED PARKING

- Handicapped parking has been designated throughout the campus. These areas are marked with handicapped signs. These spaces are typically located in the lots and rows closest to the building. Drivers using parking designated for disabled persons must display a valid state-issued placard, license plate, or other form of identification recognized by the state or national authority. Permits must be displayed in your vehicle facing outward at all times when you are parked on campus.

To Confirm Eligibility, Employees are required to:

- Submit a copy of their current MVC (Motor Vehicle Commission) Disability ID Placard and/or card authorizing use of Handicap Parking to Human Resources & Security Dept.
- Provide to the Human Resources & Security Depts. physician approval of disability for the purpose of keeping updated information.
- The unauthorized use of these spaces will result in a fine. The vehicle may also be towed at owner's expense.

VII. RESERVED SPACES:

All reserved parking spaces are marked with signs and are reserved 24 hours a day. The unauthorized use of these spaces will result in a fine and or towing at owner's expense. The purpose of the reserved parking is to provide approved employees with a designated parking space reserved for their use during College business hours. Given the limitation of spaces, we reserve the right to identify and distribute reserved parking spaces in the most fair and manageable manner. The Safety & Security Department shall maintain a complete file of all records in connection with reserved spaces.

VIII. VIOLATIONS:

The College reserves the right to take parking privileges away, immobilize (boot) or to remove and impound abandoned vehicles or any vehicles found on campus:

- That have three or more parking violations or repeatedly violate parking regulations;
- With an unauthorized, altered or revoked permit;

- Without a license plate;
- With an expired license plate/vehicle registration;
- Parked in driveways, fire lanes or entrance , reserved or service vehicle spaces and reserved lots;
- Blocking a loading area/dock or trash dumpster;
- Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic, emergency exits or to the movement and operation of emergency equipment. In addition, vehicles may be subject to summons by the police department.

The owner will be responsible for costs involved in removing, impounding and storing such a vehicle, including any expenses charged by the towing company as a "show-up" fee or service fee.

IX. OTHER SERVICES:

- **Jump Starts** – The Security Department can use jump packs to assist you when your vehicle needs to be jump-started.
- **Lockout Service** – The Security Department will provide necessary assistance at owner's expense in cases of vehicle lockouts by facilitating contact with a locksmith if necessary.
- **Security Escort** – For personal safety, you may request an escort to or from your vehicle or other campus location by calling (201) 360-4080 or extension 4080 on a campus telephone.

Remember to always lock your vehicle and keep valuables out of sight.

- **Be aware of your surroundings.**
- **Safety is a team effort!**

For Employees Only

HUDSON COUNTY COMMUNITY COLLEGE

PARKING FOR JERSEY CITY CAMPUS

Discounted parking is available at the following **Journal Square** locations:

HCCC Parking Lot Located at:

- 20 Enos Place & Jones Street (between Enos & Jones)

Employee Parking on 1st come 1st served basis with valid HCCC Hangtag and/or Valid HCCC ID
Observe and Obey all posted signs

Square Ramp Garage Located at:

- 801 Pavonia Avenue (behind Lowes Theatre)

Discounted rate available for 10 hours for $7.00 & up to 24 hours for $14.00 with valid HCCC ID

***FREE for EMPLOYEES ONLY* by obtaining a silver sticker at the front desk of all HCCC buildings.**
Valid HCCC ID must be presented to obtain sticker

Park Lock (Impark)* located at:

- 130 Sip Avenue (Across the street from Culinary Arts)

*Discount rate is available for up to **12 hours** for the rate of **$14.00** with the valid stamp.*
*Parking from **4PM – 11PM** will get a discount rate of **$5.00** with valid stamp.*
*Parking rate after **10PM to 8AM** = **$14.00** with valid stamp.*
*Parking **over 12 hrs.** = **$19.00** (No HCCC stamp needed)*

Discount stamp for this lot can be obtained at the Security desk of 161 Newkirk & 162-168 Sip Avenue

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Bergen Avenue Parking* *located at*:

- 871 Bergen Avenue

*Parking is available 7 days a week, 6:00A.M. – 12:00A.M. at the rate of **$7.00** for **2** hours*
***Up to 12 hours** for **$7.00**. & **$15.00** per day*

*** Discount will only be obtained by showing a valid HCCC ID ***

PLEASE BE ADVISED THAT THESE PRICES ARE NOT UNDER HCCC'S CONTROL AND ARE SUBJECT TO CHANGE WITHOUT NOTICE

24/7 SECURITY DISPATCH: 201-360-4080

Revised: 01/2021

Hudson County Community College Parking

College staff and faculty members can now park daily at Journal Square Ramp Garage for no charge!

1. Visit http://bit.ly/3dda7Pt on your computer or mobile device.

2. Select your parking date and click the next button.

3. Enter your access code (StaffJSR or VisitorJSR) and click update. Then click add to cart.

4. Checkout with your contact and vehicle information. Your confirmation email and parking pass will be sent to your email. Please arrive at the lot at your designed reservation day.

270 Magnolia Avenue
Jersey City, NJ 07306
For assistance contact (201)795-5295

SP+ PARKING

NORTH HUDSON CAMPUS PARKING UPDATE (FALL 2021)

P.C. Richard & Son Lot

59th Street Municipal Lot

We are happy to share that as of Tuesday, September 7, 2021, full-time College employees and faculty, including adjuncts, working at the North Hudson Campus may park at the P.C. Richard & Son parking lot, located at 5349 John F. Kennedy Blvd., North Bergen, NJ 07047. Forty spaces will be made available at this location, and 35 additional spots will remain open at the 59th Street parking lot (5700 Madison Street, West New York, NJ 07093), both on a first-come, first-served basis. When using the 59th Street lot, please call Security at (201) 360-4777 to schedule a pick-up.

(For additional information regarding use of the P.C. Richard & Son lot, please see next page.)

We kindly ask that your HCCC parking tags are visible at all times, as the lot will be monitored regularly. Additionally, if you need a new parking tag or a replacement, please contact Security as soon as possible.

For any other questions, please reach out to Amaalah Ogburn, Associate Director of the North Hudson Campus, at (201) 360-4020.

PARKING FOR NORTH HUDSON CAMPUS

PC Richards/ Municipal Parking Lot* at the following location:

5349 John F. Kennedy Blvd., North Bergen, NJ 07047 NJ

***FREE for Faculty & Full-Time Staff with Valid HCCC Parking Permit Hangtag.**

- This parking lot is managed by the West New York Parking Utility (WNYPU) and should be treated as such.
- Please adhere to all WNYPU rules & regulations.
- Permits must be free of any obstructions to enable clear view for Parking Utility Officers (P.U.O.).
- Vehicles can be parked in any spot and must be parked Head-In Only. Vehicles parked otherwise are subject to be ticketed.
- Only one (1) permit will be issued by H.C.C.C.
- Only the vehicles registered for the permit may use it.
- If permit is lost or stolen, a replacement fee will be assessed.
- The registered permit holder must file a report with Security before obtaining a replacement permit
- H.C.C.C. is not responsible and assumes no liability for lost, stolen or damaged property, including vehicle and its contents, while in parking lot.

- **NHC Parking:** for full-time College employees and faculty, including adjuncts, working at the North Hudson Campus may park at the P.C. Richard & Son parking lot.
- **DO NOT PARK:** inside the lot alongside the PC Richard building.
- Vehicles parked without valid HCCC Hangtags are subject to ticketing by the WNYPU

Get Connect-ED with HCCC!

Hudson County Community College has implemented Connect-ED, a text- and voice-messaging emergency-alert system in the event of a crisis or emergency that poses an immediate and life-threatening danger to the College community.

Connect-ED is HCCC's response to a federal law which requires disclosure of pertinent information about campus crime and security. The system will allow the College to send time-sensitive notifications by phone, email and/or text message.

Both HCCC students and employees have been automatically registered by College email in the emergency-alert system and will receive alerts unless they opt out. Users may access the College's web site, www.hccc.edu/emergency, and click on the Connect-ED link to register additional contact information such as home, work, and cell phone numbers.

Free and Confidential
HCCC will provide this emergency service free of charge to students and employees – there is no charge to sign up. However, mobile service providers may charge a fee for incoming messages depending on an individual's plan.

Personal information entered into the Connect-ED system will be kept confidential and will not be used for any other purpose.

For information about Connect-ED, visit

www.hccc.edu/emergency

Stay informed and get Connect-ED today!

H.C.C.C. Approved

Produced by HCCC Communications Dept.

HUDSON COUNTY COMMUNITY COLLEGE

Campus Safety Tips

- ***On campus, immediately call Campus Safety & Security at (201) 360-4080 when you feel unsafe in any situation. Please Dial 911 in an emergency situation!***
- Share your class/activities schedule with parents and a network of close friends.
- Give network telephone numbers to your parents, advisors and friends.
- Walk with an air of confidence and stay alert.
- Maintain situational awareness. Pay attention to the people and circumstances around you.
- Keep your hands free, not overloaded.
- Avoid walking alone at night or taking "shortcuts."
- Carry a cellular phone with you at all times and program important emergency numbers into it.
- Do not openly display money or valuables while walking in public.
- If you lock your keys in your vehicle or it does not start, contact Campus Safety & Security and wait inside a building until help arrives.
- Do not leave personal property unattended or unprotected in libraries, labs, classrooms or other common spaces. Always secure your belongings.
- Avoid working or studying alone in a building at night. Take advantage of the available campus escort and transportation services.
- Be proactive. Report any suspicious activities or persons to the Campus Safety & Security Department or the local police authorities.
- Off campus, immediately call the local police department (911) when you feel unsafe in any situation.

WHILE IN YOUR CAR

- Keep your car windows up and doors locked.
- Park in well-lit areas and travel on populated, well-lit streets.
- When walking to your car, make sure your keys are in hand and ready.
- Upon entering your car, check that no one is inside and lock the doors immediately upon entrance.
- Never pick up hitchhikers.

USING ATMS

- Use automatic teller machines (ATMs) that are busy, easily seen by the public and that are located in well lit areas.
- Avoid using an ATM alone or at night. Do not stand at an ATM and count your money.

WHILE OUT ON A DATE/MEETING NEW PEOPLE

- Stay sober. Those under the influence are more likely to be victimized.
- Take your time in getting to know your companion or "date." Do not spend time alone with someone who makes you feel uneasy or uncomfortable. Follow your instincts and remove yourself from situations that you do not feel good about.
- Stay with a group of people. Avoid risky areas, such as deserted areas.
- Be alert for possible use of "date rape drugs" such as Rohypnol, which is illegal in the United States. Someone can slip it into a drink. It causes drowsiness, loss of coordination, dizziness and memory loss. Never accept drinks from other people and do not leave your drink unattended.
- Tell someone you trust your date's name, destination and planned time of return.
- Take money for a phone call and taxi fare with you so that you do not leave yourself stranded.

HEADS UP, PHONE DOWN

HUDSON COUNTY COMMUNITY COLLEGE

Safety is a team effort!

SAFETY & SECURITY OFFICE
(201) 360-4080

HUDSON COUNTY COMMUNITY COLLEGE

JOURNAL SQUARE CAMPUS MAP

A — 70 Sip Avenue

Academic Affairs
Bursar
Career Development
Center for Academic & Student Success
Conference/Workshop Rooms
College Foundation
Disability Support Services
Enrollment Services
(Admissions/Registrar)
Faculty & Staff Professional
Development Office
Financial Aid
Mary T. Norton Board Room
Office of Information Technology
Office of the President
Office of Student Affairs

B — Historic Pathside 25 Journal Square

Academic Foundations- Math/English
Center for Online Learning (COL)
Classrooms
Customer Service/Mailroom
English as a Second Language/ Bilingual Program
Office of Student Activities
Security
Student Lounge
Student Government Association
The Mark Oromaner Room

C/D — 162-168 Sip Avenue

Campus Store
Classrooms/ Science Labs
Communications
Grants
Institutional Research & Planning
Mathematics Labs

E — Culinary Conference Center 161 Newkirk Street

Business, Culinary Arts & Hospitality
Management Division
Center for Business & Industry
Classrooms
Community Education
Conference/Workshop Rooms
Evening/Weekend/Off-Campus Services
Follett Room
Johnston Room
Scott Ring Room
The Robert L. Clare Reading Room

F — 870 Bergen Avenue

Classrooms
Computer Labs
LPN Lab
MDA Lab
Nursing & Health Sciences Division
Radiography Lab

G — 81 Sip Avenue

Classrooms
Computer Lab
Faculty Lounge (Adjunct Faculty)
Human Resources

I — 119 Newkirk Street

Classrooms
Humanities Division

J — 2 Enos Place

Classrooms
Computer Labs
Dean of Instruction/Arts
Dean of Instruction/Sciences
Educational Opportunity Fund (EOF)
LEAP Program
Student Lounge
Writing Center

L — 71 Sip Avenue

Abegail Douglas-Johnson (ADJ)
Academic Support Services
Alfred E. Zampella Lecture Hall
Benjamin J. Dineen, III - Dennis C. Hull Gallery
Classrooms
Computer Lab
Cultural Affairs Office
Division of Academic Development
& Support Services
Early Childhood Education Lab/ Classroom
Honors Program
Liberty Café
Library
Social Sciences Division
Studio Arts Classrooms/Lab
Testing Center
Thomas J. Fleming Community
Education Classrooms

S — STEM (Science, Technology, Engineering & Mathematics) Building 263 Academy Street

X — 26 Journal Square

Administrative Offices

Discounted Parking For Jersey City Campus

Welcome Parking- 20 Jones Street (next to J Bldg.)

Welcome Parking- 30 Journal Square (across from Jones Street lot- behind X Building)

Impark (Square Ramp)- 801 Pavonia Avenue (behind Loews Theatre)

Impark- 130 Sip Avenue (Across from E Bldg.)

Bergen Avenue Parking- 871 Bergen Avenue (Across from F Bldg.)

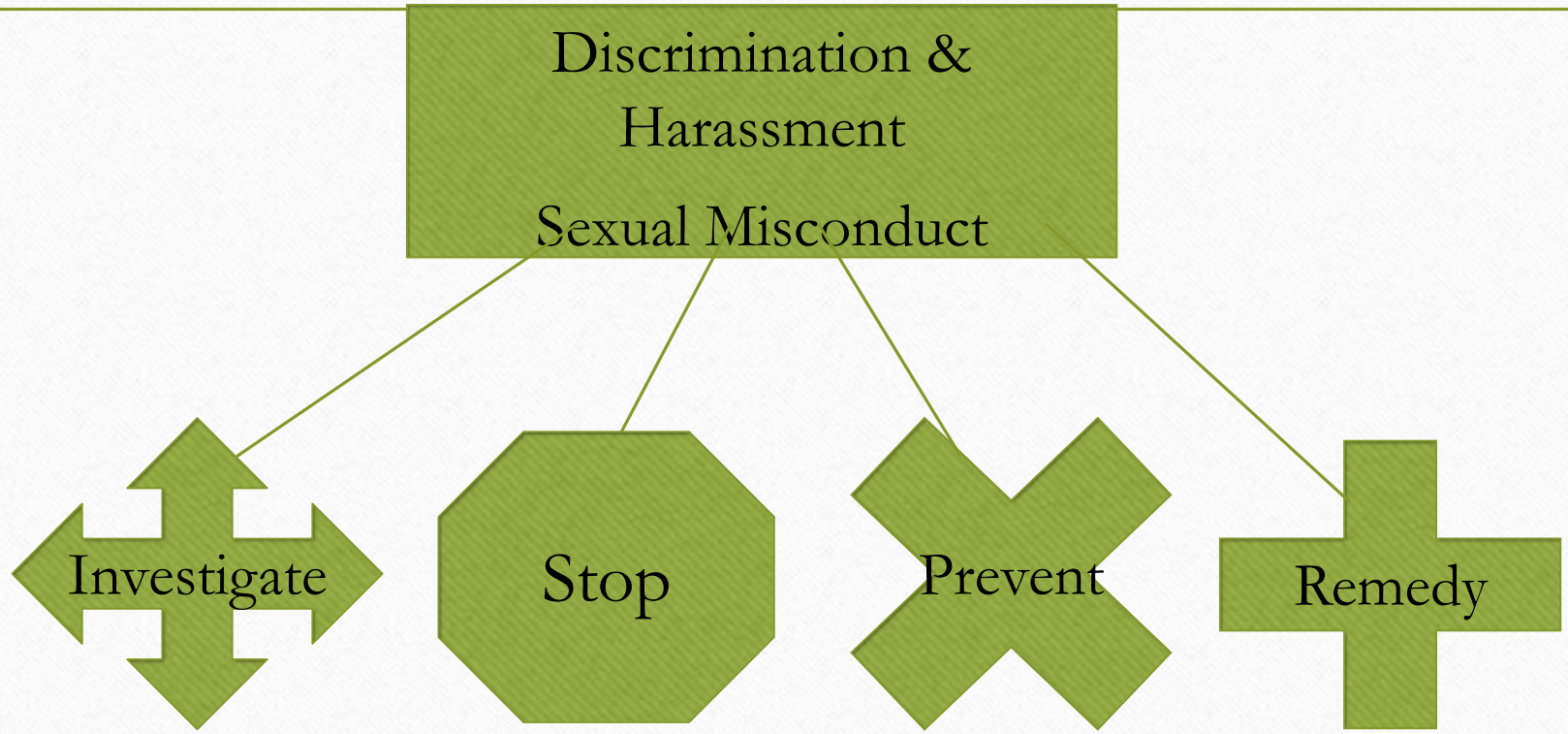
www.hccc.edu/campus

Hudson County Community College Compliance

Anna Krupitskiy, Vice President for Human Resources

HUDSON COUNTY COMMUNITY COLLEGE

Institutional Obligations Under Title VII and Title IX/VAWA/Clery Act



Title IX: You are a "Responsible Employee"

A "Responsible Employee" includes any employee who:

- Has the authority to take action to redress the harassment
- Has the duty to report harassment or other types of misconduct to appropriate officials
- Is someone a student could reasonably believe has this authority or responsibility to assist should s/he have a concern about harassment.

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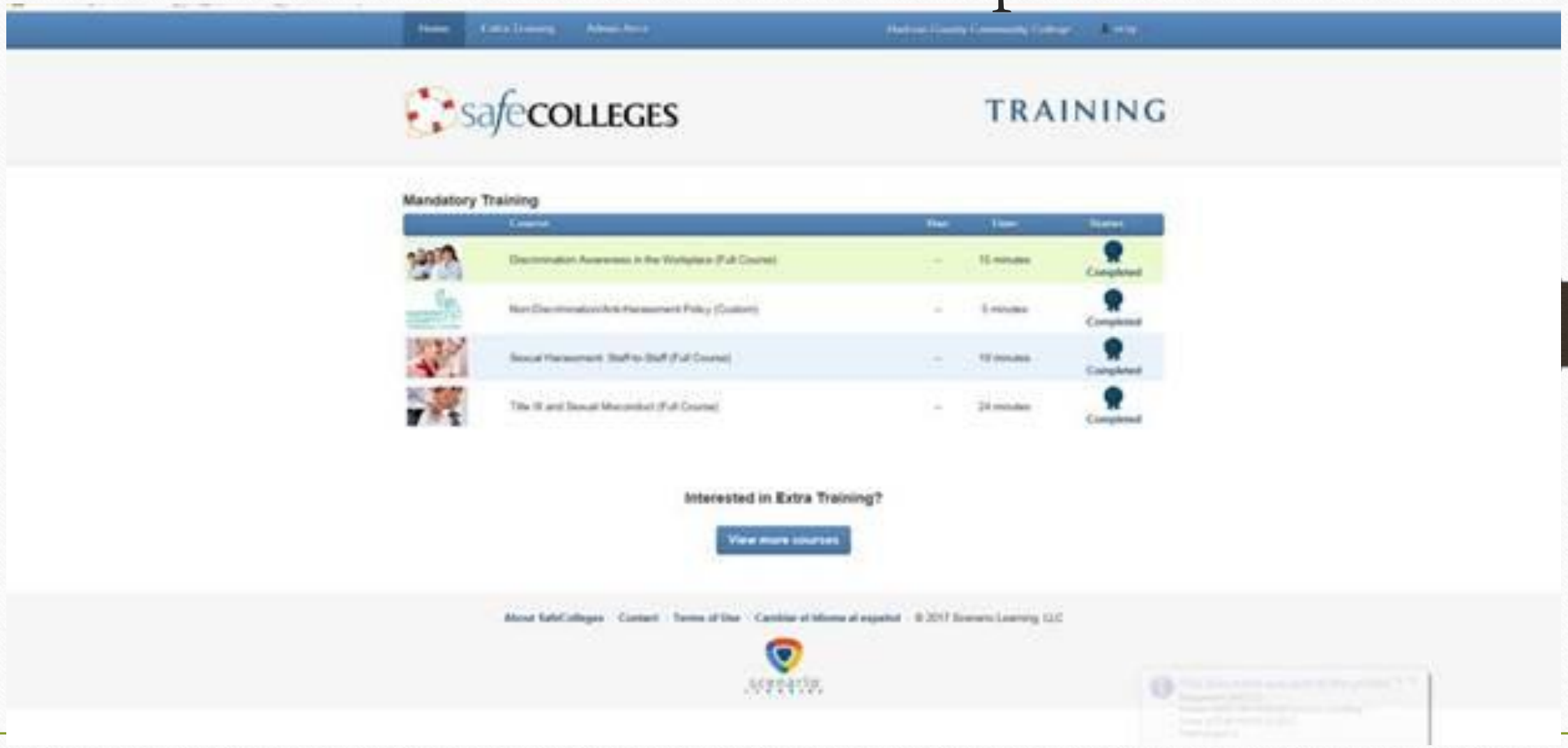
Anti-Discrimination and Harassment Prevention Strategy

- Encouraging diversity awareness
- Conflict resolution at the lowest level possible
- Policies on Anti-Discrimination, Harassment and Sexual Misconduct
- Mandatory on-line training for all employees
- Mandatory on-line training on Title IX for all students
- Identifying Campus Safety Authorities – Peer Leaders, Club Advisors, etc.
- Investigating complaints

SafeColleges Mandatory Training

- New employees and employees who have not completed the mandatory courses at HCCC covering Discrimination and Harassment in employment and college programs.
- Courses are:
  - Sexual Harassment – 19 minutes
  - Diversity Awareness – 23 minutes
  - Title IX – 24 minutes
  - Acknowledging Harassment policy – 2 minutes
  - Check your last reminder for the links if you have not completed the courses.
  - Prerequisite for AFPD II. Dashboard must be sent to HR and Lilisa Williams at enrollment. (Adjuncts only.)

Dashboard Sample



Questions?
hr@hccc.edu

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