

HUMAN RESOURCES

April 2022

[HR Key Events Calendar](#) | [Internal Applicants](#) | [Wellness Chatter](#) | [Florida Blue Services](#)
[Jury Duty Leave Requests](#) | [Training and Organizational Development](#)

HR Key Events Calendar



April 8
Faculty Focus Day

May 8
36-hour work week begins

May 12
Commencement Ceremony

May 30
Memorial Day Holiday

Internal Applicants

Vacant positions advertised by FSCJ are open to external and internal candidates. College employees can search open positions and apply as an internal candidate by logging into [myFSCJ](#). Once logged in, select Employee Self Service then click the Careers & Recruiting tile. Current employees may be shown preference over external applicants for some positions. In order to be considered for internal preference, applications must be submitted within the first three (3) days of the job posting. The deadline is indicated in the job description posted for the vacant position. For questions, email employment@fscj.edu.

Wellness Chatter

2022 Employee Wellness Program Reminder

Full-time employees with Florida Blue health insurance are eligible to earn up to \$140 in gift card rewards. Log into [Floridablue.com](#) then select Better You Strides under Health and Wellness to complete the on-line health assessment to start earning. View more details about this year's wellness incentive plan [here](#).

Florida Blue Better You Newsletter

View the Florida Blue [April](#) Newsletter for wellness highlights.

Managing Cholesterol Webinar

Join our Florida Blue partners in a three-part webinar to learn about taking steps to manage cholesterol levels and maintain heart health. In Session 1, learn about the two types of cholesterol, what the numbers mean and the risk factors. Session 2 will focus on the benefits of healthy habits and lifestyle changes. Session 3 reviews the role medications, supplements and herbs have in cholesterol management. Register now to attend an upcoming session.

Face Masks Update

In response to the ongoing COVID-19 pandemic, the FSCJ Emergency Management Team has implemented the following color-coded [mask guidelines](#). [Click here](#) to search a list of pharmacies that provide free masks (N95).

Understanding Your
Cholesterol: Session 1

April 5
2 p.m. - 3 p.m.

Register Now

Understanding Your
Cholesterol: Session 2

April 12
2 p.m. - 3 p.m.

Register Now

Understanding Your
Cholesterol: Session 3

April 19
2 p.m. - 3 p.m.

Register Now

Florida Blue Services

Florida Blue members can continue to access valuable health information and resources including care decision support, as well as an online provider directory to find doctors, hospitals, and pharmacies worldwide. Find these and additional interactive web-based support tools [here](#). [Additional resources](#) are also available to help keep employees and their families safe and healthy.

Jury Duty Leave Requests

Full-time employees requesting leave for Jury Duty must submit supporting documentation and a [Request for Leave](#) to their supervisor for approval per [APM 03-1009 – Leave for Witness or Jury Service](#). Upon approval, the form and supporting documents should be emailed to HRInfoMgt@fscj.edu. Employees should keep in mind the following:

- Leave for Witness or Jury Duty must be submitted as an Absence Request in myFSCJ as annual leave (faculty should submit sick leave).
- Once the employee completes or is excused from Jury Duty, the employee must provide additional receipts or documentation from the Clerk of Court verifying services rendered to HRInfoMgt@fscj.edu.
- Once documentation is received, leave submitted will then be administratively updated to Jury Duty in myFSCJ by the Absence Management Administrator to reflect as Jury Duty Leave, returning the annual/sick leave and charging the appropriate hours to Jury Duty Leave.

Training and Organizational Development

CRRSA Professional Development Program Recap

The CRRSA funding program launched June 8, 2021 and ended February 28, 2022. The final pay installment for CRRSA course hours completed November 1-February 28 occurred on March 23. All COV and FCOV courses have been archived, and some courses will continue to be offered as regular PD courses. Watch for the weekly TOD email to view upcoming virtual and live course offerings or log into [myLearning](#) now. **Please Note:** Courses that were completed for COV/FCOV credit are not eligible for One Percent credit. For example, if an employee completed *COV 5320 Canvas: Using Conferences* and received payment through the CRRSA program, the *PD 5320: Canvas: Using Conferences* course would not be eligible to claim for One Percent credit.

November

COV Hours Completed: 19,677
COV Payout: \$983,850
FCOV Hours Completed: 3,093
FCOV Payout: \$154,650

March

COV Hours Completed: 7,529.50
COV Payout: \$376,475
FCOV Hours Completed: 2,874.5
FCOV Payout: \$143,725

Total

Hours Completed: 33,174
Payout: \$1,658,700

Congratulations to the following employee on completing a Certificate Program!

Diversity Certificate Recipient

Eric Jenkins, Library Assistant I

Click [here](#) to learn more about Certificate Programs.

Faculty Focus Day

Faculty Focus Day will be held Friday, April 8 from 8:30 a.m. - noon at the Deerwood Center, Room B1204. This day is an opportunity for faculty to connect with their colleagues while also hearing from local speakers Nate Monroe and Michael Butler. During the event, participants will talk about current issues and discuss their impact on the faculty, the College, and the community. In addition, recipients of FSCJ's Distinguished Faculty Award will be honored and recognized. Faculty registration is currently available in [MyLearning](#). [Click here](#) to view the event agenda.
