

HUMAN RESOURCES

August 2021

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HR Key Events Calendar

Last week of 36-hour workweek schedule	August 15
Convocation	August 26
Fall Term Begins	August 30
Labor Day	September 6
AHA Heart Walk	September 11
Employee Wellness Day	September 17

Vaccination Status

Employees are encouraged to focus on their personal health and wellbeing as outlined by the [CDC](#). Although not illegal, asking questions regarding one's vaccination status is discouraged.

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Earned Degree Recognition

We would like to recognize and congratulate the following employee who recently received a degree and completed the [Earned Degree Recognition steps](#).

Opal Johnson

B. S. in Financial Services

Florida State College at Jacksonville

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[Update to Care Project](#)

The launch of The CARE Project has been placed on hold and a new timeline has not been established. Recognizing the scope of changes with a classification and compensation project, the launch has been postponed to allow employees to focus on enrollment, returning to campus, and continuing to navigate the pandemic.

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[My Life at FSCJ Podcast](#)

This series provides employees with a more enriched understanding of the inclusive, engaging, and rewarding culture here at FSCJ. This month's [episode](#) features Instructional Program Manager of Culinary and Hospitality Management, Kasey Anderson, who speaks with Mark Lynn, a member of the HR Talent Acquisition Team, to share her story and how she strives to positively impact students and colleagues she works alongside. Kasey will also provide information on Café Frisch for the upcoming fall semester! Employees interested in sharing how their story positively impacts the success of the College can contact [Talent Acquisition](#) to learn more. Listen to previously featured podcast episodes by clicking [here](#)!

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[Wellness Chatter](#)

Florida Blue Better You Newsletter

Check out the Florida Blue [August Newsletter](#) for helpful monthly wellness tips.

Know Before You Go

Not sure of where to seek treatment when sick? Florida Blue has created a handout to show the differences in healthcare facilities (hospitals, urgent care, etc.) so employees can know where to seek the most cost effective and efficient care possible when under the weather. Click [here](#) to access the handout.

Florida Blue App

Download the Florida Blue App to take advantage of many of the benefits that are exclusive to the app like mapping providers and urgent care centers near you and immediate plan updates. It also offers the ability to check claim status, coverage for doctor visits and prescriptions, and many other health information data at employees' fingertips. For more information, click [here](#).

New Healthy Addition Program

Florida Blue has implemented a new prenatal program, Healthy Addition, for employees. It is provided at no additional cost to employees and provides benefits such as quick access to a registered nurse, healthy lifestyle coaching, free educational material, and much more. For more information on enrollment and what makes the program an added value benefit for expectant mothers, click [here](#).

Florida Blue Website Registration

Employees who desire to view claims by providers can do so online by registering on the Florida Blue Website. Here, employees can also find in-network providers and participate in the Better You Strides Wellness program. For registration help, click [here](#).

Free Guided Meditations from Florida Blue

As employees begin transitioning back to the office, some may want to take advantage of meditation, an easy and effective way to improve overall well-being. Taking a few minutes to focus on staying calm and centered can help everyone remain productive and healthy. Each week, Florida Blue shares a new 20-minute video that helps employees learn new breathing techniques to practice as needed. Employees who are interested can join every

Thursday at 10:30am by clicking [here](#). No registration required. Guided meditations will be available until September 16, 2021.

American Heart Association (AHA) Heart Walk

Join Team FSCJ for the AHA Heart Walk scheduled for Saturday, September 11 at the Jacksonville Fairgrounds. Click [here](#) to visit the custom FSCJ site to create a team, register, make a donation, raise funds and more. Everyone who signs up to participate will receive a special Team FSCJ Heart Walk t-shirt. The goal is to have at least 200 walkers to represent Team FSCJ. Feel free to bring along family members, friends and neighbors to participate.

Wellness Event Friday September 17

Plans are still underway to have a safe and casual Employee Wellness Day on Friday, September 17. We will have vendors, prizes, entertainment, food and lots of fun. Stay tuned for more information later this month.

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Separation from FSCJ while Enrolled in Classes

Information Technology (IT) has published a Knowledge Base Article on separating from the College when enrolled in courses at FSCJ. When an employee separates from the College, their employment credentials will no longer allow access to the same areas or functions within certain College systems. This article will explain:

- How to Access Student Content when Separating from the College as an Employee
- How to Determine Your Student Login Credentials
- What to know when Separating from the College while still Enrolled in Courses

Visit the IT [page](#) and follow the path **Knowledge > MyFSCJ FLUID Interface > Staff**. Then click on “How to Access Student Content When Separating from the College as an Employee.”

Additionally, employees separating from the College while enrolled in classes will incur fees associated with those classes. Upon separation, the tuition waiver previously submitted will be voided. Prior to the leave payout being processed, the associated class fees will be deducted from the amount of leave being paid out to cover the amount owed to the College.

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Perks at Work

The Perks at Work Program offers discount options year around. Employees can find deals and earn **WOW**Points on travel, tickets, electronics, restaurants, and much more. As an FSCJ employee, registration is easy. To manage the Perks at Work email notifications, log in and follow the steps below. Employees may also opt to stop receiving all emails by selecting [Unsubscribe](#).

- Click [here](#) to navigate to the Perks site and sign in
- Select Email Settings
- Choose a preferred frequency
- Click Update Frequency to save
- Select preferences for types of notifications (this will automatically save)

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myIMPACT Reminders

myIMPACT plays an important role in measuring employee performance and enhancing overall engagement for the betterment of our students and College community. At this time, employees are encouraged to work with supervisors to establish SMART goals and Individual Development Plans (IDP).

SMART Goals – Full-time Administrative, Professional and Career employees should have at least one active SMART goal at all times. As one goal is completed, a new goal should be entered in the system and approved by the manager.

Individual Development Plan (IDP) – The College is supportive of employee career growth and the IDP allows employees to design a personal plan toward that growth. Each fiscal year full-time Administrative, Professional and Career employees are encouraged to create an IDP consisting of at least one developmental objective with two or three supporting developmental activities. Employees can visit [myLearning](#) and the Training and Organizational Development [certificate programs page](#) for suggested courses that align with competencies for their IDP.

Training is available on writing SMART Goals and IDPs. Click [here](#) to view a complete schedule of the upcoming sessions and register. Additionally, the [myIMPACT training website](#) includes helpful videos and training documents on the SMART Goal and IDP process.

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Training and Organizational Development

Professional Development

To view our current synchronous and asynchronous course offerings, please log into [myLearning](#).

Professional Development for Compensation Program

Many employees are taking advantage of the opportunity to earn compensation by completing COV courses for A&P and Career employees and FCOV courses for Faculty. Here are a few key points to remember:

- To receive compensation, you must register for the courses that align with your employee type as indicated below:
 - Faculty – complete FCOV courses
 - Staff – complete COV courses
- NOTE: Some courses have both COV and FCOV versions, so please be sure that you are selecting the correct course.
- Payments will be made in two disbursements
 - Hours completed between June 8th - Oct 31st – paid on November 23rd paycheck
 - Hours completed between Nov 1st - Feb 28th – paid on March 23rd paycheck
- Employees who terminate from the College or move from a full-time position to a part-time position receive compensation for hours completed at the time of the termination/transfer.
- Complete information is available here [CRRSA PD Program](#)

For additional questions, please direct any questions to hrtraining@fscj.edu.

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