

# HUMAN RESOURCES

August 2022

[HR Key Events Calendar](#) | [Human Resources Contacts](#) | [Wellness Chatter](#)  
[FSCJ Education Benefits](#) | [Beneficiary Updates](#) | [Training & Organizational Development](#)

## HR Key Events Calendar



**August 20**  
36-hour work week ends

**August 25**  
College Convocation  
South Campus

**August 29**  
Fall Term Begins

**September 5**  
Labor Day

**September 10**  
American Heart Association  
(AHA) Heart Walk

**October 20**  
Jacksonville Corporate Run 5k

## Human Resources Contacts

The Office of Human Resources remains committed to providing collegewide services and support in areas of benefits, employee relations, HR information management, talent acquisition, and training and organizational development. The [contact us](#) page provides details on who and how to contact HR for help. Visit the [HR website](#) for additional resources.

## Wellness Chatter

### Florida Blue Wellness Incentive Program

Full-time employees with Florida Blue health insurance are eligible to earn up to \$140 in gift card rewards. [Log into](#) Florida Blue then select Better You Strides under Health and Wellness to complete the on-line health assessment and start earning. Employees are invited to register for an upcoming session to learn helpful tips on how to earn rewards.

**PD1716: Tips and Tricks  
for Earning the Florida  
Blue \$140 Health  
Insurance Incentive**

Monday, August 8  
3 p.m. - 3:30 p.m.

[Register](#)

**PD1716: Tips and Tricks  
for Earning the Florida  
Blue \$140 Health  
Insurance Incentive**

Thursday, August 11  
12:30 p.m. - 1 p.m.

[Register](#)

**PD1716: Tips and Tricks  
for Earning the Florida  
Blue \$140 Health  
Insurance Incentive**

Thursday, August 18  
8:30 a.m. - 9 a.m.

[Register](#)

### Florida Blue Better You Newsletter

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

### Corporate Run 5k

The Jacksonville Corporate Run will be held Thursday, October 20 at 6 p.m. The FSCJ Wellness Club will sponsor 20 free entries for full-time employees who wish to participate. This is a team competition and is open to runners, joggers, and walkers. [Click here](#) for race information, or contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) for FSCJ employee participation details.



### American Heart Association (AHA) Heart Walk

Join Team FSCJ for the AHA Heart Walk scheduled for Saturday, September 10 at the Jacksonville Fairgrounds. [View](#) the FSCJ fundraiser page to join a team and/or make a donation. Everyone who signs up to participate will receive a special Team FSCJ Heart Walk t-shirt. The goal is to have 200 walkers represent Team FSCJ. Family members, friends, and neighbors are welcome to participate.

*For questions about upcoming wellness events or how to join the FSCJ Wellness Club, contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu).*

## FSCJ Education Benefits

### **Internal Courses**

Full-time employees and their eligible dependents, and regular part-time employees are eligible for tuition reimbursement (or tuition waiver) for tuition and fees paid for course(s) taken at the College.

See [DBOT Rule 6Hx7-3.48](#) and [APM 03-0910](#) for more information.

### **External Courses**

Full-time employees and approved regular part-time employees are eligible for tuition reimbursement for tuition and fees paid for course(s) taken outside of the College. [Click here](#) to view full instructions on how to submit a tuition reimbursement application before the course begins, and final steps needed once the course has been completed.

See [APM 12-1501 Tuition Reimbursement](#) for more information, and also [Article 25 of the CBA](#) for Faculty. Contact [tuitionreimbursement@fscj.edu](mailto:tuitionreimbursement@fscj.edu) for questions.

## Beneficiary Updates

Choosing beneficiaries and keeping those choices up-to-date is an important part of owning life insurance and retirement savings accounts. All full-time employees have one-time their annual salary in life insurance provided by the College. The beneficiary designation for this, supplemental life insurance and retirement savings account is kept in myFSCJ.

To add/edit a beneficiary, log into [myFSCJ](#) and follow the steps below:

- Select the dropdown menu for Employee Self Service
- Select the My Benefits tile
- Select Dependents and Beneficiaries
- Select Dependents and Beneficiaries Info
- Select Add Individual or the name of the existing beneficiaries to edit
- Select Save

When updating beneficiary designation for life insurance, please review FSCJ beneficiary designation (final paycheck, leave payout, etc.), FRS retirement and/or any other additional retirement savings accounts beneficiary designations to ensure the most current information is on file. For questions, contact [benefits@fscj.edu](mailto:benefits@fscj.edu).

## Training & Organizational Development

### **Professional Development Opportunities**

The FSCJ Leadership Academy and the Student Success Certificate program cohort will begin to accept applications at the end of August. Limited space is available in both programs. Check out the weekly TOD emails on Thursdays for more information.

### **Interest-Based Problem Solving Training Update**

Interest-Based Problem Solving (IBPS) training sessions will begin in September for all employees. This training will introduce employees to the principles of IBPS and will discuss the benefits of using this approach to collaboratively solve problems. IBPS training sessions will be announced in the weekly TOD emails on Thursdays. All employees are encouraged to attend.

**Congratulations to the following employees on completing a Certificate Program!**

*Diversity Certification Program*

**Kara Pineiro-Gerbase**, Student Success Advisor I

**Deann Greenawalt**, Student Success Advisor II

*Communications Certificate Program*

**Roma Keesecker**, Academic and Career Counselor

*Technology Certificate Program*

**Randall Russ**, Integrated System Specialist

Click [here](#) to view current course offerings.

Contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) for questions about upcoming trainings.

---