

# HUMAN RESOURCES

## December 2020

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### HR Key Events Calendar

#Giving Tuesday	December 1
Christmas Holiday and Winter Break	December 24 – 31
New Year's Day Holiday	January 1
Professional Development Day	January 8
Spring Term Begins	January 11
Martin Luther King Jr. Holiday	January 18

### #GivingTuesday

#GivingTuesday is December 1, 2020. This global giving movement aims to inspire people, businesses and communities to come together for one common purpose – to make a difference for causes they care about most. FSCJ students, faculty, staff and alumni are invited to participate in this annual day of giving back to the community. Due to the COVID-19 pandemic, volunteer activities will not be available this year. Keeping with FSCJ's tradition of giving back, Giving Tuesday will raise critical funds for the FSCJ H.O.P.E Pantry this year. A generous donor has committed to matching every dollar contributed, up to \$10,000. [Click here](#) to learn more on how to donate. These funds are necessary to help the pantry stock its shelves, which serves students dealing with food insecurity.

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## **[2020 Years of Service & Retiree Reception](#)**

Each year the Office of Human Resources recognizes FSCJ employees who are celebrating Years of Service milestones, as well as those who are entering retirement. This year the celebration looked a little different since we were not able to celebrate in person, but the mission to acknowledge these individuals remained the same. [Click here](#) to view a list of the 2020 honorees along with a special appreciation video featuring President John Avendano, Ph.D., District Board of Trustees Chair Mac McGehee and Chief Human Resources Officer Mark Lacey. Years of service honorees are based on milestones reached during fiscal year 2019-20 for staff, and academic year for 2019-20 for faculty.

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## **[Employee Contact Tracing Form](#)**

An online form is available for FSCJ employees and vendors to easily self-report positive COVID-19 test results. Employees who are symptomatic or have received a positive test result for COVID-19 are asked to fill out this online [form](#). If assistance is needed in completing this form, or an employee is unsure of possible symptoms, please call (904) 633-8233 to speak with a Human Resources representative. All information is strictly confidential, and at no time will any identity be shared as part of the contact tracing process. Employees can visit the [COVID-19 Faculty and Staff information](#) page for more guidance. Also, all employees returning to campus in any capacity must wear a mask (see page 9 of the [FSCJ Return to Campus Plan](#)) and follow social distancing whenever possible.

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## **[Non-Operational Days](#)**

Employees are not required to request leave (and supervisors should not approve absence requests submitted) for non-operational days. Upcoming non-operational days include five Winter Break days, (December 24, and 28-31).

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## **[Florida Minimum Wage Increase](#)**

Effective January 1, 2021 the state of Florida is raising its minimum wage from \$8.56 to \$8.65 per hour. FSCJ employees who are affected will see the new rate reflected in their check on January 23, 2021.

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## **[2021 Dependent Health Premium Deductions](#)**

Full-time employees who have dependent coverage with the College's health plans will see 2021 dependent premium rate deductions begin on their December 8, 2020 paycheck. Employees are encouraged to review their paychecks regularly. For questions, contact [benefits@fscj.edu](mailto:benefits@fscj.edu).

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## [Sick Leave Personal](#)

Sick Leave Personal is a component of Sick Leave and is not viewed as an additional bucket of time available to full-time Absence Management participating employees.

- Employees can use up to 32 hours of Sick Leave for personal reasons; the employee does not have to be sick to use it.
- Sick Leave Personal is taken from the Sick Leave balance, so if Sick Leave is unavailable, Sick Leave Personal cannot be taken.
- If the entire 32 hours is not used within the current calendar year, the remainder is not carried to the next calendar year; the 32 hour count starts over each January 1.

*“Leave for personal reasons shall not exceed four (4) days (32 hours) for any one (1) calendar year; provided, however, that such absences for personal reasons shall be charged only to accrued sick leave; and provided, further, that leave for personal reasons shall be non-cumulative from calendar year to calendar year.”* [\[APM 03-1005, Sick Leave\]](#)

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## [Health Advocate Employee Assistance \(EAP\) Reminder](#)

The Employee Assistance Program (EAP) through Health Advocate is a short-term, confidential counseling as well as crisis intervention service provided for employees. College employees and their families can access needed support at no cost on the following:

- *Work/life Services*
- *Resources*
- *Webinars*
- *Emotional Wellbeing*
- *Personal Growth*
- *Relationships*
- *Financial*
- *Legal*
- *Health*
- *Summer Camp Locators*

The Health Advocate staff follows careful protocols and complies with all government privacy standards. All medical and personal information is strictly confidential, and privacy protected. Visit [Health Advocate](#) to find useful information on a wide range of topics. Contact the 24-Hour CARELINE at 877-240-6863 or send an email to [answers@HealthAdvocate.com](mailto:answers@HealthAdvocate.com) with questions.

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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](#).

### **Melissa Bradley**

Master of Science in Higher Education Administration  
Capella University

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## [Wellness Chatter](#)

### **Florida Blue Better You Newsletter**

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

## Stay Healthy During the Holidays

[View tips](#) on how to stay active, eat well, reduce stress and be healthy throughout the holiday season.

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## [Training and Organizational Development](#)

### Professional Development

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

### Diversity at FSCJ Certificate Recipient

Congratulations to the following employee on completing the Diversity at FSCJ Certificate program!

**Allison Stapleton**, Academic Department Coordinator

### Professional Development Day January 8, 2020

The 5<sup>th</sup> annual Professional Development Day: Renew for 2021, will be held virtually on Friday, January 8, 2021 in an effort to promote college-wide culture, professional development, and growth. Four workshop tracks will be offered with focus on Equity and Inclusion, Online Teaching and Learning, Working or Transitioning from Home, and Wellness. Contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) for questions.

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