

# HUMAN RESOURCES

## February 2021

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### HR Key Events Calendar

National Wear Red Day	February 5
President's Day	February 15
Spring Break	March 8-14

American Heart Association®



### National Wear Red Day – February 5

On Friday, February 5 FSCJ will join the American Heart Association (AHA) on the First Coast in the fight against heart disease in women by participating in National Wear Red Day. *Go Red For Women* strives to increase awareness of women and heart disease and also to inspire action to save more lives. Below are simple and powerful ways to participate:

- **Heart Healthy information** – [Click here](#) to view tons of ways to kick-start heart health today.
- **Wear red** – Take a selfie or photo with family or pet wearing red. Submit photos to [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) by 1 p.m. on Wednesday, February 3 to be featured in the College's social media.
- **Prioritize personal health** – Focus on individual heart health by adding exercise or meditation to a break time.

- **Digital background** – Use this [digital background](#) to spread awareness during a video meeting. Then take a group screenshot and submit photos to [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) by 1 p.m. on Wednesday, February 3 to be featured in the College’s social media.

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## The CARE Project Update

As shared during the January 20 OnPoint call, current project work is focused on job titles. A goal of the project was to reduce the number of job titles in our current classification system. While the consultant did meet that objective by proposing a reduction from approximately 325 titles to around 125, feedback from Cabinet sought to find a balance somewhere in between to ensure job titles still provide an appropriate level of specificity. While a specific implementation date has not been finalized, it is anticipated that the new classification structure will be in place no later than the beginning of the fiscal year on July 1. Prior to any implementation, informational sessions will be hosted to lay out the new classification structures, position classifications, salary indexes and any related policy changes. Additionally, each career, professional and administrative employee will be provided details about their position in the current system and how it translates into the new structure. Following that, smaller Q&A sessions will be offered to provide more clarity. Please visit [The CARE Project](#) website to review project outline, and send questions to [thecareproject@fscj.edu](mailto:thecareproject@fscj.edu).

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## [myIMPACT Reminder](#)

Journal entries within myIMPACT make it easy for employees and supervisors to highlight performance, throughout the review period. Once logged in to myIMPACT:

- Click the “+” sign in the upper right side of the Perform page.
- Enter a name in the “start typing here” section.
- Add comments.
- Performance related documents can be added by clicking the paper clip icon.
- Once finished the employee can decide who to share it with (such as a manager or next level manager).
- Click SAVE.

For questions, please contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu).

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## IRS Form 1095-C

This tax form provides information about employees’ health insurance coverage during 2020. The IRS requires employers to provide this form by March 2, 2021 and employees may file their 2020 tax return prior to receiving it. The Form 1095-C will be mailed to the address the College has on file. However, employees can select electronic delivery once an email notification from the College’s third party administrator, Greatland, has been received. The email will be sent from [<onlineformretrieval@mail.onlineformretrieval.com>](mailto:onlineformretrieval@mail.onlineformretrieval.com), with the subject line stating **IMPORTANT TAX RETURN DOCUMENT AVAILABLE**. For additional details, please review the [IRS Form 1095-C FAQs](#).

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## [Meaningful Notice/Plan Summary Information 2021](#)

The 403(b) and 457(b) plans are valuable retirement savings options. This [notice](#) provides a brief explanation of the provisions, policies, and rules that govern the 403(b) and 457(b) plans offered. TSA Consulting Group, Inc. (TSACG) provides the plan administration services for the 403(b) and 457(b) plans.

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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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## **Beneficiary Designation**

Choosing beneficiaries and keeping them up-to-date is an important part of planning for the future of you and your loved ones. It is important to name primary and contingent beneficiaries for 403(b) & 457(b), Florida Retirement System or term life insurance offered by the College. When life events such as a marriage, death, divorce, birth or adoption occur, it is important to review both the primary and contingent beneficiaries on all policies and investments. Beneficiaries for payroll related leave payout is determined by the most recent name listed in the employees' personnel file. Outdated beneficiary choices could result in unintended payment of benefits. Employees may update their beneficiaries with the College and FRS as described below, and should contact the specific 403(b) & 457(b) vendor to request beneficiary changes. Please contact [benefits@fscj.edu](mailto:benefits@fscj.edu) for questions.

### **To add/edit a beneficiary in PeopleSoft follow these steps:**

- Sign in myFSCJ.
- Select My Benefits.
- Select Benefits Summary.
- Choose Life under “Type of Benefit” header.
- Select Edit.
  - Edit any current beneficiaries or select Add to add new beneficiary(ies). Be sure to include percentages next to the primary and/or contingent beneficiary.
  - Update totals.
  - Click Save Button.

### **To add/edit a beneficiary designation in the Florida Retirement System (FRS), follow these steps:**

- Log in to your [FRS online account](#).
- Select Account Details.

- Select Personal Information tab.
- Select Beneficiaries.
- Select Choose or Edit Beneficiaries.

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## **Wellness Chatter**

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

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

### **Blood Pressure Management**

February is heart month and Florida Blue has scheduled a live webinar on blood pressure management. High blood pressure is known as the “silent killer” and affects almost half the adult population. Join Florida Blue for a live webinar to learn how easy it is to turn the pressure down or just avoid it all together. [Click here](#) to register for “Turn the Pressure Down” webinar Tuesday, February 9 at 1 p.m.

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## **Training and Organizational Development**

### **Professional Development**

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

Congratulations to the following employees on completing FSCJ Certificate Programs!

### **Managing at FSCJ Certificate Recipient**

**Stephanie Castro**, Student Success Advisor

### **Diversity Certificate Recipient**

**Shannon Oliver**, Project Coordinator

**Stephanie Castro**, Student Success Advisor

**Trina Steinmaker**, Vocational Evaluator III

### **Math Mini-Conference Recap**

The Math Mini-Conference was held virtually on Thursday, January 28 through Friday, January 29 and included 28 sessions. The keynote presentation titled, “The Power, Potential, and Practice of Primary Source Projects: Transforming Instruction in Undergraduate Mathematics” was presented by Dr. Kathleen Clark, from Florida State University. The 150 attendees included FSCJ math faculty members, faculty members from other disciplines, and participants from surrounding school districts and colleges attended this event.

### **Effective Online Student Engagement**

Due to the popularity of the live event, we have created an asynchronous professional development program for Effective Online Student Engagement (EOSE). Click [here](#) for registration details. This series includes the following:

- Engaging Course Design
- Engaging Students Synchronously
- Asynchronous Active Learning
- Meaningful Online Assessment

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