

HUMAN RESOURCES

July 2021

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HR Key Events Calendar

Independence Day (observed)	July 5
36-hour work week ends	August 15
Convocation	August 26
Employee Wellness Day	September 17

Upcoming College Holiday

Independence Day (July 4) will be observed Monday, July 5, and the College will be open Tuesday through Thursday that week. Full-time employees are required to work 28 hours during the week (36-hour work week minus 8 hours for the holiday). A separate work schedule does not need to be submitted online, but supervisors must ensure that each employee works 28 hours. Supervisors should work with their direct reports to alter work schedules to account for the holiday.

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Earned Degree Recognition

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

Barbara Summers

M.A. - History

Arizona State University

Desmond Branch
Master of Social Work
Walden University
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My Life at FSCJ Podcast

These Podcast segments provide employees with a more enriched understanding of the inclusive, engaging, and rewarding culture here at FSCJ. This month's [episode](#) features Dr. Linka Crosby, Instructional Program Manager, 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. Employees interested in sharing how their story positively impacts the success of the College can contact [Talent Acquisition](#) to learn more.

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Wellness Chatter

Florida Blue Better You Newsletter

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

In support of Employee Wellness, there are two available courses in the coming days that qualify for the CRRSA professional development incentive. Employees should be mindful to select the FCOV class session as Faculty members and the COV session for staff members. See below for course information and to register.

Date	Time	Topic	Registration
Thursday, July 8	12 p.m. – 1 p.m.	Coping with Change COV session	Register Now
Thursday, July 8	12 p.m. – 1 p.m.	Coping with Change FCOV session	Register Now
Tuesday, July 20	11 a.m. – 12 p.m.	Working Through Stressful Changing Times COV session	Register Now
Tuesday, July 20	11 a.m. – 12 p.m.	Working through Stressful Changing Times FCOV session	Register Now

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Cancel Leave Request

Employees have the ability to cancel submitted leave requests in myFSCJ if the time off is no longer needed for the requested date(s). Requests to cancel must include an explanation in the comments section for audit purposes. Employees are responsible for communicating with supervisors that the cancellation is valid. To cancel leave:

- Log into myFSCJ
- Select the “My Time” tile
- Select “Absences” tile
- Select “Cancel Absence” and find the leave request to be cancelled
- Click “Cancel Absence”

Employees can find detailed instructions [here](#).

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Florida Retirement System (FRS) Reemployment After Retirement

Members are considered retired when they have terminated all employment with all FRS-participating employers, established an effective retirement date through the application process, and cashed or deposited a benefit payment. If participating in DROP, retirement is complete once employment is terminated with the FRS-participating employer. If returning to work for an FRS employer within six (6) months after retirement, retirement benefits are then void and benefits received to date must be repaid. For months 7-12 following retirement, members may not receive both a salary and a retirement benefit.

There are no limitations on receiving retirement benefits while working for an FRS-participating employer after you have been retired for 12 calendar months or longer. An Investment Plan member who terminates employment with an FRS-participating employer and receives any distribution from his or her Investment Plan account (including a rollover) is considered a retiree. Click [here](#) for additional information regarding reemployment or call 1-844-377-1888 to speak with an account representative.

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Wellness Day

Save the Date! On Friday, September 17, there will be an Employee Wellness Day that will be interactive and fun. The event will feature cooking demonstrations, fitness and stretching help, meditations, assistance with financial issues and mental health support. If you have suggestions or want to get involved, contact hrtraining@fscj.edu.

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Training and Organizational Development

Professional Development

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

Managing at FSCJ Certificate Recipient

Congratulations to the following employee on completing the Managing at FSCJ Certificate Program!
Catherine Herzog, Department Chair

Professional Development for Compensation Program

Click [here](#) to learn all about the program including compensation dates, important FAQ's, and list of courses. Staff members need to select courses that start COV only, while Faculty need to select courses that are designated FCOV. Further questions can be directed to hrtraining@fscj.edu

NeoED Supported Browsers

Effective August 1, 2021, NeoEd, which hosts myIMPACT, will discontinue its support for Internet Explorer 11 and Edge HTML. The only browsers that will be supported for myIMPACT are [Chrome](#) and [Edge with Chromium](#). If you have any questions, email emplrelations@fscj.edu.

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