

# HUMAN RESOURCES

## November 2020

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### [HR Key Events Calendar](#)

Veterans Day Holiday	November 11
College Designated Holiday	November 25
Thanksgiving Holiday and Break	November 26 – 27
Christmas Holiday and Winter Break	December 24 – 31
New Year's Day Holiday	January 1
Professional Development Day	January 8



### [Employee Engagement Survey](#)

The Office of Human Resources has once again partnered with National Initiative for Leadership and Institutional Effectiveness (NILIE) at North Carolina State University to initiate an Employee Engagement Survey. NILIE, a third party provider, will host the online survey and will collect responses. At this time, full-time faculty and staff should have received an email that included an individualized survey link to complete the survey from "PACE Survey <[nilie@qualtrics-survey.com](mailto:nilie@qualtrics-survey.com)>", with the subject line stating **Florida State College at Jacksonville - PACE Survey**.

In addition, HR has developed a brief survey for adjunct faculty and part-time staff to measure employee engagement. Adjunct faculty and part-time staff should have received the survey link from “<FSCJ HR Training>” with the subject line stating **FSCJ Adjunct Faculty and Part-time Staff Employee Engagement Survey**. Both surveys provide an opportunity to understand faculty and staff perspectives while continuing a comprehensive view towards student success. All responses collected will remain anonymous and reports will summarize the results and not identify individual answers.

Once the final report is received in early 2021, results will be shared Collegewide. Please be thoughtful, honest and candid in completing these surveys. Employee feedback will be used to assess the current climate of the College against our baseline established in previous years, and identify areas of strength as well as areas where further efforts should be dedicated.

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### **myIMPACT Reminder**

The rating step for Professional and Career semi-annual reviews is now available to supervisors whose employees have a review due in December. Supervisors should rate all five competencies with comments, complete the overall supervisor comments section, mark the review “Done”, and click “Submit”. This will create another task to meet with the employee prior to completing the review. Select the task, enter the date of the employee meeting in the comment box and select “Save”. This creates the final task to approve and sign the employee review. When submitted, the review is sent to the employee for their signature. The reviews should be completed by December 15. Contact [emprelations@fscj.edu](mailto:emprelations@fscj.edu) with questions.

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### **FSCJ Safe Mobile App**

FSCJ Safe is an essential tool to enhance overall safety at Florida State College at Jacksonville. FSCJ students, faculty, staff, and visitors have access to this mobile safety app designed to help keep them safe throughout the College’s campuses and centers. Through the app employees can also complete a COVID-19 self-assessment prior to physically visiting any campus locations. The free app, available to download on Apple and Android devices, provides instant access to campus safety resources, timely emergency information and will send important safety alerts. Visit the [emergency information](#) page for additional details on how to sign up for the Emergency Notification System and the FSCJ SAFE mobile app.

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### **New – Tuition Reimbursement Process**

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. The Tuition Reimbursement process is now integrated into PeopleSoft and will replace the paper application form. Applications will **no longer** be accepted via email, and **must** be completed within PeopleSoft. [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. The Tuition Reimbursement [APM 12-1501](#) is still fully in affect and the same eligibility requirements remain. For questions, please contact [tuitionreimbursement@fscj.edu](mailto:tuitionreimbursement@fscj.edu).

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## [Rollover of Excess Vacation Leave](#)

Vacation leave may be accumulated up to a maximum of 44 days (352 hours) for all fulltime employees, with the exception of faculty and senior management personnel, as of the end of the calendar year. Vacation leave may be accumulated up to a maximum of sixty 60 days (480 hours) for senior management personnel as of the end of the calendar year. Accrued vacation leave in excess of the maximum on December 31 shall be transferred to sick leave on January 1 of the following year. Such vacation leave transferred to sick leave will be classified as non-compensatory accrued sick leave and cannot be used in the calculation of terminal sick leave pay. For further details refer to [APM 03-1003 – Non Instructional Vacation Leave](#).

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## [Nearing Retirement? Medicare & Blue Medicare Educational Sessions](#)

Florida Blue in conjunction with their Medicare team will be providing virtual educational sessions to assist those who would like to enroll in Medicare coverage. These sessions will provide helpful information on Medicare enrollment dates, how to enroll, Part D prescription drug plans, Medicare Advantage plans, and more. [Click here](#) to view more details on the 2020 Florida Blue Medicare Basics.

Session Dates	Online Registration	Topic
Friday, November 6 10 a.m. – 11:30 a.m.	<a href="#">Register Now</a> Passcode: 28521234	Call: 877 853 5247 (Toll Free) or 888 788 0099 Webinar ID: 951 7048 5415 Passcode: 28521234
Friday, November 6 2 p.m. – 3:30 p.m.	<a href="#">Register Now</a> Passcode: 28521234	Call: 877 853 5247 (Toll Free) or 888 788 0099 Webinar ID: 938 6826 2477 Passcode: 28521234
Friday, November 13 10 a.m. – 11:30 a.m.	<a href="#">Register Now</a> Passcode: 28521234	Call: 877 853 5247 (Toll Free) or 888 788 0099 Webinar ID: 959 7003 8813 Passcode: 28521234
Friday, November 13 1 p.m. – 2:30 p.m.	<a href="#">Register Now</a> Passcode: 28521234	Call: 877 853 5247 (Toll Free) or 888 788 0099 Webinar ID: 987 1477 8694 Passcode: 28521234

\*Please note that attendees within a Webinar can only ask questions through the Q&A feature in the meeting.

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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 the day after Thanksgiving (November 27), and five Winter Break days (December 24, and 28-31).

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## [Employee Assistance Program - Health Advocate Mobile App](#)

The Employee Assistance Program (EAP) through Health Advocate Solutions is a short-term, confidential counseling and/or crisis intervention service provided for employees. Now, Health Advocate services are easier to access on the go with the Health Advocate app. This free app, available to download on Apple and Android

devices, allows members to enjoy expert healthcare help and resources anytime and anywhere. Already downloaded the Health Advocate app? Be sure to update to the latest version of the app today. The Health Advocate staff follows careful protocols and complies with all government privacy standards. All medical and personal information is strictly confidential, and privacy is protected. 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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## **Wellness Chatter**

### **Florida Blue Webinar (pre-recorded)**

Both Influenza (Flu) and COVID-19 are contagious respiratory illnesses caused by different viruses and some of the symptoms are the same. Learn why it's so important to catch up on preventive care that may have been delayed due to COVID-19, including getting all needed vaccinations and an annual flu shot. [Click here](#) to listen as Dr. Kelli Tice Wells discusses recommendations on how to stay safe through flu season.

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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 employees on completing the Managing at FSCJ Certificate program!

**Linka Crosby**, Instructional Program Manager

**Vonnell Baggett**, Director of Campus Enrollment & Student Services

### **Communications Certificate Recipient**

**Phenessa Gray**, Academic and Career Coordinator

### **Save the Date: 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. [Click here](#) to submit a proposal, and be prepared with (1) a tentative presentation title, (2) a 150 words or less description summary, and (3) contact information. Proposals will be accepted through November 13.

### **Virtual Learning Week**

Over 200 employees participated in Virtual Learning Week making it a great success.

Congratulations to **Gwendolyn Ethridge, Trina McCown, and Myisha De Nose** who each won a FSCJ themed giveaway prize!

### **Faculty Recourse Centers(FRC)**

The Faculty Resource Centers are the go-to place for faculty to find workspace, computers, classroom supplies, multimedia assistance, Canvas help, and much more. Each FRC is staffed by a knowledgeable Faculty Development Specialist that can assist with a variety of projects and training one on one, in-group settings, or by virtual appointment. [Click here](#) to view details on Faculty Resource Center locations, services, and Faculty Development Specialists.

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