

# HUMAN RESOURCES

November 2021

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## HR Key Events Calendar



**November 11**  
Veterans Day Holiday

**November 24**  
College Designated Holiday

**November 25 - 28**  
Thanksgiving Holiday and  
Break

**December 23 - December 30**  
Christmas Holiday and Winter Break

**December 31**  
New Year's Day Observed

**Professional Development Day**  
January 7

## FSCJ Education Benefit

### 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.

## Wellness Chatter

### **Redeem up to \$100 in Gift Cards for Wellness Activity**

Full-time employees with Florida Blue insurance can now redeem reward points for completing wellness activities such as an online health assessment, attending live webinars, or listening to podcasts.

[Click here](#) for details on how to redeem via the [Florida Blue](#) web portal. Program participation is open through December 31, 2021. Contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) for questions.

### **Love to Ride Florida Challenge**

The Love to Ride Florida Challenge is a FREE statewide competition sponsored by the Florida Department of Transportation as part of their annual Mobility Week campaign to get more people riding bikes safely. This month-long challenge is a great way to improve mental health, and reduce stress while making an impact on the environment. [Register](#) today and start riding towards some great prizes!

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

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

## YMCA First Coast Games (FCG) Recap

After a year of waiting, FCG kicked off again August 2021 and concluded October 1. Participating FSCJ employees pulled together for a strong overall second place finish! Teams competed in all offered sports with the basketball and football teams bringing home a win for each of their divisions.

The FCG closing ceremony took place near the Downtown YMCA featuring a 5k race. FSCJ employees showed their winning spirit with several individuals winning their age groups including Matt Wetzel, James Huskins, Cyrus Kitto, and Dora Kress.

[Team Photos](#)

## MyLife at FSCJ Podcast - Special Episode



This month's podcast features HR's very own Mark Lynn, HR Coordinator, and Steven Gunter, Senior Faculty Development Specialist. In this podcast, Mark and Steven speak about their recent opportunity to attend and present at the 2021 National CUPA-HR conference in National Harbor, MD. This conference is a gathering of College HR professionals to network, share ideas, and celebrate work from the prior year.

[Click here](#) to listen to this special episode as Mark and Steven share more details from their experience.

Employees interested in sharing how their story positively impacts the success of the College can contact [Talent Acquisition](#) to learn more. To listen to other great podcast episodes [click here](#).

## 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 26), and five Winter Break days (December 23, and 27-30).

## Submitting Time

Employees should read instructions carefully when submitting time, and always submit an absence request whether or not there is leave time available.

Time entered in timesheets and absence requests must be made to the nearest quarter hour.

Employees are encouraged to seek supervisor assistance if needed to correct time.

### Reminders when entering time:

- Work time is tracked in 15-minute increments.
  - 15 minutes is .25 (not .15)
  - 30 minutes is .50 (not .30)
  - 45 minutes is .75 (not .45)
- 8 or more minutes worked, round up to the next 15 minutes.
- Less than 8 minutes worked, round the number down to the nearest 15 minutes.
- [Example timesheet](#)

## Public Service Loan Forgiveness Program

Individuals employed by a U.S. federal, state, local, or tribal government, or not-for-profit organization may be eligible to benefit from the Public Service Loan Forgiveness (PSLF) Program. This program forgives the remaining balance on Direct Loans after 120 [qualifying monthly payments](#) are made under a [qualifying repayment plan](#) while working full-time for a [qualifying employer](#). FSCJ is a qualifying employer.

As a result of the COVID-19 national emergency, the U.S. Department of Education announced that borrowers may receive credit for past payments made on loans that previously did not qualify for PSLF through **October 31, 2022**. This change will apply to student loan borrowers with Direct Loans, those who have already consolidated into the Direct Loan Program, and those who consolidate into the Direct Loan Program by October 31, 2022. [Click here](#) for additional information about this program and directions on how to apply.

## Training and Organizational Development

### Professional Development

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

### CRRSA Professional Development Program Payout

The first pay installment for CRRSA course hours completed June 8 - October 31 will be paid on the [second paycheck in November](#). Course completion can be viewed under the "Completed" section once logged into [myLearning](#). Note: To see the full course titles and hours, click the "View" icon at the top right of the screen then select "List".

Full-time faculty and staff who have not yet completed the total 40 hours of professional development are still eligible to complete remaining hours for a combined maximum payout of \$2000 (\$50 per hour). The final pay installment will be included on the [second paycheck in March](#) for course hours completed November 1 - February 28. [Click here](#) to view additional program details.

### Save the Date: Professional Development Day January 7, 2022

Employees are invited to attend the annual Professional Development Day, Friday, January 7. A wide variety of topics will be offered and the keynote speech will be presented by Dr. Tia Brown McNair, Vice President for Diversity, Equity, and Student Success and Executive Director for the Truth, Racial Healing, and Transformation (TRHT) Campus Centers at the Association of American Colleges and Universities (AAC&U) in Washington, DC. She is also the lead author of [From Equity Talk to Equity Walk: Expanding Practitioner Knowledge for Racial Justice in Higher Education](#). More event details to come!

### Science Symposium & Virtual Learning Week Recap

The fourth annual Science Symposium was held virtually in October, attracting over 125 participants to classes offered. Internal FSCJ employees as well as external instructors from local school districts took part in this event.

Virtual Learning Week concluded in October with over 100 employees successfully participating in the various courses offerings.

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