

HUMAN RESOURCES

September 2021

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HR Key Events Calendar

Labor Day (College Closed)	September 6
AHA Heart Walk	September 11
Benefits Open Enrollment	October 18-29

Benefits Open Enrollment

The Open Enrollment period is the annual window during which employees can make changes to insurance plans to include adding or removing dependents. The open enrollment period is October 18, 2021 through October 29, 2021. Additional details will be forthcoming highlighting benefits for employees, 2022 premium rates, and the virtual appointment schedules provided by the benefit providers to assist employees during Open Enrollment.

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Free Flu Shots

Flu shots will be offered during Open Enrollment for employees and dependents covered by the College's medical plans, as well as employees who have opted out of medical insurance coverage. A photo ID and health insurance card are required. Details on specific locations, dates, and times will be included in the Open Enrollment email sent later in September.

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[High Deductible Health Plan \(HDHP\) and Health Savings Account \(HSA\) Informational Sessions](#)

The Office of Human Resources will host two virtual informational sessions for employees to learn about the High Deductible Health Plan (HDHP) and Health Savings Account (HSA). Please plan to attend one of the meetings listed below to learn more.

Date	Time	Registration
Wednesday, October 6	10 a.m. – 11 a.m.	Register
Tuesday, October 12	3 p.m. – 4 p.m.	Register

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[Florida Minimum Wage Increase](#)

Effective September 30, 2021 the state of Florida is raising its minimum wage from \$8.65 to \$10.00 per hour.

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[My Life at FSCJ Podcast](#)

This series provides employees with a more enriched understanding of the inclusive, engaging, and rewarding culture here at FSCJ. This month's [episode](#) features Andrew Pierce, assessment and certification center manager, who speaks with Mark Lynn, a member of the HR Talent Acquisition Team, to share his story and how he strives to positively impact students and colleagues he works alongside. Employees interested in sharing how their story positively impacts the success of the College can contact [Talent Acquisition](#) to learn more. Listen to previous podcast episodes by clicking [here](#).

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[Wellness Chatter](#)

Florida Blue Better You Newsletter

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

American Heart Association (AHA) Heart Walk

Join Team FSCJ for the AHA Heart Walk scheduled for Saturday, September 11 at the Jacksonville Fairgrounds. Click [here](#) to visit the custom FSCJ site to create a team, register, make a donation, raise funds and more. Everyone signed up to participate will receive a special Team FSCJ Heart Walk t-shirt. The goal is to have at least 200 walkers to represent Team FSCJ. Feel free to bring along family members, friends and neighbors to participate.

Employee Wellness Day

The Employee Wellness Day event originally scheduled for September 17 has been rescheduled for Spring 2022. More details to come.

First Coast Games Update

The YMCA games are back in full swing. Top Golf, Tennis, Basketball and Bowling are now complete. Congrats to the Bowling team on their second-place finish and to the Basketball team in WINNING the Recreation Division! It's not too late to get in on the action by contacting hrtraining@fscj.edu. Upcoming sports include football, volleyball, soccer, softball and a 5k run. Joining FSCJ's First Coast Games team is free and team members receive a t-shirt plus 2 free weeks at a YMCA of their choice.

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[Absence Request in Push Back Status](#)

When an employee submits a leave request, the supervisor is able to approve, deny, or push back the request. When the leave is pushed back to the employee, the employee needs to edit the request under the View Request tab and resubmit to the supervisor. The supervisor can then approve the leave for processing.

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[myIMPACT Reminders](#)

Check-ins – Professional and Career employees should complete a Check-in task with their supervisor in September. Check-ins are meetings between supervisor and employee regarding the employee's performance progress, individual development plan and goals with pre-determined questions. These questions serve as a guide to facilitate conversation between the supervisor and employee, but conversation is not limited to these questions. Check-ins show as a task on the supervisor's dashboard in myIMPACT, and the rating step for the upcoming review period will not be released until the Check-in task has been completed.

Journal Entries – Employees are encouraged to use the journal entry feature within myIMPACT to highlight performance each month. These journal entries can also be used by supervisors to assist with completing employee evaluations.

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[Training and Organizational Development](#)

Professional Development

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

Managing at FSCJ Certificate Recipient

Kelley McLauchlan, Program Development Manager

CRRSA Participation Metrics

Since the start of the CRRSA funding for professional development, employees have completed 11,487 COV (Staff) hours and 1,507 FCOV (Faculty) hours. As a staff member, be sure to only take the COV courses while Faculty members should only take the FCOV courses. The first payment will be based on the number of hours completed as of October 31 and included in the pay check as taxable income on November 23. Employees can complete up to 40 hours for a total of \$2000. The program ends on February 28, 2022 with the last payment on March 23, 2022.

Student Success Certificate

FSCJ is offering a professional development opportunity for a selective cohort of 20 faculty, staff, and administrators. The cohort will provide 16 hours of professional development and job shadowing experience over the course of the Fall 2021 and Spring 2022 terms. The Certificate will help faculty and staff broaden their "sphere of influence" by developing connections and employing resources to provide holistic support to students helping to remove academic and life barriers. The program is open to all full-time FSCJ faculty, staff, and administrators with at least one year of service with the College. Interested employees may nominate themselves with a recommendation from their supervisor, or supervisors may directly nominate employees. In both cases, interested participants must provide a short paragraph of interest. Please complete the [application](#) and submit it to hrtraining@fscj.edu no later than Friday, September 17, 2021.

For additional information, please direct any questions to hrtraining@fscj.edu.

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