



April 2017

Content

[HR Key Events Calendar](#)

[HR Team Update](#)

[YMCA First Coast Games](#)

[FSCJ's Wellness Program Receives International Recognition](#)

[Wellness Program Events](#)

[Health Advocate Employee Assistance \(EAP\) Reminder](#)

[Beneficiary Designation](#)

[Tax Shelter Annuities 403\(b\) and 457\(b\)](#)

[Vision Benefits](#)

[Sick Leave](#)

[Veterans Preference Rule Revision](#)



HR Key Events Calendar

YMCA First Coast Games	April 22 - August 5
Corporate 5K Run at Metro Park	May 4
Summer Term Begins	May 15
Wellness Seminars	May 17
Memorial Day (College Closed)	May 29

HR Team Update

Please join us in congratulating Marc Boese on his appointment as the Executive Director of Organizational Development. Marc has been with us a number of months serving in the role as an "Interim", and we look forward to the continued positive impact Training and Organizational Development in conjunction with the Academy for Teaching & Learning will make at FSCJ with Marc in this role.

FSCJ's Employee Wellness Program Receives International Recognition

The FSCJ Wellness Program was recently honored by the International Foundation of Employee Benefit Plans (IFEBC). The published article highlighted Wellness Committee efforts, Personal Health Assessments, Wellness Seminars, and the BlueRewards incentive program. Although still very new, our wellness program has gained widespread support and involvement from employees and partners. To view the full article, click [here](#). Special thanks to Steve Beard, Training Coordinator and Dr. Christina Goodell, Professor in the School of Business, Professional Studies, and Public Safety for their efforts in spotlighting our wellness program.

YMCA First Coast Games

There is still time to sign up for the free [First Coast YMCA Games](#). To join the FSCJ team visit the [YMCA site](#) and select the FSCJ logo. Employees are able to join up to 6 coed sports by contacting the captain for any sport listed below. The Opening Ceremony will be held on April 22nd at the Jacksonville Baseball grounds. Contact hrtraining@fscj.edu if you have questions.

Sport	Captain	Start of Event date
Opening Ceremony	Steve Beard	April 22
Bowling	Michelle Speight	June 10
Soccer	Kelly Robinson	June 12
Kickball	Phillip Delacruz	June 24
Flag Football	Kurtson Boulware	June 26
Basketball	Daniel West	May 22
Dodgeball	Andrew Pierce	July 25
Closing Ceremony	Steve Beard	August 5

Wellness Program Events

The 2017 FSCJ Employee Wellness Program is supported by the Florida College System Risk Management Consortium (FCSRMC) and Florida Blue. Here are a few upcoming events:

Wellness Seminars

To register for a seminar and earn 50 BlueRewards points click [here](#). Seminars are open to all employees and may be considered work time with supervisor’s pre-approval. For the most updated Wellness information click [here](#) or contact hrtraining@fscj.edu.

Day	Date	Time	Campus	Room	Topic
Wednesday	May 17	12:00 - 1:00	North Campus	A-171	Deskercise

**Additional seminars will be scheduled for later in the year*

Corporate 5k Run

1st Place Sports will be hosting the Corporate 5k Run at Metro Park on Thursday May 4th at 6:30 p.m. To sign up visit [1st Place Sports](#) and select Corporate Run 5k under featured races. Click on the red “Join A Team” button listed under registration and be sure to select FSCJ Runners as your team. Registration is April 23rd – April 28th and the cost is \$35. Registration closes on Thursday, April 28th and there will be no

day of race registration permitted. This event is open to friends or family members who want to participate.

American Heart Association Walk

American Heart Association Walk on September 16th. More information coming soon.

Health Advocate Employee Assistance (EAP) Reminder

The Employee Assistance Program (EAP) through Health Advocate Solutions is a short-term, confidential counseling and/or crisis intervention service provided for employees. As a reminder of the many benefits offered with this program, attached is one of the monthly newsletters titled, "[Coping with Change](#)". Visit www.HealthAdvocate.com/members to find additional useful information on a wide range of topics or send an email to answers@HealthAdvocate.com.

Beneficiary Designation

Beneficiary designations are a necessary part of planning for the future of you and your loved ones. It is important to name primary and contingent beneficiaries when you enroll in the 403(b)/457(b), Florida Retirement System or term life insurance offered by the College. Anytime you experience a life event, such as a marriage, death, divorce, birth or adoption, you should review both the primary and contingent beneficiaries on your policies and investments. Outdated beneficiary choices could result in unintended payment of benefits that may be due at the time of your passing. Beneficiaries for payroll related leave payout is determined by the most recent name listed on beneficiary forms in employee personnel file. Employees may contact the specific 403(b) and 457(b) [vendor](#) to request beneficiary changes. Please contact benefits@fscj.edu if you have any questions.

To edit your beneficiary designation in PeopleSoft, follow these steps:

- Sign into myFSCJ
- Select My Benefits
- Select Benefits Summary
- Choose Life under Type of Benefit
- Select Edit
 - Edit any current beneficiary(ies) or select "Add" to enter new beneficiary(ies), be sure to include percentages next to the primary and/or contingent beneficiary
 - Update totals
 - Save

To edit your 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

** If you prefer to use a paper form to file your beneficiary designation, complete the [Pension Plan Form](#) or the [Investment Plan Form](#) mail/fax the completed form to contact details for FRS listed at the top of this form.

[Tax Shelter Annuities 403\(b\) and 457\(b\)](#)

FSCJ offers all employees the opportunity to participate in tax shelter annuities. Tax sheltered annuities allow employees to save money for retirement while reducing their current income tax liability by deferring taxes on earnings and contributions until distributed. Contributing to a tax sheltered annuity is voluntary and contributions are made through payroll deductions transmitted to an approved participating [list of investment providers](#). You may contact a participating investment company of your choice at any time to enroll. Once enrolled you will need to provide a copy of account enrollment confirmation to include your name, company's name and account number along with a signed [Savings Plan Contribution Request](#) form to benefits@fscj.edu.

To edit or stop a 403b/457b deduction amount in myFSCJ, follow these steps:

- Select My Benefits tab
- Select Savings Summary under Benefits Information
- Select type of benefit (403b/457b)
- Select edit and change the deduction amount (dollar amount or percentage)
- Save

[Vision Benefits](#)

Effective 1/1/17, Florida State College at Jacksonville switched from Humana/Compbenefits to the new Humana Vision 130 plan on the Humana Insight Network. **The new group number is 774263.** Contact Humana customer service at (877) 398-2980 to discuss coverage details. You can also visit www.humana.com to view providers or register your account online. Please contact benefits@fscj.edu if you have any questions.

[Sick Leave](#)

An employee who anticipates being absent should notify their supervisor in advance when possible. Sick Leave is granted to full-time faculty and staff. When sick leave exceeds five (5) consecutive days a doctor's statement attesting to the employee's days of absence and ability to return to work shall be submitted to the supervisor and a copy to the Benefit's Office. Please contact benefits@fscj.edu for additional information and assistance.

[Veterans Preference Rule Revision](#)

Recent changes have been made to the Florida Administrative Code FAC 55A-7 concerning procedural aspects of veterans' preference in employment, reinstatement, and retention. The Human Resources

Recruitment Team is reviewing the changes and making necessary updates to our employment application, associated instructions, candidate communication and application review process. Once we have completed our review and needed changes we will provide supervisors with information about the new requirements.

[Back to top](#)