

HUMAN RESOURCES

[April 2020](#)

[Content](#)

[HR Key Events Calendar](#)

[Human Resources Contacts](#)

[Temporary Telecommuting Procedure](#)

[Families First Coronavirus Response Act \(FFCRA\)](#)

[Florida Blue Services](#)

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

[Beneficiary Designation](#)

[Summer Camps](#)

[Wellness Chatter](#)

[Training and Organizational Development](#)



[HR Key Events Calendar](#)

Faculty Colloquium	April 3
Memorial Day	May 25

[Contact Us](#)



[Human Resources Contacts](#)

Through this challenging time, the Office of Human Resources remains committed to providing collegewide services and support in areas of benefits, employee relations, HR information management, talent acquisition, and training and organizational development. The [contact us](#) page provides details on who and how to contact HR for help. Visit the [HR website](#) for additional

resources as well as current benefits resources regarding COVID-19.

[Back to top](#)

[Temporary Telecommuting Procedure](#)

The College has implemented a [temporary telecommuting procedure](#) to address the temporary move to working remotely (telecommuting) for all employees as a result of COVID-19. This procedure is available on the [HR desktop procedures](#) page. Since the move to working remotely applies collegewide, we are not requiring telecommuting agreements to be signed by each

employee. Each employee should continue to work with their supervisor regarding their daily schedule, assignments and any challenges encountered while working remotely.

[Back to top](#)

Families First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions apply to FSCJ employees and are effective April 1, 2020 through December 31, 2020. The College has committed to pay all employees for their regularly scheduled time through April 15, 2020; therefore, most provisions of the act will not impact employees until April 16, 2020. Join the College OnPoint call Friday, April 3 to hear more discussion on FFCRA, and [click here](#) for the required notification to employees about this act. Please contact humanresources@fscj.edu for assistance.

[Back to top](#)

Florida Blue Services

Florida Blue members can continue to access valuable health information and resources, including care decision support, an online provider directory to find doctors, hospitals, and pharmacies worldwide. Find these and additional interactive web-based support tools [here](#). [Additional resources](#) are also available to help keep employees and their families safe and healthy.

[Back to top](#)

The SECURE Act

Also known as the “Setting Every Community Up for Retirement Act”, The SECURE Act addresses a wide variety of retirement planning topics and aims to increase access to tax-advantaged accounts while preventing older Americans from outliving their assets. Effective January 1, 2020, this act empowers plan sponsors to help their employees attain lifelong financial security by targeting three gaps in their retirement policy:

- The Access Gap – Not enough Americans have access to an employer-sponsored retirement plan.
- The Savings Gap – Most American’s aren’t saving enough for retirement.
- The Guarantee Gap – Many Americans lack access to in-plan products that can guarantee income throughout retirement.

See more details on how the SECURE Act might impact your financials plans [here](#).

[Back to top](#)

Health Advocate Employee Assistance (EAP) Reminder

The Employee Assistance Program (EAP) through Health Advocate is a short-term, confidential counseling as well as crisis intervention service provided for employees. College employees and their families can access needed support at no cost on the following:

- *Work/life Services*
- *Resources*
- *Webinars*
- *Emotional Wellbeing*
- *Personal Growth*
- *Relationships*
- *Financial*
- *Legal*
- *Health*
- *Summer Camp Locators*

The Health Advocate staff follows careful protocols and complies with all government privacy standards. All medical and personal information is strictly confidential, and privacy protected. Visit [Health Advocate](#) to find useful information on a wide range of topics. Contact the 24-Hour CARELINE at 877-240-6863 or send an email to answers@HealthAdvocate.com with questions.

[Back to top](#)

[Beneficiary Designation](#)

Choosing beneficiaries and keeping them up-to-date is an important 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. Beneficiaries for payroll related leave payout is determined by the most recent name listed in the employees' personnel file. Outdated beneficiary choices could result in unintended payment of benefits. Employees may update their beneficiaries with the College and FRS as described below, and should contact the specific 403(b) & 457(b) vendor to request beneficiary changes. Please contact benefits@fscj.edu for questions.

To add/edit a beneficiary in PeopleSoft follow these steps:

- Sign in myFSCJ.
- Select My Benefits.
- Select Benefits Summary.
- Choose **Life** under "Type of Benefit" header.
- Select Edit.
 - Edit any current beneficiaries or select Add to add new beneficiary(ies). Be sure to include percentages next to the primary and/or contingent beneficiary.
 - Update totals.
 - Click Save Button.

To add/edit a 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.

[Back to top](#)

[Summer Camps](#)

As we await the decision to be made regarding face-to-face summer classes and any potential impact to summer camps as well, coordinators should be reminded that all summer camp personnel must go through the background screening process annually. This applies to first-time and returning summer camp personnel including those currently employed by FSCJ. The only exception is for volunteers who assist on an occasional basis for less than ten (10) hours per month. Summer camp workers must also complete an Affidavit of Good Moral Character form annually. Both the results from the background screening and the Affidavit of Good Moral Conduct are to be forwarded to Human Resources. For more detailed information, see the [Summer Camp desktop procedures](#).

[Back to top](#)

[Wellness Chatter](#)

YMCA First Coast Games (FCG) Postponed

The FCG games have been postponed until May with plans to kick off the events with Camp Day at Camp Immokalee. Participants should continue to check the YMCA Facebook page for the most up to date information as schedules continue to change.

Corporate Run

The Jacksonville Corporate 5K Run has been postponed and a date will be determined in the Fall. Once a date has been confirmed, FSCJ employees will be notified and provided details on how to register.

[Back to top](#)

[Training and Organizational Development](#)

Training and Organizational Development (TOD) will continue to provide weekly email updates of classes for faculty and staff. This will include face-to-face classes conducted online through Canvas Conferences (unless otherwise advised), and regularly scheduled on-line classes. TOD understands that access to technology will vary and will work to make the courses as easy as possible to access. Contact hrtraining@fscj.edu for help and advice.

Faculty Colloquium

The annual Faculty Colloquium will be held Friday, April 3, and will offer a series of helpful on-line classes. Click [here](#) for a complete program and instructions on how to sign up. After signing up through myFSCJ, you can virtually attend from any device.

Professional Development

Click [here](#) for video or written instructions on how to enroll in professional development courses. View the [Training and Organizational Development website](#) for a variety of helpful professional development resources. Please contact hrtraining@fscj.edu with general questions about classes or issues registering. The following offerings are 1% salary incentive approved.

Date	Time	Location	Topic	Class Number
Friday, April 3	8 a.m. – 9 a.m.	Online	AFPD 6809 – Practicing Mindfulness	6464
Available through Monday, April 27	Not applicable	Online	AFPD 4071 – Introduction to myIMPACT	5171
Available through Tuesday, April 28	Not applicable	Online	AFPD 3173 – Best Practices for Telecommuting	6467
Available through Thursday, April 30	Not applicable	Online	AFPD 3305 – Canvas Beyond the Basics	5408
Available through Thursday, April 30	Not applicable	Online	AFPD 3114 – Canvas at FSCJ: Basic Training	5412

[Back to top](#)