

# HUMAN RESOURCES

## August 2018

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### HR Key Events Calendar

Convocation 2018	August 30
Fall Term Begins	August 31
Labor Day	September 3

### Certificate Program: Managing at FSCJ


Training and Organizational Development continues to offer the Managing at FSCJ certificate program, open to all employees. This program provides effective manager training in a student-centered, diverse environment and offers managers tools to be effective as they supervise the day-to-day operations of staff and faculty. This competency-based program is designed for current managers, as well as any employee interested in future management roles. Participants will learn skills that are directly applicable to supervision at FSCJ. Please visit our [website](#) for more information about this program. All courses rotate throughout the year to allow various opportunities to enroll. For general questions, contact [HRtraining@fscj.edu](mailto:HRtraining@fscj.edu).

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### Perks at Work Program

As the summer comes to an end, remember the Perks at Work Program offers discount options year around. Although tempting, please refrain from shopping and/or taking advantage of these offers during work hours.

To manage the Perks at Work email notifications, [log in](#), and follow these steps.

- Click this icon  at the top of the page
- Select Email Settings
- Choose a preferred frequency
- Click Update Frequency to save
- Select preferences for types of notifications (this will automatically save)

Employees may also opt to stop receiving all emails by selecting “unsubscribe”.

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## [Exempt Employees Requesting a Secondary Job](#)

As a reminder, given the demands inherent in exempt roles, it is a critical expectation that an employee consults with their supervising administrator **prior** to taking on any secondary job at the College, including an adjunct assignment. The College has established a limit of four (4) credit hours per semester in an adjunct roll at FSCJ for full-time exempt employees. As part of the approval process, the [Request for Secondary Job Approval](#) form must be completed with all required signatures and returned to Human Resources **prior** to beginning a secondary job.

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## [Jaguar Ticket Promotion](#)

The Jacksonville Jaguars are offering special ticket pricing for FSCJ employees, students and alumni to all home games this season. Learn more and view special pricing details [here](#).

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## [Professional Development Catalog](#)

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

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Topic</b>	<b>Class Number</b>
Tuesday, August 7	9a.m. – 11 a.m.	AO-204	AFPD 5162 – Creating and Using Project Plans for Beginners	4487
Tuesday, August 14	9 a.m. – noon	AO-204	AFPD 5219 – Foundations of Management	4415
Thursday, August 16	1 p.m. – 2:30 p.m.	Downtown Campus Room A2102D	AFPD 1102 – Mediaspace	4173

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