

HUMAN RESOURCES

August 2019

Content

[HR Key Events Calendar](#)

[myIMPACT – Reminder](#)

[FSCJ’s Leadership Academy](#)

[Florida Blue – Diabetes Prevention Program](#)

[Perks at Work Program](#)

[Clearance Form](#)

[Training and Organizational Development](#)



HR Key Events Calendar

Convocation	August 22
Fall Term Begins	August 26
Labor Day	September 2

myIMPACT

myIMPACT Reminder

The first cycle of establishing at least one SMART goal and IDP’s for all full-time administrative, professional, career employees is now open with a due date of September 1. (Establishment of a SMART goal and/or IDP is at the supervisor’s discretion for regular part-time career employees.) **Introduction to myIMPACT, myIMPACT SMART Goals & IDP’s** [training and separate walk-in sessions](#) are available along with additional [instructional resources](#). If you attended training prior to June 6th, please remember to reference the recent [IDP process update](#) and replace this portion of your training manual. Please continue to review tasks on your dashboard once logged into **myIMPACT**.

The Adjunct evaluation process for the 2019-20 academic year will begin August 21. All Adjunct employees are expected to attend training sessions on the new **myIMPACT** system. A detailed communication to all Adjunct employees will go out within the next week. Please contact HumanResources@fscj.edu with questions.

[Back to top](#)

FSCJ’s Leadership Academy

Watch for details in the coming weeks on applying to our 2019-2020 Leadership Academy! Ten employees successfully completed the inaugural program last year and it is almost time to find the next group of outstanding participants.

[Back to top](#)


[Florida Blue - Diabetes Prevention Program](#)

The Better You Diabetes Prevention Program is a lifestyle change program that's designed to help members lose weight, adopt healthy habits, and reduce the risk of developing type 2 diabetes. The program meets weekly for 16 weeks, then monthly for the balance of a year. Those who qualify will choose from a range of in-person and virtual options, including Weight Watchers®, HealthSlate and Retrofit. The program is available at **no additional cost** to members who qualify. Members who enroll and complete four weeks, will receive a Fitbit® at no additional cost. Visit solera4me.com/fcsrnc and take the 1-minute quiz to see if you qualify. Members who have provided Florida Blue an email address for communication will be sent additional information about this exciting new program and how to sign up. For questions please call 855-717-8813, Mon-Fri between 9:00 a.m. and 9:00 p.m.

[Back to top](#)

[Perks at Work Program](#)

As the summer comes to an end, remember the Perks at Work Program offers discount options year around. Employees can find deals and earn **WOW**Points on travel, tickets, electronics, restaurants, and much more. As an FSCJ employee, [registration](#) is easy. 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”.

[Back to top](#)

[Clearance Form](#)

There are six tasks on the [Clearance Form](#) that require supervisor and employee sign-off when an employee leaves FSCJ or moves internally to another department:

- All equipment & property (computers, cell phones, iPads, uniforms, keys, etc.) have been returned
- Any Procurement Card in the employee's name has been deactivated
- All property assigned to the employee has been transferred
- All leave has been entered and approved in myFSCJ
- The Termination Request has been completed in myFSCJ
- All reporting changes for the employee's direct reports have been requested

By initialing and signing the form, the supervisor and employee are certifying that the tasks have been completed.

[Back to top](#)

[Training and Organizational Development](#)

Certificate Program of the Month – Technology

The Technology Certification program is designed to help participants build upon their technology competency and advance their technology skills. Courses on Office 365, Windows 10, SharePoint, SWAY, One Note and ARC as well as eight hours from elective technology courses comprise the program. Technology AFPD courses taken prior to pursuing this certificate can contribute to earning the Technology Certificate. To successfully complete the program, staff members must complete 12 hours of required courses and 8 hours of elective courses, then submit the [Course Tracking Sheet](#) to hrtraining@fscj.edu. Click [here](#) for more information.

Professional Development

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 with general questions about classes or issues registering. The following offerings are 1% salary incentive approved.

Date	Time	Location	Topic	Class Number
Tuesday, August 13	10 a.m. – noon	Kent Campus C-100A	AFPD 3522 – Advanced Video Editing	5778
Tuesday, August 20	1 p.m. – 3 p.m.	Downtown Campus A-3040X	AFPD 1102 – ARC aka Studio	4111
Wednesday, September 4	2 p.m. – 3 p.m.	Downtown Campus URC-212	AFPD 4071 – Introduction to myIMPACT	5574

[Back to top](#)