

HUMAN RESOURCES

December 2017

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HR Key Events Calendar

Christmas Holiday and Winter Break	December 25 - December 31
New Year's Day	January 1
College Designated Holiday	January 2
Professional Development Day	January 5
Spring Term Begins	January 8
Martin Luther King, Jr., Holiday	January 15



YMCA First Coast Games

In Spring 2018, FSCJ will once again participate in the YMCA First Coast Games. This sports event allows 100 FSCJ employees to play on competitive teams against other local companies. Employees can [sign up](#) for Basketball, Flag Football, Bowling, Golf, a 5k run/walk and a new Healthy Living Challenge. The new Healthy Living Challenge involves 10 employees in a two-month competition from April to May and a chance to improve key biometrics with additional support provided by the YMCA. All FSCJ participants will be eligible to participate in an Opening and a Closing Ceremony and receive an FSCJ First Coast Games t-shirt. Events are scheduled from March to June, and a team leader will contact

participants after registering to confirm the specific sport(s) of interest. Visit the [HR Wellness](#) page for more details on how to register or contact hrtraining@FSCJ.edu with questions.

Professional Development Day

The second annual Collegewide Professional Development Day is scheduled for Friday, January 5, 2018, 8:30 a.m.-3 p.m. All faculty and staff are invited to participate in this day of constructive learning and growth. A myriad of specially designed courses will be available that align with the three workshop tracks: Administrative Support, Educational Technology, and Social Justice and Inclusion. All employees are encouraged to attend with supervisor approval. A full course schedule is available [here](#).

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Health Advocate Employee Assistance (EAP) Reminder

Employee Assistance Program (EAP) Counselors can help with stress, depression, anxiety, marital relationships, family and parenting issues. The EAP offered through Health Advocate, is a short-term, confidential counseling as well as crisis intervention service provided for employees. Work/Life specialists find supportive services, check availability and make the referrals to help with eldercare, childcare, legal concerns, financial issues, time management, parenting, adoption and much more. This program provides College employees with real support when needed to include:

- Up to eight free sessions per year for employee and family
- There is no cost to use the service
- 24-Hour CARELINE 877-240-6863

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 or send an email to answers@HealthAdvocate.com.

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Health Insurance Identification Cards

Florida Blue ID Cards:

Florida Blue will generate ID cards as necessary to include new employee cards, cards to employees who changed plans during Open Enrollment and in certain circumstances, cards that appear to be duplicate cards for employees with no updates or changes. There are periodic updates to the magnetic strip on the back of employee cards, which would necessitate the production of a new card. If employees DO NOT receive their Florida Blue ID cards they should contact Florida Blue Customer Service at 1-800-352-2583.

Delta Dental ID Cards:

Delta Dental will generate ID cards as necessary to include new employee cards and cards to employees who changed plans during Open Enrollment. Employees can access dental cards at [Delta Dental](#).

Humana (Vision) ID Cards:

Humana will generate ID cards as necessary to include new employee cards and cards to employees who changed plans during Open Enrollment. Employees can access vision ID cards at [Humana Vision Care](#).

VSP ID Cards for employees on the Consortium's Dental/Vision Plan:

Employees can [log in](#) to their accounts to view a list of providers and access vision ID cards.

If you have benefit questions, please email benefits@fscj.edu.

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[New Employee Onboarding Program](#)

In order to provide new hires with a more welcoming and consistent onboarding experience, Human Resources has made several changes to the onboarding program. The monthly orientation program has been combined with the benefits presentation and is offered twice a month. This will allow new hires to learn about the College, see a demonstration of the employee portal, and get help with benefits enrollment. As a direct result of recent suggestions to improve the onboarding experience, the Office of Human Resources has developed a [Supervisor Checklist](#). This checklist will help supervisors ensure that the new hire experience begins with a positive interaction. Contact hrtraining@fscj.edu for more information or suggestions.

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[Sick Leave Personal](#)

Sick Leave Personal is not an additional bucket of time available to full time Absence Management participating employees, but is a component of Sick Leave:

- Employees can use up to 32 hours of Sick Leave for personal reasons; the employee does not have to be sick to use it.
- Sick Leave Personal is taken from the Sick Leave balance, so if Sick Leave is unavailable, Sick Leave Personal cannot be taken.
- If the entire 32 hours is not used within the current calendar year, the remainder is not carried to the next calendar year; the 32 hour count starts over each January 1.


“F. Leave for personal reasons shall not exceed four (4) days (32 hours) for any one (1) calendar year; provided, however, that such absences for personal reasons shall be charged only to accrued sick leave; and provided, further, that leave for personal reasons shall be non-cumulative from calendar year to calendar year.” [\[APM 03-1005, Sick Leave\]](#)

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[Perks at Work Program](#)

With holiday shopping in full swing, offers available through the Perks at Work Program may be a cost savings option. 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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[Work Schedule in myFSCJ](#)

It is best practice for employees to review the Work Schedule to which they are attached, especially when schedules change. Employees can review their schedule on my.FSCJ.edu at Employees > My Time > View Time > Monthly Schedule. Work schedules directly impact the number of hours employees are charged for a day of leave so employees have a vested interest to ensure that they are set up under the correct Work Schedule. Supervisors are able to correct inaccurate Work Schedules as needed.

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[Sick Leave Personal](#)

Sick Leave Personal is a component of Sick Leave and is available to eligible full-time employees. When using Sick Leave Personal, remember:

- Employees can use up to 32 hours of Sick Leave for personal reasons; the employee does not have to be sick to use it.
- Sick Leave Personal is taken from the Sick Leave balance. Therefore, if Sick Leave is unavailable, Sick Leave Personal cannot be taken.
- If the entire 32 hours is not used within the current calendar year, the remainder is not carried to the next calendar year; the 32-hour count starts over each January 1.

Please contact HRInfoMgt@fscj.edu with any questions.

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