

HUMAN RESOURCES

December 2018

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HR Key Events Calendar

College Designated Holiday	December 24
Christmas Holiday and Winter Break	December 25-31
New Year's Day Holiday	January 1
Professional Development Day	January 4
Spring Term Begins	January 7
Martin Luther King, Jr., Holiday	January 21

We are proud to present the third annual Collegewide
Professional Development Day
SAVE THE DATE!
Friday, January 4, 2019 | 8 a.m.-3 p.m.

[LEARN MORE](#)



Professional Development Day

Join us for the third annual Collegewide Professional Development Day Friday, January 4, 2019, 8 a.m.-3 p.m., at the Advanced Technology Center (ATC). 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 fall under one of three workshop tracks: Work-Life Enhancement, Safety and Security, and Educational Technology.

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YMCA First Coast Games

FSCJ will once again be participating in the YMCA First Coast Games. This event allows 100 FSCJ employees to play on competitive teams against other local companies and participate in Opening and Closing Ceremonies. Employees can [register](#) at no cost by selecting the FSCJ logo under the competing teams section. A team leader will contact participants after registering to

confirm the specific area of interest including **basketball, bowling, flag football, kickball, soccer, and volleyball**. Activities

start in March 2019 and end early June 2019. FSCJ participants will receive an FSCJ First Coast Games t-shirt. Visit the [HR Wellness](#) page for more details on how to register or contact hrtraining@FSCJ.edu with questions.

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[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. Access to [health and wellness blogs](#) that discuss topics such as avoiding the “Bah Humbug” feeling this season is a great benefit offered with this program. Employees can [log in](#) to view a wide range of topics or send an email to answers@HealthAdvocate.com for [additional details](#).

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[Earned Degree Recognition](#)

We would like to recognize and congratulate the following employees who recently received a degree and completed the [Earned Degree Recognition steps](#).

Martina Perry

Education Specialist Degree in Educational Leadership
Liberty University

Shannon Oliver

Master of Art
Lewis University

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[Viewing Current Annual and Sick Leave](#)

Leave balances updates are processed by Absence Management twice a month. Only leave that has been submitted, supervisor approved, and is prior to or in the current pay period is included in updated balances. Leave requested for future dates are not included. Employees can view their annual and sick leave balances in two locations:

- On the myFSCJ home page under the Leave Balance tab.
- On the myFSCJ home page under Employees > My Time > View Time > Absence Balances.

See Time & Absence due dates in yellow on the [Payroll Calendar](#) for monthly deadlines.

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[Sick Leave Personal](#)

Sick Leave Personal is a component of Sick Leave and is not viewed as an additional bucket of time available to full-time Absence Management participating employees.

- 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.

“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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[Public Service Loan Forgiveness](#)

The [Public Service Loan Forgiveness Program](#) offered by the Department of Education forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer. Employees should submit the Employment Certification form to the HR Office for completion via interoffice mail or in person to better ensure the protection and safety of sensitive information. Contact HR at (904) 632-3210 with any questions.

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[Florida Minimum Wage Increase](#)

Florida is raising its minimum wage to \$8.46 an hour, up 21 cents from \$8.25. The increase will go into effect January 1, 2019. FSCJ employees who are affected will see the new rate reflected in their check on January 23, 2019.

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[Hurricane Michael Relief](#)



Two of our sister colleges, [Chipola College](#) and [Gulf Coast State College](#), are accepting relief donations for those impacted by Hurricane Michael. Please visit their sites to learn more.

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From Human Resources