

# HUMAN RESOURCES

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### [HR Key Events Calendar](#)

<a href="#">#GivingTuesday</a>	December 3
Christmas Holiday and Winter Break	December 23 – December 31
New Year's Day Holiday	January 1
Professional Development Day	January 3
Spring Term Begins	January 6
Martin Luther King Jr. Holiday	January 20
Wellness Fair 2020	February 28

### [#GivingTuesday](#)

#GivingTuesday is December 3, 2019, and there is still time to participate. This global giving movement aims to inspire people, businesses and communities to come together for one common purpose – to make a difference for causes they care about most. FSCJ students, faculty, staff and alumni are invited to participate in this annual day of giving back to the community and showing #FSCJCares. See details below or visit [fscj.edu/givingtuesday](http://fscj.edu/givingtuesday) to learn more on how to get involved.

- **Contribute** - Make a financial contribution to the FSCJ H.O.P.E. Food Pantry. Your generosity will provide the funds necessary to help the pantry stock its shelves. The first \$10,000 raised will be matched by an anonymous donor.
- **Donate** - Donate nonperishable food items to the [FSCJ H.O.P.E. Food Pantry](#) to help FSCJ students who are facing food insecurity.

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### [The CARE Project Update](#)

The final deadline for all Position Description Questionnaire's (PDQ's) to be submitted to Human Resources is **December 5, 2019**. Employees should have completed their portion of the PDQ and it should now be under review by the Manager's Manager who is responsible for the final submission to Human Resources. Human Resources will then submit all PDQ's to Gallagher Benefit Services, Inc. (GBS) consultants for review. Please send questions and comments to [thecareproject@fscj.edu](mailto:thecareproject@fscj.edu).

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## [Professional Development Day](#)

Join us for the fourth annual Professional Development day Friday, January 3, 2020, 8 a.m. – 3 p.m. at the Advanced Technology Center (ATC). This day of constructive learning and growth will kick off with keynote speaker, Gert Garman from Valencia College, and continue with sessions focused on the four workshop tracks: FSCJ Values, Educational Technology, Institutional Effectiveness and Canvas Training. All sessions are 1% eligible. Contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) for any questions.

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## [Knowledge Base Articles](#)

The Help Center has Knowledge Base Articles available on numerous topics within categories like Canvas, Email, MyFSCJ HR & Payroll, and more! Employees should be aware that these articles have detailed instructions that can aid them in their position and responsibilities at FSCJ. To view articles in [my.fscj.edu](http://my.fscj.edu), follow these steps:

- Choose the Help Center tab at the top of the page.
- Select "Visit help.fscj.edu".
- View the Support section, then scroll to Explore the Knowledge Base and select "FSCJ Knowledge Base". Employees can then choose from over 200 articles in 14 categories.

HR specific articles are listed under the MyFSCJ HR & Payroll category. Process articles include how to enter an absence request, how to view or designate a beneficiary, how to assign a work schedule, and many more.

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## [Home & Mailing Address Updates in myFSCJ](#)

It is imperative that employees update their home and mailing addresses in myFSCJ as this is where important documents and official mail is sent. To verify or update a home and/or mailing address in myFSCJ, follow these steps:

- Log into [my.fscj.edu](http://my.fscj.edu).
- Navigate to the top right hand corner next to employee name.
- Click the down arrow.
- Click "Change Address".
- To correct home or mailing address, click "Edit".
- Update, then click "Save".

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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 under [Board Rule 3.3 Pay Plan \(3\)\(F\)](#). As part of the approval process, a [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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## [Jury Duty Leave Requests](#)

Employees are able to request leave for Jury Duty by submitting supporting documentation and supervisor/manager approval to Human Resources. The benefit of paid Jury Duty leave is only for full-time employees per [APM 03-1009 – Leave for Witness or Jury Service](#). Employees are to request annual leave for the day(s) taken. Once leave is approved by the supervisor/manager, the form and supporting documents should be emailed to [HRInfoMgt@fscj.edu](mailto:HRInfoMgt@fscj.edu). HRIM will then administratively update the leave to Jury Duty.

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## [Wellness Chatter](#)

FSCJ employees are invited to register for the 2020 YMCA First Coast Games. This event provides a fun opportunity for employees from all campus locations to join a co-ed sports team and compete against local companies. Activities start in March 2020 and the free registration includes an FSCJ First Coast Games t-shirt, free visits to any YMCA, a Healthy Living Challenge, and access to the Opening and Closing Ceremonies. To join the FSCJ team, visit the [First Coast YMCA Games](#) site and select the FSCJ logo. Contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) with questions.

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## [Training and Organizational Development](#)

### **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](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>
Thursday, December 5	9 a.m. – 10:30 a.m.	North D300G	AFPD 7581 – Student Recruitment and Admissions 101	5688
Tuesday, December 10	9 a.m. – 10 a.m.	Downtown AO 204A	AFPD 4074 – Coaching for Impact	5669
Tuesday, December 10	1:30 p.m. – 3 p.m.	Downtown AO 204A	AFPD 5221 – Successfully Using Emotional Intelligence	5642
Wednesday, December 11	10 a.m. – 11:30 a.m.	Kent 100C	AFPD 3529 – YouTube A Complete Guide	6608

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