



February 2017

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[HR Key Events Calendar](#)

Spring Break (College Closed)	Monday – Sunday, March 20-26
Personal Health Assessments	April 4-6, 13, 18, 20

Compliance Training

In the January HR newsletter, it was announced that a new compliance training platform was being launched. The initial two required courses for all employees are “Discrimination and Harassment Prevention for Higher Education” and “Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act”. By now, you should have received an email confirming your registration for online courses offered by Workplace Answers, our contracted vendor. These interactive courses contain many interesting real-life situations and can be completed on any computer with access to the internet. It is mandatory that you complete the courses within 30 days of receiving the email notice. Links to interactive courses are personalized and should not be forwarded or shared. If you have any questions, contact hrtraining@fscj.edu.

Campus Solutions (CS) Training

Training has begun for the Admissions portion of Campus Solutions. We will soon be sharing video tutorials and training materials on our Training and Organizational Development website, training.fscj.edu. On the training home page, select MyFSCJ Training, then Campus Solutions (CS).

Wellness Program

The 2017 FSCJ Employee Wellness Program is supported by the Florida College System Risk Management Consortium (FCSRMC) and Florida Blue. Program highlights include participation incentives, a free Personal Health Assessment, and health workshops. The 2016 program was a great success with nearly 700 employees earning Blue Rewards points towards gift cards and over 300 completed Personal Health Assessments. Click [here](#) to sign up for upcoming wellness seminars. Seminars are open to all employees and may be considered work time with supervisor's pre-approval.

Day	Date	Time	Campus	Room	Topic
Wednesday	March 8	12:00 - 1:00	Downtown Campus	ATC T-140	Understanding Organic Food
Wednesday	April 12	12:00 - 1:00	South Campus	N-236	Master Your Motivation
Wednesday	May 17	12:00 - 1:00	North Campus	A-171	Deskercise

403(b) Plan and 457(b) Deferred Compensation Plan

The 403(b) and 457(b) plans are valuable retirement savings options available through Florida State College at Jacksonville. This [Notice](#) provides a brief explanation of the provisions, policies and rules that govern the plans. Eligible employees may participate immediately upon employment and may contribute voluntary elective deferrals to both the 403(b) and 457(b) plans. Participants are vested in their contributions and earnings immediately.

IRS Form 1095-C

This tax form provides information about your health insurance coverage during 2016. The IRS changed the date employers have to provide this form from January 31st to March 2nd. You may file your 2016 tax return prior to receiving your 1095-C. Your Form 1095-C will be mailed to the home address the College has on file, however you can select electronic delivery when you receive an email notification from the College's third party administrator Greatland. The email will be sent from "Florida State College at Jacksonville <emailreplies@greatland.com>", with the subject line stating IMPORTANT TAX RETURN DOCUMENT AVAILABLE. For additional details, please review the attachment titled "IRS Form 1095-C FAQs."

YMCA First Coast Games Kickoff

For the 5th year in a row, FSCJ will be participating in the exciting First Coast Games. At the start of Spring 2017, employees will be able to join up to 6 various coed sports: dodgeball, bowling, flag football, soccer, tennis and ultimate frisbee. To get these teams started, we are looking for employees who are interested in being Team Captains. As a Team Captain, you would be involved in setting up your team, arranging practices and showing up for the event.

If you are interested in being a team captain or have questions, please email hrtraining@fscj.edu by March 1st. Watch for more information on how to sign up for the games at [YMCA First Coast Games](#). Registration should be available soon, and there is no cost to sign up.

Personal Health Assessments (PHAs)

The free Personal Health Assessments (PHAs) will be offered during the month of April and participation is open to all full-time employees (as well as covered spouses/partners) and those employees who have opted out of our insurance plan. The Blue Health screening appointment scheduler will be available in March and you will be able to reserve your space then. The PHA will only take 15 minutes and provides information on key bio-metrics like cholesterol and blood pressure as well as health coaching. Employees who have the College health insurance plan can earn Blue Reward points that are redeemable towards gift cards. **Earn a \$25-dollar gift card for only 100 points!** Points are awarded for participation and can also be earned based on your cholesterol, blood pressure, BMI, and non-smoker status. Appointments are considered work time with supervisor's pre-approval, and walk-ins are welcome! Please contact hrtraining@fscj.edu for information.

Day	Date	Time	Campus	Room
Tuesday	April 4	8:00 - 1:00	Deerwood Center	Academy-1206
Wednesday	April 5	1:00 - 5:00	South Campus	Lakeside
Thursday	April 6	8:00 - 1:00	Downtown Campus	A-1068
Thursday	April 13	8:00 - 1:00	Kent Campus	D-120
Tuesday	April 18	8:00 - 1:00	North Campus	A-236
Thursday	April 20*	12:00 - 4:00	Downtown	A-1068

*make up session

Performance Reviews

The time for performance reviews is rapidly approaching. Please begin planning accordingly and mark your calendars for the appropriate deadlines.

Faculty Evaluations:

- Pursuant to Article 11 of the [Collective Bargaining Agreement](#), all faculty on annual contract are to be evaluated once a year.
- Faculty on continuing contract are to be evaluated once every three years. The supervising administrator may evaluate a continuing contract faculty member more frequently if there are concerns regarding the faculty member's quality of instruction or

methodology. Per the Collective Bargaining Agreement, supervisors shall consult with faculty regarding perceived problems, in a timely manner, as appropriate.

- [Faculty Evaluation Forms](#)

Full-time and Regular Part-time Staff Evaluations:

- All full-time and regular part-time administrative, professional and career employees should have their annual evaluation conducted in May. Completed evaluations should be submitted to Human Resources no later than **Friday, June 2nd**.
- Evaluation forms for Administrative and Professional employees are prepared using Performance Impact Workplace (PIW) software. If you supervise Administrative and/or Professional employees and do not have PIW installed on your computer, please notify the Employee Relations Office at emprelations@fscj.edu.
- [Career Evaluation Forms](#)

[Humana Insight – Increased Vision Care Services](#)

Good news for employees. Effective January 1, 2017, if you use an in-network provider your frames are covered up to \$130.00, with a 20% discount on remaining balances after \$130.00. This discount will be applied for each 24 month period.

Diabetic eye care and testing is provided at no cost to employees, if you use an in-network provider, which includes the following:

- Examination – up to (2) services per year
- Retinal Imaging – up to (2) services per year
- Extended Ophthalmoscopy – up to (2) services per year
- Gonioscopy – up to (2) services per year
- Scanning Laser – up to (2) services per year

If you need to visit your eye care provider and have not yet received your vision ID card, you can visit [Humana's website](#) to view and print your vision ID card. Sign in/register for MyHumana then click on "Access your ID Card" under "Tools & Forms" in the lower right of your MyHumana home page or in the page's footer under "Tools & Resources". A new window will appear with links to the ID card or proof of coverage with the option to print if desired. You may also download the [MyHumana Mobile app](#) by searching "MyHumana" in the Google play or App Store. We encourage employees to use the MyHumana Mobile app and website to view vision claims, coverage details, locate providers in your network, and much more. Please contact benefits@fscj.edu if you have any questions.

[Health Advocate Employee Assistance Program \(EAP\)](#)

The Employee Assistance Program (EAP) through Health Advocate is a short-term, confidential counseling and/or crisis intervention service provided for employees. They offer professional support for personal and work/life issues. This program provides College employees with real support when you need it to include:

- Up to eight free sessions per year for you and your 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. Your medical and personal information is strictly confidential, and privacy protected. Visit www.HealthAdvocate.com/members to find useful information on a wide range of topics or send an email to answers@HealthAdvocate.com.

New IT Service Portal

Recently, the IT department announced that FSCJ's improved Information Technology Service Portal is now live. The site will continue to provide easy access to the IT Help Desk, with a few new features added to expand access to all services. Visit the new [website](#) to reset a password, submit a help ticket, explore the knowledge base, and to learn more about IT resources.

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