

HUMAN RESOURCES

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[HR Key Events Calendar](#)

President's Day	February 18
Wellness Fair 2019- Passport to Wellness	March 1
Spring Break	March 11 – March 17



[Wellness Fair 2019: Passport to Wellness](#)

The 2019 Wellness Fair will be held Friday, March 1, 2019 from 8:30 a.m. to 1 p.m. at the Advanced Technology Center. This year's theme, "Passport to Wellness" aims to promote the Employee Wellness Programs' five elements of health and wellness: Physical, Nutritional, Financial, Emotional/Social, and Spiritual. The event is open to all employees and will include live demonstrations/presentations, door prizes, personal health assessments, and free services through our College medical programs.

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[IRS Form 1095-C](#)

This tax form provides information about employees' health insurance coverage during 2018. The IRS requires employers to provide this form on March 4, 2019 and employees may file their 2018 tax return prior to receiving it. The Form 1095-C will be mailed to the home address the College has on file; however, employees can select electronic delivery once an email notification from the College's third party administrator, Greatland, has been received. 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 [IRS Form 1095-C FAQs](#).

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[Perks at Work – NEW Exclusive Offer](#)

[Taxes done FREE!](#)

United Way, in partnership with the IRS and FSCJ, offers free Facilitated Self-Assist (FSA) tax preparation software to employees, which can save each employee up to \$400 in tax preparation fees. Employees are able to prepare and e-file their federal and state tax returns at no cost, using a secure and private account with TaxSlayer. Employees are ensured to receive all federal tax credits to which they may be eligible. United Way provides free technical and tax expertise, if employees need help, 24/7 at FreeTaxHelp@uwnefl.org. FSCJ employees of all income levels are welcome to take advantage of this free exclusive FSCJ Perk by logging into [PerksatWork](#) and clicking the “exclusives” icon to get started. Questions can be directed to benefits@fscj.edu.

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[Summer Camps](#)

The 2019 Summer Camp desktop procedures are now available. As a reminder, all summer camp personnel must go through the background screening process annually. This applies to first-time and returning summer camp personnel including those currently employed by FSCJ. The only exception is for volunteers who assist on an occasional basis for less than ten (10) hours per month. Summer camp workers must also complete an Affidavit of Good Moral Character form annually. Both the results from the background screening and the Affidavit of Good Moral Conduct are to be forwarded to Human Resources. For more detailed information, see the Summer Camp desktop procedures or visit the [DCF web page](#).

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[Wellness Updates](#)

The [2019 FSCJ Employee Wellness Program](#) is supported by the Florida College System Risk Management Consortium (FCSRMC) and Florida Blue. Program highlights include a free biometric screening, an online health assessment, wellness seminars, and access to CafeWell. By using CafeWell, employees get support and guidance needed to help design a wellness program based on individual needs and interests. [The ADA and GINA Compliance Notice](#) from FCSRMC provides details about protection from disclosure of medical information.

Full-time employees enrolled in the College health insurance can earn a \$15 gift card for participating in biometric screenings and completing an online assessment. Beginning February 1, employees can log on to the CafeWell app and complete the online assessment. The first opportunity for the biometric screenings (blood pressure, glucose and cholesterol) will be at the College Wellness Fair on March 1. All full-time employees can participate in completing the biometric screening however, only those enrolled in the College health insurance are eligible to earn the \$15 gift card. Below are additional dates to complete the biometric screening:

Date	Time	Location	Room
Wednesday, March 27	8 a.m. - noon	Deerwood	A 1005
Thursday, March 28	8 a.m. - noon	Kent	D 120
Wednesday, April 3	8 a.m. - noon	South	Lakeside
Thursday, April 4	8 a.m. - noon	North	A 236

[Wellness Workshop](#)

[UF/IFAS Extension Duval County](#) is offering an exciting opportunity to attend a SMART Couples relationships skills class for free. These classes are perfect for couples who are dating, living together, engaged or married. Lots of fun activities and information will be available to couples. A free light meal will be provided during each session, and attendees may be eligible for gift cards.

[Wellness Webinar](#)

The Florida Blue Better You team invites you to join an interactive webinar on blood pressure control. This program is a great opportunity for employees to learn how to take steps to control blood pressure and speak with a nurse and pharmacist to get answers to in real time. Join a session and begin your journey to better health now!

Date	Time	Location	Topic	Register
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Wednesday, February 13	noon – 1 p.m.	Webinar	Your Medications and You	REGISTER
Wednesday, February 20	noon – 1 p.m.	Webinar	Nurture Your Heart	REGISTER

YMCA First Coast Games (FCG)

Sign up has already begun for FCG but there is still time to join the fun and [Sign Up!](#) There is no cost to participate and participants will receive a free t-shirt. The FSCJ team will be competing in bowling, soccer, football, basketball, and volleyball. In addition there is an opening Ceremony on Saturday March 2, a Healthy Living Challenge, a 5k at the Closing Ceremony in June and a free two week membership to the YMCA of your choice. Do not miss the fun! Contact hrtraining@fscj.edu with any questions.

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[Training and Organizational Development](#)

Professional Development Day 2019

On Friday, January 4th, over 250 faculty and staff collegewide enjoyed the third annual Professional Development Day. The keynote speaker, Christine Cashen, began the day with a humorous presentation, "*Carpe Chaos: How to Get Along, Get it Done and Have More Fun.*" The day continued with training workshops focusing on educational technology, safety, and work-life enhancement.

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
Monday, February 11	3 p.m. – 4 p.m.	North Campus Faculty Resource Center Room D304	AFPD 3114 – The Canvas Basics Training Course	6438
Tuesday, February 12	11 a.m. – noon	Administrative Offices Room AO-204A	AFPD 6804 – Mindfulness	6265
Thursday, February 21	6 p.m. – 7 p.m.	Downtown Campus FRC Room A2036	AFPD 4092 - The Canvas Basics Training Course	6439

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