

# HUMAN RESOURCES

## February 2020

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### HR Key Events Calendar

National Wear Red Day	February 7
President's Day	February 17
Virtual Learning Week	February 24 – 28
Wellness Fair 2020	February 28
Spring Break	March 9 – 15

American Heart Association®



### National Wear Red Day – February 7

The American Heart Association (AHA) on the First Coast invites FSCJ to wear red on National Wear Red Day. *Go Red For Women* strives to increase awareness of women and heart disease and also to inspire action to save more lives. On Friday, February 7 join the *Go Red for Women* movement by wearing anything red as a symbol of support of women's heart health. Join the conversation with hashtags **#WearRedDay**, **#JaxGoesRed**, or **#FSCJGoesRed** and post a photo on Wear Red Day. "Like" and follow the local AHA on [Facebook](#), [Twitter](#), and [Instagram](#) to get daily inspiration, quotes, news, healthy living tips and more. See campus group photo locations and times [here](#).

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## EMPLOYEE WELLNESS



### [Employee Wellness Fair 2020](#)

Human Resources along with the Wellness Committee invites all employees to enjoy a day of all things wellness at the annual Employee Wellness Fair on Friday, February 28, 8:30 a.m. – 1 p.m. in the Advanced Technology Center. Employees can explore vendor exhibits to learn more about services offered by the College and in the surrounding area. Highlights

for the 2020 wellness fair include: health screenings, seated chair massages, participation giveaways, exciting new healthy food options, prize drawings, and take-home information on a wide variety of wellness topics. All employees are encouraged to attend and bring a co-worker. Visit the [employee wellness page](#) for more wellness fair details and additional wellness program updates.

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### [The CARE Project Next Steps](#)

The Office of Human Resources continues to work with Gallagher Benefit Services, Inc. (GBS) in designing a classification and compensation system that is internally equitable and externally competitive through the completion of The CARE Project. Phase 1 of the project, consisting of informational sessions, establishing project scope, and instructing employees on how to complete a Position Description Questionnaire (PDQ) is now complete. Phase 2 involves gathering PDQ's, classifying all positions, then making recommendations to a classification and pay grade structure. GBS is currently surveying colleges and businesses to inquire about their compensation practices with an anticipated completion of Spring 2020. Once all of the data has been reviewed and finalized, GBS will deliver a final report to the College approximately August 2020. To stay informed with updates throughout this project please visit The CARE Project [website](#). If you have any questions, please contact [thecareproject@fscj.edu](mailto:thecareproject@fscj.edu).

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### [403\(b\) & 457\(b\) Plan Update and Financial Wellness Drawing](#)

As a reminder, effective January 1, 2020 the College has transitioned to a two-provider platform. We are pleased to announce that AIG (formerly VALIC) and TIAA will continue as investment providers. Plan participation has since increased by 35% along with over a 50% increase in contributions. Employees who completed a salary reduction agreement with a deduction start date of January 8, and those who currently contribute and continue to contribute as of January 8, were entered into a drawing for a chance to win one of **three \$100.00\* gift cards**.

Congratulations to **William Mark, Paula Risko** and **Tonya Washington** who each won a \$100 gift card.

The 403(b) and 457(b) plans are valuable retirement savings options available through Florida State College at Jacksonville. This [Meaningful 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. To participate in a voluntary savings plan select Live Events under the My Benefits tab in PeopleSoft. Then select Savings Plan and pick the plan along with the amount to be deducted each pay period. For more information visit the [Human Resources Benefits](#) page or contact [benefits@fscj.edu](mailto:benefits@fscj.edu).

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### [IRS Form 1095-C](#)

This tax form provides information about employees' health insurance coverage during 2019. The IRS requires employers to provide this form on March 2, 2020 and employees may file their 2019 tax return prior to receiving it. The Form 1095-C will be mailed to the 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](mailto: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 - Free Tax Prep](#)

United Way RealSense has partnered with FSCJ to offer the Volunteer Income Tax Assistance (VITA) program. This program provides free Facilitated Self-Assist (FSA) tax preparation software to employees, for savings 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, and access to free technical and tax expertise 24/7 by contacting [FreeTaxHelp@uwnefl.org](mailto:FreeTaxHelp@uwnefl.org). 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](mailto:benefits@fscj.edu).

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## [Wellness Chatter](#)

### **Personal Health Assessment (PHA)**

The free Personal Health Assessments (PHAs) will be offered during the Employee Wellness Fair on Friday, February 28 and at other campus locations in the Fall. 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 Florida Blue screening appointment [scheduler](#) will help reserve your time slot. The PHA only takes 5 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 an Amazon \$15 gift card after completing the PHA and doing an on-line assessment. Appointments are considered work time with supervisor’s pre-approval, and walk-ins are welcome! Please contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) for information.

### **YMCA First Coast Games Kick Off**

All slots for the YMCA First Coast Games have been filled. Congratulations to the 100 employees who signed up to be a part of the largest FSCJ team ever! The Opening Ceremonies will be held on Saturday, February 29 at Fort Family Regional Park beginning at 9 a.m. The competitive events will kick off with bowling on Saturday, March 28 at Bowl America in Mandarin and conclude on Saturday, June 13 with a 5k and the Closing Ceremony at Winston YMCA on Riverside. Click [here](#) to view the sporting events schedule and feel free to attend and cheer on fellow employees as they compete. Contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) with questions.

### **Florida Blue Presents- Blood Pressure Control**

Take the steps to control high blood pressure and help the heart, body and mind stay healthy. Join this series and learn how to monitor blood pressure, understand medications, and take small steps toward healthier living. Create a self-care action plan to get follow-up coaching to stay on track.

**Your Medications and You** | Wednesday, February 12 12:30 p.m. – 1:30 p.m. [Register Now](#)

Blood pressure medications may be temporary or they may be necessary as part of your treatment plan for long term health. Learn the different types of blood pressure medications, how they work, tips for safe medication use and when to check in with your doctor. Don’t miss this chance to ask the Pharmacist your questions.

**Nurture Your Heart** | Wednesday, February 19 12:30 p.m. – 1:30 p.m. [Register Now](#)

Learn about the small healthy lifestyle changes you can make for your heart health. Receive tips to get enough sleep, add regular exercise, achieve a healthy weight, reduce salt intake, manage stress, be tobacco-nicotine free and limit alcohol to help lower blood pressure.

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## [Training and Organizational Development](#)

### **Math Conference**

The 4<sup>th</sup> Annual Mathematics Mini-Conference will be held on Thursday, February 13, 5:30 p.m. – 8 p.m. and on Friday, February 14, 8 a.m. – 2 p.m. at the Deerwood Center in the Academy Conference Center. All are invited to view the [conference program](#) and register.

### **Virtual Learning Week**

During the week of February 24-28 TOD will offer a number of great on-line professional development opportunities for individual and team participation. Here is just a sample of the course offerings: Canvas (Quizzes, Rubrics, Grading, etc.), Cross-Racial Mentorship, Taking Back Your Health and Life, Sharepoint, Making Values Valuable Part 2, Being an Effective Team Member and more. The courses are 1% approved and many courses will be a gateway into one of our [professional](#)

[development certificate programs](#). The courses will be approximately 50 minutes in length. Course registration is required, and access will be available through Canvas Conferences. A full course listing will be released soon via email.

### Compliance Update

As a reminder, if you received an email on January 9 to complete Compliance Refresher training, it is very important to finish the training in a timely manner. Go out to [myFSCJ](#) and click on Compliance Training under the Links section on the right hand side. Contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) if you have any questions.

### 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.

Date	Time	Location	Topic	Class Number
Tuesday, February 11	9 a.m. – 10 a.m.	Downtown AO 204A	AFPD 4071 – Introduction to myIMPACT	5170
Thursday, February 20	11 a.m. – noon	Downtown AO 204A	AFPD 5182- Working through Stressful Changing Times	5280
Tuesday, February 25	10 a.m. – 11:30 a.m.	Kent Campus C-100A	AFPD 1022 – Intro to Photoshop	5320

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