

HUMAN RESOURCES

January 2019

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[HR Key Events Calendar](#)

Martin Luther King, Jr., Holiday	January 21
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.

our College medical programs.

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[YMCA First Coast Games](#)

FSCJ will once again be participating in the YMCA First Coast Games. This event allows 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. After registering, participants will be contacted by a team leader to confirm the specific sports of interest which include **basketball, bowling, flag football, soccer, and volleyball**. Based on popular demand,

FSCJ will have 2 bowling teams this year. Activities start in March and end in June. FSCJ participants receive a FSCJ First Coast Games t-shirt. Visit the [HR Wellness](#) page for more details including information about team captains or click [here](#) to register. Contact hrtraining@FSCJ.edu with questions.

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[National Wear Red Day - February 1st](#)

Florida State College at Jacksonville and the Employee Wellness Program have once again joined the American Heart Association (AHA) on the First Coast in wearing red on National Wear Red Day. Wear something red and show support to prevent heart disease and stroke on Friday, February 1, 2019. “Like” and follow the local AHA on [Facebook](#), [Twitter](#), and [Instagram](#) to get daily inspiration, photos, quotes, heart disease news, healthy living tips and more.

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[Florida Blue ID Cards](#)

Florida Blue only generates health insurance ID cards as necessary. This includes new member cards and cards to members who changed plans during Open Enrollment. In addition, there are periodic updates to the magnetic strip on the back of member cards, which would necessitate the production of a new card. If you did not receive new ID cards in December and should have please contact Florida Blue’s customer service at (800) 352-2583. Contact benefits@fscj.edu with general questions.

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[Florida Blue - Choosing a Doctor](#)

Employees in the College’s BlueCare 51 HMO medical plan are required to select a participating Primary Care Physician (PCP) from Florida Blue’s BlueCare HMO network and can do so at any time. To change your primary care physician online:

- Log in to [Florida Blue](#).
- Select My Account, Benefit & Claims Tab and select Change Primary Care Physician.

Employees in the College’s BlueOptions PPO plans do not have to select a PCP. The BlueOptions health benefit plans allow physician visits without a referral. Employees can minimize costs by selecting physicians within NetworkBlue who are general practitioners, internists or family physicians. Visit [Florida Blue](#) and select “Find a Doctor” to see if your physician matches these criteria.

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[Opt-in for Electronic W-2 Forms](#)

All employees have the option to **opt-in electronically** to receive 2018 W-2 forms. View [instructions](#) on how to receive your W-2 electronically.

Here are a few quick reminders about opt-in options:

- You will need to opt-in no later than January 15th.
- If you opted in last year, your election will not change unless you withdraw your consent.
- W-2 forms for employees who do not opt-in will be mailed on January 31st.
- Employees who opt-in for electronic delivery will receive an email once tax forms are ready for viewing no later than January 31st.
- Employees are encouraged to review and update mailing and contact information.

Please send any questions to payroll@fscj.edu.

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Training and Organizational Development

Managing at FSCJ Certificate Recipients

Training and Organizational Development would like to congratulate the following employees on completing the Managing at FSCJ Certificate program!

- Henry Harriford, Security Officer II
- Ellin Iselin, Patron Services Agent, Artist Series
- Janet Meigs, Administration Support Manager
- Jennifer Mullings, Director Curriculum Services
- Danielle Philipp-Edmonds, E- Learning Multimedia Graphic Designer
- Peter Shapiro, Director Creative Learning Services

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
Friday, January 18	2 p.m. – 4 p.m.	ATC-T241	AFPD 3073 - Gaining Competence in Social Justice and Inclusion Through Service Learning and Community Engagement	6159
Thursday, January 24	10 a.m. – noon	AO-204A	AFPD 1066 - Sharepoint	6243
Monday, January 28 - Monday, February 4	Self-paced	Online	AFPD 4092 - Student Mentoring That Works	6154

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