

HUMAN RESOURCES

January 2020

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HR Key Events Calendar

Martin Luther King Jr. Holiday	January 20
President's Day	February 17
Wellness Fair 2020	February 28
Spring Break	March 9 - 15

Employee Wellness Fair 2020

The 2020 Wellness Fair will be held Friday, February 28, 2020 from 8:30 a.m. to 1 p.m. at the Advanced Technology Center. This event aims to promote the Employee Wellness Programs' five elements of health and wellness: Physical, Nutritional, Financial, Emotional/Social, and Spiritual. All employees are encouraged to attend for a chance to participate in personal health assessments, free food and services, and speak with vendors about a variety of wellness options. Attendees can enter drawings for door prizes and receive additional treats as they explore booths.

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National Wear Red Day – February 7

Once again, Florida State College at Jacksonville and the Employee Wellness Program have joined the American Heart Association (AHA) on the First Coast in wearing red on National Wear Red Day. Go Red For Women encourages awareness of the issue of women and heart disease, and also action to save more lives. On Friday, February 7, 2020 join the Go Red for Women movement by wearing anything red as a symbol of support of women's heart health. "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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[myIMPACT Reminder](#)

Career and Professional employees should now have the December 2019 semi-annual review completed. Both managers and employees are encouraged to use the journal entry feature to record and activities throughout the year. In addition, Administrative employees should complete a December 2019 Check-in task with their supervisor. Check-ins are meetings between supervisor and employee regarding the employee's performance progress, individual development plan and goals. For help with myIMPACT please contact hrtraining@fscj.edu.

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[Insurance Identification Cards](#)

Florida Blue ID Cards

Florida Blue will generate health insurance ID cards as necessary. That may include 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. Employees who did not receive ID cards in December can contact Florida Blue's customer service at (800) 352-2583 or email benefits@fscj.edu for questions.

Delta Dental ID Cards

Delta Dental will generate ID cards as necessary to include new employee cards and cards to employees who changed plans during Open Enrollment. As a reminder, the Colleges' dental plan has recently moved to the Florida College System Risk Management Consortium (FCSRMC). All employees who were previously enrolled in Delta Dental will be issued new ID cards with the FCSRMC logo. Employees can contact benefits@fscj.edu for questions.

Humana (Vision) ID Cards

Humana will generate ID cards as necessary to include new employee cards and cards to employees who changed plans during Open Enrollment. Employees can access vision ID cards at [Humana Vision Care](#).

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

All employees have the option to **opt-in electronically** to receive 2019 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 15.
- 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 31.
- Employees who opt-in for electronic delivery will receive an email once tax forms are ready for viewing no later than January 31.
- Employees are encouraged to check their current "Consent Status" to be sure the status states: "Consent Received".

Please send any questions to payroll@fscj.edu.

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[Florida Retirement System \(FRS\) Workshops](#)

The Florida Retirement System (FRS) offers free and unlimited financial planning workshops for FRS-covered employees via webcast. Below is the webcast schedule for January 2020.

Date	Time	Topic
Tuesday, January 21	10 a.m. – noon	Income Tax Planning: Smart Planning for Your Taxes
Tuesday, January 21	1 p.m. – 3 p.m.	Social Security and Your Retirement

To Register:

By phone: 1-866-446-9377, Option 2

Online: Login to the [workshop registration page](#)

- Enter the data requested on the first page.
- Select “Attend a Workshop”.
- Select EMPLOYEE WORKSHOP and then select the workshop from the drop down list provided.

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Vacation Leave

Vacation leave for full-time non-instructional employees may be accumulated up to a maximum of 44 days or 352 hours (senior management up to a maximum of 60 days or 480 hours) as of the end of the calendar year. Accrued vacation leave in excess of the maximum on December 31 shall be transferred to sick leave on January 1 of the following year. Such vacation leave transferred to sick leave will be classified as non-compensatory accrued sick leave and cannot be used in the calculation of terminal sick leave pay per [APM 03-1003 – Non Instructional Vacation Leave](#).

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Wellness Chatter

YMCA First Coast Games

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. Visit the [First Coast YMCA Games](#) site and select the FSCJ logo to become a teammate for one of the following sports: basketball, bowling, camp day, dodgeball, football, frisbee, kickball, soccer, softball, tennis, top golf, and volleyball. Only 40 spots left so do not delay. Contact hrtraining@fscj.edu with questions.

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Training and Organizational Development

Save the Date: Virtual Learning Week

The week of February 24-28 we will be hosting our first ever Virtual Learning Week, with a number of synchronous on-line seminars for employees to take on-line throughout the week. Departments are encouraged to use some sessions as team building opportunities with employees joining to share in the learning.

Certificate Program News

Training and Organizational Development would like to congratulate our recent certification program participants:

- Bryan Stewart – Managing at FSCJ Certificate
- Barbara Knight – Managing at FSCJ Certificate, Administrative Assistant Certificate
- Jennifer Parker – Technology Certificate

Professional Development Day 2020 Recap

The 4th annual Professional Development Day kicked off on Friday January 3 with a great message from keynote speaker Gert Garman. Her interactive presentation gave the more than 150 participants an opportunity to connect our FSCJ values to real world situations. Throughout the day, participants selected from over 30 sessions that supported the major topic areas of Institutional Effectiveness and Advancement, FSCJ Values, Canvas, and Educational Technology. Many sessions were filled beyond capacity and session content feedback was extremely positive.

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
Thursday, January 16	1:30 p.m. – 3:30 p.m.	Downtown AO 204A	AFPD 5162 – Creating and Using Project Plans	5152
Wednesday, January 22	9 a.m. – 11 a.m.	Downtown AO 204A	AFPD 1022 – Excel	5208

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