

HUMAN RESOURCES

July 2019

Content

[HR Key Events Calendar](#)

[myIMPACT Reminder](#)

[The CARE Project](#)

[Salary Increase](#)

[YMCA First Coast Games Recap](#)

[Cancel Leave Request](#)

[Sick Leave Personal Update](#)

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

[Training and Organizational Development](#)



[HR Key Events Calendar](#)

Independence Day	July 4
Convocation	August 22

myIMPACT

[myIMPACT Reminder](#)

As mentioned in the [myIMPACT- Reminder & Update email](#) on June 10, [training sessions](#) for **Introduction to myIMPACT, myIMPACT SMART Goals & IDP's**, and separate walk-in help sessions are still available. July 1 starts the next review cycle for all full-time administrative, professional, career and regular part-time employees, and notifications have been pushed out. This acknowledgement phase includes the supervisor and employee signing off on the competencies for the performance review at the beginning of the review period. The next review for Professional and Career employees will be in December and Administrative employees in June 2020. Please continue to review tasks on your dashboard once logged into **myIMPACT**. As a reminder, the process to establish the IDP and at least one SMART goal begins July 1 with a due date of September 1. Please contact HumanResources@fscj.edu with questions.

[Back to top](#)

[The CARE Project](#)

The Office of Human Resources has partnered with Gallagher Benefit Services, Inc. (GBS) to launch a comprehensive review and assessment of the College's administrative, professional and career position classifications and salary index structure. The CARE Project – Classification > Acquisition > Retention > Equity – is designed to review our position classification structure including titles, job requirements and pay grades, and will take approximately 12 to 18 months to complete. While initial project work has

already started, in September we will hold informational sessions led by GBS to help further define project scope, to collect material from the College, and to instruct employees on how to complete a Position Description Questionnaire (PDQ). The CARE Project consists of 4 phases and will conclude with a final report delivered to the College in August 2020. The [email communication](#) sent on June 19 includes additional project details. Questions and comments can be sent to thecareproject@fscj.edu.

[Back to top](#)

[Salary Increase](#)

The District Board of Trustees approved the faculty Collective Bargaining Agreement (CBA) which was ratified by the faculty union on May 28. Included in the CBA is a provision for full-time faculty to receive a 3% increase to base pay effective August 21, 2019 for the 2019-20 academic year.

Full-time and regular part-time non-faculty employees will receive a 3% salary increase effective July 1, 2019. Eligible employees are those serving in a full-time or regular part-time position as of April 30, 2019, and continuing in a full-time or regular part-time position.

[Back to top](#)



[YMCA First Coast Games Recap](#)

Another exciting season of YMCA First Coast Games ended with a Closing Ceremony on Saturday, June 14. FSCJ teams competed against other Jacksonville companies in bowling (12 participants), soccer (10 participants), basketball (12 participants), flag football (15 participants), and volleyball (14 participants). All FSCJ teams were competitive with the basketball team holding on until the final game. In addition, 18 team members completed the Healthy Living Challenge, which involved free visits to the YMCA and an opportunity to improve individual biometrics. The 5k (20 participants) was the final event held before the Closing Ceremonies. All participating employees did well in their age groups!

[Back to top](#)

[Cancel Leave Request](#)

Employees have the ability to cancel submitted leave requests in [myFSCJ](#).

- Cancel the leave request if the time off is no longer needed for that specific date(s); if the employee attempts to submit a new request for the same date(s), they will receive an error message.
- Requests to cancel must include an explanation in the comments for audit purposes.
- The cancel leave request is routed to the supervisor, who should approve or deny the request.
- The supervisor then approves or denies the cancel request.
- Before approving a cancel leave request, supervisors need to ensure the request is valid by confirming the employee is working/has worked that day.
- If the supervisor approves the request, the employee can then EDIT the request to modify the date, leave type, or number of hours.

[Back to top](#)

[Sick Leave Personal Update](#)

Due to an issue in Absence Management that is affecting the calculation of Sick Leave Personal hours currently available, the Sick Leave Personal view listed in self-service has been temporarily removed to avoid further confusion. Please remember that Sick Leave Personal is not an additional bucket of leave available to employees, but a component of Sick Leave. Up to 32 hours of Sick Leave Personal can be taken from the Sick Leave balance annually. If an employee has a zero balance of Sick Leave, the system will automatically draw from the Annual Leave bucket. If no Annual Leave is available, the employee will be placed in

Leave Without Pay. Employees can review the number of Sick Leave Personal hours used for the current year by going to My Time > Absence Request History.

[Back to top](#)

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

The FRS offers free and unlimited financial planning workshops for FRS-covered employees via webcast. Below is the webcast schedule for July 2019.

Date	Time	Topic
Wednesday, July 10	10 a.m. – noon	Using the FRS to Plan for Retirement
Wednesday, July 10	1 p.m. – 3 p.m.	Investment Planning
Thursday, July 11	10 a.m. – noon	Education Planning
Thursday, July 11	1 p.m. – 3 p.m.	Understanding the FRS Investment Plan

To Register:

Login to the [workshop registration page](#)

- Select “Attend a Workshop”.
- In the county drop-down box select “EMPLOYEE Webcast- Live Stream” (to attend online) or “EMPLOYEE Workshop” (to attend in person).
- Select the desired workshop topic.
- Select the date you want to attend.

[Back to top](#)

[Training and Organizational 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, July 11	1 p.m. – 3 p.m.	Downtown Campus AO 204A	AFPD 5162 – Creating and Using Project Plans	4204
Tuesday, July 16	9 a.m. – 11 a.m.	Downtown Campus AO 204A	AFPD 5217 – How to Present and Build Presentations	4207
Tuesday, July 16	11 a.m. – noon	Downtown Campus AO 204A	AFPD 6804 – Mindfulness Part 1	4260
Tuesday, July 16	2:30 p.m. – 4 p.m.	North Campus, A222	AFPD 5190 – Student Recruitment & Admissions 101	4647
Thursday, July 25	2 p.m. – 3 p.m.	South Campus B201	AFPD 5190 – Distance Learning Proctored & Remote Testing	4296

[Back to top](#)