



## March 2017

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### HR Key Events Calendar

Personal Health Assessments	April 4-6, 13, 18, 20
Wellness Seminars	April 12, May 17
YMCA First Coast Games	April 22
Corporate 5K Run at Metro Park	May 4



### New HR Website

Human Resources is pleased to announce our new [Website](#) is now live. The updated site serves as a one-stop source for all Human Resources news, updates, forms, contacts and more. This modern, user friendly design aims to provide you, our valuable faculty and staff, with convenient access to tools and information necessary to work more efficiently in our effort to continue to deliver the highest quality service to our students and community.



### Absence Management Process Improvement

After careful review, the HR Information Management team removed the “forecast balance” function from Absence Management in PeopleSoft, effective March 16th. This function was intended to assist employees and supervisors with leave requests by forecasting a future leave balance to ensure employees had available leave to take paid

time off. It was determined that the forecasting option created confusion by not displaying current balances depending on the time of approvals, current vs. future work schedules, leave adjustments and timing of payroll processing. Additionally, the College allows employees to submit unpaid leave if they **do not** have enough leave hours in their balance. Therefore, forecasting balances is not necessary and added an extra step to the process. Please contact [HRInfoMgt@fscj.edu](mailto:HRInfoMgt@fscj.edu) with any questions.

## Performance Reviews

The time for performance reviews is approaching. Please plan accordingly and mark your calendars for the appropriate deadlines.

### **Faculty Evaluations:**

- Pursuant to Article 11 of the [Collective Bargaining Agreement](#), all faculty on annual contract are to be evaluated once a year.
- Faculty on continuing contract are to be evaluated once every three years. The supervising administrator may evaluate a continuing contract faculty member more frequently if there are concerns regarding the faculty member's quality of instruction or methodology. Per the Collective Bargaining Agreement, supervisors shall consult with faculty regarding perceived problems, in a timely manner, as appropriate.
- [Faculty Evaluation Forms](#)

### **Full-time and Regular Part-time Staff Evaluations:**

- All full-time and regular part-time administrative, professional and career employees should have their annual evaluation conducted in May. Completed evaluations should be submitted to Human Resources no later than **Friday, June 2nd**.
- Evaluation forms for Administrative and Professional employees are prepared using Performance Impact Workplace (PIW) software. If you supervise **Administrative** and **Professional** employees and do not have PIW installed on your computer, please notify the Employee Relations Office at [emprelations@fscj.edu](mailto:emprelations@fscj.edu).
- Here are the [Career Staff Evaluation](#) and the [Career Staff Supervisors Evaluation](#) forms.

## Personal Health Assessments (PHAs)

The free Personal Health Assessments (PHAs) will be offered during the month of April. Participation is open to all full-time employees (as well as covered spouses/partners) and those employees who have opted out of the College Medical Plans. Full-time employees who have a College Medical Plan can earn BlueRewards points redeemable towards gift cards for participating. Additional points are available based on your BMI, cholesterol, blood pressure, and non-smoker status. The PHA will take approximately 15 minutes and appointments are considered work time with supervisor's pre-approval. Please contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) for questions or additional information.

See the schedule below and then click on [PHA Sign Up](#) to select an appointment. You may schedule your PHA at any campus and walk-ins are welcome!

Day	Date	Time	Campus	Room
Tuesday	April 4	8:00 - 1:00	Deerwood Center	Academy-1206

Wednesday	April 5	1:00 - 5:00	South Campus	Lakeside
Thursday	April 6	8:00 - 1:00	Downtown Campus	A-1068
Thursday	April 13	8:00 - 1:00	Kent Campus	D-120
Tuesday	April 18	8:00 - 1:00	North Campus	A-236
Thursday	April 20*	12:00 - 4:00	Downtown	A-1068

\*make up session

## Wellness Program Updates

The 2017 FSCJ Employee Wellness Program is supported by the Florida College System Risk Management Consortium (FCSRMC) and Florida Blue. Here are a few key changes and upcoming events:

### **Wellness Program Changes for 2017**

- For employees with a College Medical Plan **AND** spouse/partner coverage; the spouse/partner can earn their own BlueRewards points and redeem for gift cards.
- The spouse/partner can also complete a Personal Health Assessment and earn points. However, their participation does not count toward the College participation goal.
- The College will hold several Wellness Events during the year that are eligible for BlueRewards points.

### **Upcoming Events**

- Corporate 5k Run at Metro Park 6:30 p.m. on Thursday May 4. To sign up visit [1st Place Sports](#) and select Corporate Run 5k under featured races. Click on the red "Join A Team" button listed under registration. The cost is only \$30 if registered before April 22<sup>nd</sup> and includes any friends or family members who want to participate! Be sure to select FSCJ Runners as your team.
- American Heart Association Walk on September 16th. More information coming soon.

### **Wellness Seminars**

To register for a seminar and earn 50 BlueRewards points click [here](#). Seminars are open to all employees and may be considered work time with supervisor's pre-approval. For the most updated Wellness information click [here](#) or contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu).

Day	Date	Time	Campus	Room	Topic
Wednesday	April 12	12:00 - 1:00	South Campus	N-236	Master Your Motivation
Wednesday	May 17	12:00 - 1:00	North Campus	A-171	Deskercise

\*Additional seminars will be scheduled for later in the year

## YMCA First Coast Games

As part of our health and wellness focus, FSCJ will be participating in the First Coast Games for the 5<sup>th</sup> year in a row. To join the FSCJ team visit the [First Coast YMCA Games](#) site and select the FSCJ logo. Employees are able to join up to 6 various coed sports: dodgeball, bowling, flag football, soccer, tennis and ultimate frisbee. To get these teams started, we are still in need of captains for soccer, tennis and ultimate frisbee. As a team captain, you would be involved in setting up your team,

arranging practices and showing up for the event. The Opening Ceremony will be held on April 22 at the Jacksonville Baseball grounds. Contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) if you are interested or have questions.

### **Compliance Training**

In an ongoing effort to offer meaningful compliance training, we will launch “Information Systems and Data Security Awareness” training in mid-April. At this time, you should have completed “Discrimination and Harassment Prevention for Higher Education” and “Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act” training. Completion of these courses is mandatory within 30 days of receiving the email notice. Links to interactive courses are personalized and should not be forwarded or shared. If you have any questions, contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu).

### **Campus Solutions Training**

As we go live with Campus Solutions in PeopleSoft, training will continue for the various modules. Admissions was the initial training and all other areas will be released in the coming months. All Campus Solutions training will continue to be available at [training.fscj.edu](http://training.fscj.edu). On the training home page, select MyFSCJ Training, then Campus Solutions (CS).

### **Jury Duty Leave Requests – Update**

In the January HR newsletter, it was announced that employees are able to request leave for Jury Duty by submitting supporting documentation and supervisor/manager approval. The benefit of paid Jury Duty leave is only for full-time employees [per APM 03-1009 –Leave for Witness or Jury Service](#). Once approved by the supervisor/manager, the form and supporting documents should be submitted to Human Resources or emailed to [HRInfoMgt@fscj.edu](mailto:HRInfoMgt@fscj.edu).

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