

# HUMAN RESOURCES

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### [HR Key Events Calendar](#)

YMCA First Coast Games	March 1 – June 13
Spring Break	March 9 – 15
TIAA Financial Webinars	March 17 – 19
Faculty Colloquium	April 3
Collegewide Town Hall	April 24
1st Place Sports Corporate Run 5k	April 29
Memorial Day	May 25

## EMPLOYEE WELLNESS



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

On February 28, FSCJ hosted the 2020 Employee Wellness Fair. Hundreds of employees enjoyed health screenings, wellness education, free chair massages, healthy food tastings, live music, door prize giveaways and other wellness activities. During the event, employees were invited to visit nearly 40 exhibitors and explore the five elements of wellness: Physical, Nutritional, Financial, Emotional/Social Health and Spiritual. Take a look at the [event photos](#) and be sure to share wellness fair experience comments by completing the participant survey to be distributed by email.

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### [myIMPACT Reminders](#)

- **Check-ins** – Professional and Career employees should complete a Check-in task with their supervisor in March. Check-ins are meetings between supervisor and employee regarding the employee's performance progress, individual

development plan and goals with pre-determined questions. These questions serve as a guide to facilitate conversation between the supervisor and employee, but conversation is not limited to these questions. Check-ins show as a task on the supervisor’s dashboard in myIMPACT, and the rating step for the upcoming review period will not be released until the Check-in task has been completed.

- **Journal Entries** – Employees are encouraged to use the journal entry feature within myIMPACT to highlight performance each month. These journal entries can also be used by supervisors to assist with completing employee evaluations.
- **SMART Goals and IDP’s** – Administrative, Professional, and Career employees should have at least one active SMART goal at all times. Now is a good time to review IDP’s and SMART Goal progress and discuss development opportunities.

Remember, the review period for Administrative, Professional and Career employees ends on June 15 and ratings can be entered starting May 1. [Click here](#) for myIMPACT instructional materials or contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) for additional assistance.

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### [How to Enroll in a 403\(b\) & 457\(b\) Plan](#)

The College offers employees the opportunity to save by investing in a 403(b) or a 457(b) deferred compensation or Roth plan. All employees are eligible to participate and can choose to contribute through one or both plan providers (AIG or TIAA). Multiple plan options are available allowing employees the ability to select the plan that best fits their needs. Enrollment or plan changes can be made at any time. [Click here](#) for instructions on how to enroll or edit a savings plan.

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### [TIAA Financial Webinars](#)

TIAA offers free monthly live webinars covering a rotating array of topics that can help employees pursue financial goals. [Click here](#) to see registration details for webinars listed below.

Date	Time	Topic
Tuesday, March 17	Noon – 1 p.m.	Introduction to Social Security
Wednesday, March 18	Noon – 1 p.m.	Market Proof Your Retirement
Wednesday, March 18	3 p.m. – 4 p.m.	Money At Work 1: Foundations of Investing
Thursday, March 19	3 p.m. – 4 p.m.	Postcards from the Future: A Woman’s Guide to Financially Ever After

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### [2020-21 Operating Calendar](#)

The 2020-21 Operating Calendar is now available and has been placed on the [Human Resources](#) web page under HR Quick Links. The official College holidays are noted per District Board of Trustees’ Rule 6Hx7-2.15.

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### [Submitting Time](#)

Time entered in timesheets and absence requests must be made to the nearest quarter hour, using the 7-minute rule when determining what to enter. When tracking work time in 15-minute increments, the cutoff point for rounding down is 7 full minutes. If an employee works less than 8 minutes, round the number *down* to the nearest 15 minutes. If an employee works at least 8 full minutes, round *up* to the next 15 minutes. See an example timesheet [here](#). Employees should read instructions carefully when submitting time, and always submit an absence request whether or not there is leave time available.

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## Wellness Chatter

### **YMCA First Coast Games Update**

The Opening Ceremony of the 15<sup>th</sup> annual YMCA First Coast Games was held Saturday, February 29. Members of the FSCJ team participated in a number of fun activities including a Tug a War! The first sporting event is Bowling scheduled for Saturday March 28, 11:00 a.m., at the Mandarin Bowl America. Check the [Employee Wellness page](#) for updated information about upcoming sports, dates and times. [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.

### **Corporate Run**

The Jacksonville Corporate Run will be held Wednesday, April 29 at 6:30 p.m. and will start near the Jacksonville Fairgrounds. The event benefits the Duval County Cross Country and Track Programs and the Jay Fund. The Corporate Run includes a competition between similar business industries such as Transportation, Banking, Legal, Insurance and Education. The FSCJ team took home the win for Education in 2019. In support of this event, the College is providing 10 free entries to full-time employees. The FSCJ team will need a minimum of 4 men and 4 women to compete in all the team categories: men's, women's, and mixed. Employees interested in supporting the FSCJ team by participating in the 5k are asked to contact [Steve.Beard@fscj.edu](mailto:Steve.Beard@fscj.edu) no later than March 6 at noon.

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## Training and Organizational Development

### **Compliance Refresher Training**

As a reminder, employees notified to complete Compliance Refresher training, are to do so by March 18. Please take the time to log into myFSCJ and click on Compliance Training. Contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) for help or questions.

### **Faculty Colloquium**

The annual Faculty Colloquium will be held Friday, April 3, and will feature over a dozen sessions presented by our talented faculty. The keynote speaker will be Dr. Jesse Stommel, a digital learning fellow and senior lecturer of digital studies at the University of Mary Washington. He is co-founder of Digital Pedagogy Lab and Hybrid Pedagogy: an open-access journal of learning, teaching and technology. Dr. Stommel earned his Ph.D. from the University of Colorado Boulder and is co-author of "An Urgency of Teachers: the Work of Critical Digital Pedagogy."

### **New Learning Management System for Professional Development (LMS)**

Training and Organizational Development will begin offering all professional development courses through Bridge LMS. This product was developed by Instructure, the parent company of Canvas LMS. Bridge is easy to use and offers a number of enhancements for employees including a simple one-step course sign-up. Look for additional communications as the project progresses.

### **Professional Development**

[Click here](#) for video or written instructions on how to enroll in professional development courses. 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
Friday, March 20	9 a.m. – 11 a.m.	Downtown AO 204A	AFPD 5217 – How to Present and Build Presentations	5155
Wednesday, March 25	2 p.m. – 3 p.m.	Downtown AO 204A	AFPD 4071- Introduction to myIMPACT	5368
Friday, March 27	noon – 2 p.m.	Downtown A-2014	AFPD 4047 – Cultural Sensitivities for Student Engagement	5340

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