

HUMAN RESOURCES

March 2024

HR Key Events Calendar



March 1
Employee Appreciation Day
March 7
Employee Wellness Fair
March 6-7
FRS Workshops

March 18-24
Spring Break
April 12
Faculty Focus Day
May 5
36-hour work week begins

May 9
Commencement
May 27
Memorial Day Holiday

Employee Appreciation Day - March 1



In recognition of you, our valuable faculty and staff, please join us on Friday, March 1, at a campus Employee Appreciation Station for refreshments and giveaways. Employees are also invited to enjoy a **FREE** mini spa experience at North Campus!
[Click here](#) to view full details about the mini spa experience and Employee Appreciation Station locations and times.

Employee Wellness Fair - March 7



The 2024 Wellness Fair will be held Thursday, March 7, from 9 a.m. to noon at the Advanced Technology Center and will feature a variety of vendors along with the following highlights:

- **\$200 and \$100 gift card** drawings.*
- **Door prize giveaways** from iFLY Jacksonville, Painting with a Twist, Orange Theory, The YMCA, Wawa, Vital Brew and more.
- **Manicure services** available to all employees are provided by the FSCJ Cosmetology Program.
- Multiple in person **screening services**.

Employees must be present at the time of drawings to claim gift cards.

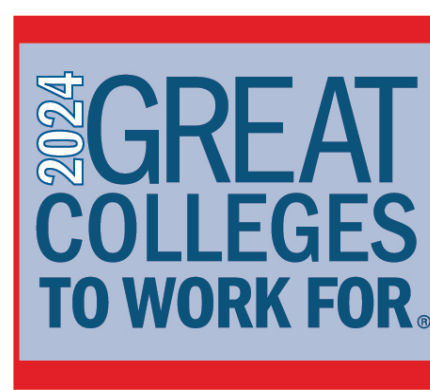
2024-25 Operating Calendar

The 2024-25 Operating Calendar is now available on the [Human Resources](#) web page in the main menu under the resources tab. The official College holidays are noted per District Board of Trustees' Rule 6Hx7-2.15. **NOTE:** This calendar includes an additional two paid days off for Winter Break on December 19 & 20.

Great Colleges to Work For

FSCJ is participating in the Great Colleges to Work For® program, a national survey designed to recognize institutions that have built great workplaces. This survey will replace the PACE Climate Survey which will be administered annually to get a better sense of the working environment here at the College.

All full-time employees will receive an invitation to participate in the new survey. The survey is voluntary and completely confidential. Once the survey is closed on March 29, a summary of our organization's competencies and relationships that most directly impact and influence our culture will be provided in August 2024.



Contact humanresources@fscj.edu or visit www.GreatCollegesProgram.com with questions.

myIMPACT 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 SMART goals. These questions serve as a guide to facilitate conversation between the supervisor and employee, but the conversation is not limited to these questions. Check-ins show as a task on the supervisor's dashboard in myIMPACT.

To learn more, visit the [myIMPACT training page](#) for the myIMPACT training guide and training videos. Contact emprelations@fscj.edu with questions.

Non-Operational Days

Employees are not required to request leave (supervisors should not approve absence requests submitted) for College Holidays and non-operational days. Employees who have leave requests previously submitted and approved for dates in which the College is closed due to a holiday or non-operational day should cancel those requests to prevent an impact on their absence balances.

Upcoming non-operational days include seven Spring Break days, March 18–24.

How to Enroll in a 403(b) & 457(b) Plan

The College allows employees 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 (Corebridge Financial 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. For assistance with enrollment or editing an existing savings plan, email benefits@fscj.edu.

Financial advising questions can be directed to the provider advisors listed below:

Corebridge Financial
Christine Shippey
904-448-7200
christine.shippey@aig.com
TIAA
www.tiaa.org/schedulenow

Meaningful Notice/Plan Summary 2024

The 403(b) and 457(b) plans are valuable retirement savings options. [This notice](#) provides a brief explanation of the provisions, policies, and rules that govern the 403(b) and 457(b) plans offered to all FSCJ employees. TSA Consulting Group, Inc. (TSACG) provides the plan administration services for the 403(b) and 457(b) plans.

Wellness Chatter

Florida Retirement System (FRS) Workshops March 6 & 7

The Florida Retirement System (FRS) will host two retirement planning workshops to educate employees on retirement options, including DROP. These workshops are led by Ernst & Young professionals and will be available in person and virtually. See registration details below.

[PD 1865 Using the FRS to Plan for Your Retirement](#)
Wednesday, March 6
11:30 a.m. – 1 p.m.
Room AO 204A
[Register Now](#) to attend in person
[Register Now](#) to attend virtually

[PD 2124 Nearing Retirement in the FRS](#)
Thursday, March 7
1 p.m. – 2:30 p.m.
Room AO 204A
[Register Now](#) to attend in person
[Register Now](#) to attend virtually

2024 FSCJ Employee Wellness Program

The 2024 FSCJ Employee Wellness Program is supported by the Florida College System Risk Management Consortium (FCSRMC) and Florida Blue. Program highlights include an online health assessment and the opportunity for full-time employees with Florida Blue insurance to earn up to \$140 in gift card rewards! Full-time employees with Florida Blue insurance can follow the instructions below to get started.

- Visit [Florida Blue](#) and log in. First-time account users will need the health insurance plan number listed on their Florida Blue health insurance card to create an account.
- Select "Find and Get Care" Tab on the top menu.
- Click "Better You Strides".

Employees are encouraged to register a course listed below to jump start their earning potential!

[PD 1716 Tips and Tricks for Earning the Florida Blue \\$140 Health Insurance](#)
Tuesday, March 12
9 a.m. - 9:30 a.m.
[Register Now](#)

[PD 1716 Tips and Tricks for Earning the Florida Blue \\$140 Health Insurance](#)
Friday, March 29
11:30 a.m. - noon
[Register Now](#)

National Wear Red Day Recap

On Friday, February 2, members of the FSCJ family joined the First Coast American Heart Association (AHA) in the fight against heart disease in women by participating in National Wear Red Day. Faculty, staff and students from across the College came together to show support and raise awareness by wearing red and posing for group photos. Thanks to everyone who showed their support and raised awareness by wearing red! View the photos [here](#).

Contact hrtraining@fscj.edu for questions about wellness events or how to join the FSCJ Wellness Club.

Training & Organizational Development

Faculty Focus Day, Friday, April 12

Hosted by The Academy for Teaching and Learning, Faculty Focus day will feature Loung Ung, author of the book *First They Killed My Father: A Daughter of Cambodia Remembers* (available through the FSCJ Library). The film based on her memoir is available through Netflix. Also, we are grateful to have speaker Dr. Phil Plait, known as the "Bad Astronomer" with his talk on "Under Alien Skies." **This year, the featured speakers will be virtual, but employees are invited to gather with other colleagues at the Advanced Technology Center, Room 140/141 to view this live online discussion.** Breakfast is provided by the First Year Experience and will begin at 8:30 a.m. The Distinguished Faculty Awards presentation with lunch will begin at noon.

Registration is now available in [myLearning](#) and attendees planning to join in person are asked to complete a [lunch preference form](#) by March 28.

Using AI is the new Get Smart!

Employees interested in learning more about how to use AI and how others at the College are using this exciting tool are encouraged to register for one of the many courses offered by Training & Organizational Development listed below.

[PD 1884 Facing the Future: Educators Discuss Teaching in the Era of ChatGPT - One Percent; 1.5](#)

[PD 1868 Introduction to AI Pedagogy: AI in Teaching and Learning - One Percent Hours; 1](#)

[PD 2122 Intro to Microsoft Copilot AI- One Percent Hours; 1.5](#)

Around the College

60th Anniversary Planning is Underway

FSCJ's 60th Anniversary is coming up soon! Faculty and staff are invited to share their ideas and input to help develop a fitting celebration for this remarkable milestone. This is a chance to brainstorm celebration activities, share ideas on keepsakes, and more to make the year memorable.

If you are interested in participating in a committee or have an idea to pass along, please send an email with your interest to communications@fscj.edu.

[Click here to log in and browse internal employment opportunities.](#)