

HUMAN RESOURCES

May 2018

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HR Key Events Calendar

YMCA First Coast Games (continued)	May 5 – June 9
Wellness Seminar	May 9
Summer Term Begins	May 9
Commencement 2018	May 10
Memorial Day	May 28

Performance Reviews

The time for performance reviews is here. 2018 will be the final cycle of using our current Performance Impact Workplace software (A&P) and Career Employee evaluation tools. Human Resources will roll out a new system for performance management in the near future.

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 pursuant to [APM 03-1201](#). A signed copy of the completed evaluation should be forwarded to Human Resources no later than **Friday, June 1**.
- Evaluation forms for Administrative and Professional employees are prepared using Performance Impact Workplace (PIW) software. If you supervise Administrative and/or Professional employees and do not have PIW installed on your computer, please notify the Employee Relations Office at emprelations@fscj.edu.
- Career Evaluation Forms
 - [Career Evaluation](#)
 - [Career Evaluation - Supervisor](#)

Faculty Evaluations

- Frequency
 - Faculty on annual contract are to be evaluated once a year.
 - First year faculty are to be evaluated during their second semester.
 - Faculty on continuing contract are to be evaluated once every three years.
- Specific guidelines for faculty evaluations are located in [Article 11 of the Collective Bargaining Agreement](#).
- Forms
 - [Adjunct Evaluation](#)
 - [Counselor Evaluation](#)
 - [Librarian Evaluation](#)
 - [Faculty Evaluation](#)

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[Employee Engagement Survey – Feedback](#)

As a follow up to the employee engagement survey conducted last October and November, Town Hall Meetings were held during the first two weeks of April at each campus as well as the Deerwood Center. The intentions of these meetings were to engage in discussions of the survey results and gather additional feedback. Approximately 100 employees attended these sessions and participated in the continuing dialogue. The [Town Hall summary](#) captures questions/comments/themes at these meetings, and feedback was shared with President Hyde. As we work to integrate the additional information gathered from the College community with the engagement survey, please continue to provide your input by emailing Human Resources at humanresources@fscj.edu or calling 632-3210.

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[Personal Health Assessments](#)

Full-time employees who have taken the Personal Health Assessment (PHA), need to create a new Wellness account in CaféWell and join the Better You STRIDES program to receive a \$15 gift card. Once logged in, employees can select the on-line health assessment and answer general questions about eating habits and overall health. On-line health assessments must be completed by June 1, 2018 for employees to qualify for the gift card. Once the assessment is completed, employees can redeem points for the \$15 gift card. Click [here](#) for additional directions on how to create a new Wellness account (replacing the former Blue Rewards program). For questions, please contact hrtraining@fscj.edu.

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[Professional Development Catalog](#)

To register for professional development courses, please reference [this tutorial](#) or follow these steps:

- Log into myFSCJ, click the “Students” tab.
- Click on “My Academics” and choose the “Student Center” link.
- In the “Academics” section click “Enroll,” and select the appropriate term with the “Professional Development” designation.
- Click “Class Search” and type in the class number in the “Search Criteria” section.
- Select class.

Below are a few courses available in the coming weeks and are One Percent Salary Incentive approved. Visit the [Training and Organizational Development website](#) for additional information on course offerings. Please contact hrtraining@fscj.edu with general questions about classes, input on course offerings or issues registering.

Date	Time	Location	Topic	Class Number
May 7 – 21	Asynchronous	Online	AFPD 5220 – Organizational Communication	4061
Wednesday, May 16	11 a.m. – noon	AO-204	AFPD 6402 – Conflict Management	4379
Wednesday, May 31	10 a.m. – 11:30 a.m.	DTC-A2102D	AFPD 1102 – Mediaspace	4170

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New – Mail Order Pharmacy Name Change

Effective April 2018, PrimeMail is now known as Alliance Rx Walgreens Prime, a new company created by Prime Therapeutics and Walgreens. This means that employees who are currently receiving mail order medications from PrimeMail will now begin receiving their home delivery from Alliance Rx Walgreens Prime. Employees who receive mail order should have already received notification of the name change. In addition, Florida Blue collaterals and forms that reference PrimeMail will be updated to the new name and will be provided as soon as available. There will be no change for the service provided, and nothing employees need to do differently to continue receiving their prescriptions by mail. The mail order plan allows you to get a 90-day supply of Generic, Preferred brand, and Non-preferred brand prescriptions for two month’s copay. For additional information on prescription drug coverage for your health plan, click [here](#). Please contact benefits@fscj.edu if you have questions.

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Tax Shelter Annuities 403(b) and 457(b)

FSCJ offers all employees the opportunity to participate in tax shelter annuities. Tax sheltered annuities allow employees to save money for retirement while reducing their current income tax liability by deferring taxes on earnings and contributions until distributed. Contributing to a tax sheltered annuity is voluntary and contributions are made through payroll deductions transmitted to an approved participating [list of investment providers](#). Employees may contact a participating investment company of their choice at any time to enroll. Once enrolled, account enrollment confirmation must be provided to benefits@fscj.edu. The employee’s name, company’s name and account number along with a signed [Savings Contribution Request](#) are required.

To edit or stop a 403b/457b deduction amount in myFSCJ, follow these steps:

- Select My Benefits tab
- Select Savings Summary under Benefits Information
- Select type of benefit (403b/457b)

- Select edit and change the deduction amount (dollar amount or percentage)
- Save

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