

HUMAN RESOURCES

November 2018

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HR Key Events Calendar

Daylight Saving Ends	November 4
Veterans Day Holiday Observed	November 12
Thanksgiving Holiday and Break	November 22-25
Wellness Seminar	November 28
College Designated Holiday	December 24
Christmas Holiday and Winter Break	December 25-31
New Year's Day Holiday	January 1



Wellness Fair 2019: Save the Date

The 2019 Wellness Fair will be held Friday, March 1, 2019. This event promotes the Employee Wellness Programs' five elements of health and wellness: Physical, Nutritional, Financial, Emotional/Social, and Spiritual and is open to all employees. Mark your calendars and be on the lookout for more details coming soon.

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Academy for Teaching and Learning Recap

The Academy for Teaching and Learning and the Department of Natural Sciences of FSCJ launched the Inaugural 2018 Science Symposium on Friday, October 19. The theme of the symposium, "From Root 2 STEM", embodied the idea of integrating learning across disciplines/curriculum. The symposium featured presentations and demonstrations from esteemed FSCJ professors and employees across multiple disciplines with keynote speakers from Polk State College sharing their international learning adventure. The symposium included FSCJ faculty as well as instructors from Duval County Public

Schools, giving them the opportunity to establish greater communication and help meet their continuing education requirement. Additionally, we had participants from St. Johns County School District, Edwards Waters College and other surrounding areas. The symposium was an overall success, and we look forward to next year.

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[Wellness Seminar](#)

The Wellness Seminar, **SLEEP**, will be held at noon on Wednesday, November 28th at the Southside Campus in room E-211. Feel free to bring a lunch and enjoy this great learning opportunity with other FSCJ employees. Seminars are open to all employees and may be considered work time with supervisor's pre-approval. Click [here](#) to sign up.

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[Let's Move Jacksonville](#)

Save the date for Saturday, December 1, 2018 from 10 a.m. to 2 p.m. for a family fun event organized by the ***I'm a Star Foundation***. This event is being held at Klutho Park, 204 West 3rd Street (Downtown). There will be fun activities for all ages, health screenings, food, fitness, sports and dancing designed for the entire family! This is a FREE EVENT. More information is available at imastarfoundation.org.

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[Part-Time Hours Worked](#)

Part-time employees should not exceed 28 hours worked per week in accordance with Board Rule 3.3 8(b), Pay Plan. In conjunction with not exceeding 28 hours per week, part-time employees are limited to working no more than 130 hours in a calendar month. Any exception to the 28 hours per week or the 130 hours in a month must be authorized in advance and approved by the supervising administrator and the Chief Human Resource Officer.

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[Leave Requests for College Closures](#)

When notifications for College closures occur due to inclement weather or any other situation deemed appropriate, such as the recent partial day closure on October 10, 2018 for Hurricane Michael, HR Information Management (HRIM) will manually remove all leave requests submitted and previously approved for any day included in the closure. Employees are not charged for leave during this timeframe. For tracking purposes, HRIM will activate an Absence Type of "School Closure Take" and systematically apply it to all eligible full-time employees in the Absence Management module. The School Closure Take has no impact on the employee's annual or sick leave balances. For more details, refer to the [HR Newsletter Page](#) on the HR website and click "Leave Requests for College Closures" listed under "Additional Newsletter Links". Please contact HR Information Management at hrinfomgt@fscj.edu with questions.

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

The FRS will be offering a retirement workshop, *Understanding Your Retirement Benefits under the FRS Pension Plan* on Thursday, November 8, 2018, 9 a.m. – 10:30 a.m. Participants may attend this workshop in person in Tallahassee or via webinar; a registration is required for either attendance in person or online. FRS Pension Plan members, whether at the beginning of their career, nearing retirement or somewhere in-between, should attend this workshop to gain a better understanding of the FRS Pension Plan and get answers to their questions such as:

- When am I vested under FRS Pension Plan?
- When am I eligible to retire?
- How are benefits calculated?
- What is DROP?
- How can I get an estimate?

- How do I apply for retirement?

To register, please email retirementseminar@dms.myflorida.com.

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[Training and Organizational Development](#)

Save the Date: Professional Development Day January 4, 2019

We are proud to announce the third annual College wide Professional Development Day. All faculty and staff are invited to participate in this day of constructive learning and growth. A myriad of specially-designed courses will be available that fall under one of three workshop tracks: Work-life Enhancement, Safety and Security and Educational Technology. The full course schedule will be announced soon, and we encourage everyone to register in advance. Departments may reserve a table during the Professional Development Day breakfast to share information about your department with colleagues from around the College. Email hrtraining@fscj.edu by December 7th to secure your table.

Professional 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
Wednesday, November 14	1 p.m. – 2:30 p.m.	NTH-D300G	AFPD 1174 – Creative Graphics Creation with Canva	6666
Thursday, November 15	10 a.m. – noon	KNT-B216	AFPD 5155 – Universal Design in Learning	5898
Wednesday, November 21	1 p.m. – 3 p.m.	STH-G201	AFPD 1102 – Mediaspace	5605

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