

November 2023

HR Key Events Calendar



November 10

Veterans Day Holiday (Observed)

December 20-31

Christmas Holiday and Winter Break

January 1

New Year's Day

November 22

College Designated Holiday

November 23-26

Thanksgiving Holiday and Break

January 5

Professional Development Day

Fall 2023 Stay Survey Results

Thank you to all employees who completed the Fall 2023 Stay Survey. The 855 responses received provided critical information that the Human Resources department will use to design proactive employee retention efforts. Click [here](#) to view the survey results. Employees are always welcome to send any additional suggestions to humanresources@fscj.edu.

myIMPACT Reminder

The rating step for Professional and Career semi-annual reviews is now available. Supervisors will find the rating task on their myIMPACT dashboard. On the performance review, supervisors will rate the competencies and current SMART Goal(s), and set FutureSMART Goals for their employees. Employees are encouraged to collaborate with their supervisors on their SMART Goals. The reviews should be completed by December 15.

To learn more, [click here](#) for PD 4073 myIMPACT: SMART Goals training sessions. Also, visit the [myIMPACT training page](#) for the myIMPACT training guide and training videos.

Contact emprelations@fscj.edu with questions.

FSCJ Succession Planning Program

As a part of the [VIP 2.0 strategy 4.2](#), the College has launched the FSCJ Succession Planning Program. This year-long program, from October 2023 to September 2024, will provide individualized professional development opportunities designed to prepare employees for critical positions within the institution. The goal of the succession planning program is to increase knowledge transfer, organizational stability, and employee retention.

Congratulations to the following applicants who were selected for the 2023-2024 Succession Planning Program!

Associate Provost for Curriculum and Instruction

Dr. Jametoria Burton, Associate Director of Program Development
Alicia Byrd, Professor, A&P Mathematics

Aaron Hanlin, Director Honors Program

Dr. Youlanda Henry, Director Academic Support

Dr. Jeffrey Mans, Professor, A&P Biological Science

Dr. Eddy Stringer, Dean of Arts & Sciences

Associate Vice President of Enrollment Management & Student Success

Dr. James Artley, Associate Director of Student Conduct

Myisha DeNose, Director Program Development

Dr. Beatrix Dunn, Director Campus Enrollment & Student Services

Dr. Herschel Finch, Director Campus Enrollment & Student Services

Dr. Carla Jenkins, Director Campus Enrollment & Student Services

College Holidays and Non-Operational Days

Employees are not required to request leave (and supervisors should not approve absence requests submitted) for College Holidays or Winter Break. Employees who have leave requests previously submitted and approved for dates in which the College is closed for College Holidays or Winter Break should cancel those requests to prevent an impact on their absence balances.

Rollover of Excess Vacation Leave

Vacation leave may be accumulated up to a maximum of 44 days (352 hours) for all full-time employees, except for faculty and senior management personnel, as of the end of the calendar year. Vacation leave may be accumulated up to a maximum of sixty 60 days (480 hours) for senior management personnel as of the end of the calendar year.

Accrued vacation leave in excess of the maximum on December 31 shall be transferred to Non-Compensatory Sick Leave on January 1 of the following year. Such vacation leave is transferred to Non-Compensatory Sick Leave and cannot be used in the calculation of terminal sick leave pay.

For further details, refer to [APM 03-1003 – Non Instructional Vacation Leave](#).

Types of Leave Benefits

Full-time employees are responsible for entering leave to account for absences on scheduled days that are not worked. The appropriate absence type must be selected for all leave requests. Leave taken, plus hours worked (exempt employees) or hours entered on a timesheet (non-exempt employees) should equal 40 hours each week. Supervisors should ensure that each employee reporting to them is either working and/or taking leave totaling 40 hours per week to prevent employees from being overpaid.

View the various types of leave available to FSCJ employees [here](#) and how they can be used.

Home & Mailing Address Updates in myFSCJ

It is imperative that employees update their home and mailing addresses in myFSCJ, as this is where important documents and official mail will be sent. To verify or update a home and/or mailing address in myFSCJ, follow the below steps:

- Log into [myFSCJ](#).
- Navigate to Employee Self Service menu.
- Click the "About Me" tile.
- Click the "Personal Details" tile.
- Click "Addresses" on the left menu panel.
- To correct home or mailing address, click ">".
- Update the address, then click "Save".

Wellness Chatter



Jacksonville Corporate Run 5K

Congratulations to the seven employees who recently completed the Jacksonville Corporate 5k Run! Over 40 companies representing more than 1100 employees participated in the event this year.

For questions about upcoming wellness events or how to join the FSCJ Wellness Club, contact hrtraining@fscj.edu.

Earn up to \$140 in Gift Cards for Wellness Activities

Full-time employees with Florida Blue health insurance are eligible to earn up to \$140 in gift card rewards. [Log into](#) Florida Blue, then select "Find and Get Care," then choose "Better You Strides" under the dropdown box. Choose from various personal challenges, courses, books, and podcasts to start earning rewards.

Program participation is open through December 31, 2023. Employees are encouraged to register and attend the course below:

[PD 1716 Tips and Tricks for Earning the Florida Blue \\$140 Health Insurance Incentive](#)

Monday, November 13

3 p.m. - 3:30 p.m.

[Register Now](#)

Florida Blue Better You Newsletter

View the Florida Blue [November Newsletter](#) to learn about type 2 diabetes and tips to help make the holidays stress-free.

Training & Organizational Development

Science Symposium Recap

The 6th annual Science Symposium was held on October 27 at the Advanced Technology Center (ATC), attracting over 100 attendees. FSCJ employees, students, and participants from local school districts participated in this event.

Save the Date: Professional Development Day January 5, 2024

The 8th annual Professional Development Day will be held Friday, January 5, 2024 at the Advanced Technology Center (ATC). This event is open to all employees to continue the collegewide culture of professional development and growth.

This year, the keynote speaker will be Tony Bond from Great Places to Work. The title of his keynote is A Great Place To Work For All: A Value Creator of The Employee and Customer Experience. Participants will explore how to cultivate and sustain a thriving organizational culture that creates a fully human experience at work for all. This topic of discussion will also take a deep dive into the role of leadership in shaping the experience, as well as other key elements that make an organization adaptive in this challenging and ever-evolving landscape. For more details on Professional Development Day or to discuss presentation ideas, please contact hrtraining@fscj.edu.

[Click here](#) to view current College course offerings.

Around the College

