

HUMAN RESOURCES

November 2019

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HR Key Events Calendar

Daylight Savings Ends	November 3
Veterans Day Holiday	November 11
403(b) & 457(b) Education Sessions	November 18 – 20
College Designated Holiday	November 27
Thanksgiving Holiday and Break	November 28 – December 1
Christmas Holiday and Winter Break	December 23 – December 31
New Year's Day Holiday	January 1
Professional Development Day	January 3
Wellness Fair 2020	February 28

Wellness Fair 2020: Save the Date

Mark your calendars. All employees are invited to enjoy a day of all things wellness at the annual Employee Wellness Fair scheduled for Friday, February 28, 2020. The Employee Wellness Programs' five elements of health and wellness - Physical, Nutritional, Financial, Emotional/Social, and Spiritual will be the focus of this event. More details coming soon.

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403(b) & 457(b) Education Sessions

Through careful review and consideration of options, we are pleased to announce that AIG (formerly VALIC) and TIAA were selected to continue as investment providers. The transition to a two-provider platform is **effective January 1, 2020**. Plan to attend an education session (schedule below) and hear from Human Resources, AIG and TIAA representatives about recent

changes made to the plans and reasons why it is essential for employees to save for retirement. Employees will have an opportunity to meet one-on-one with AIG and TIAA representatives (on campus) after each session.

Date/Time	Time	Location	WebEx Info
Monday, November 18	9:30 a.m. – 10:30 a.m.	Downtown ATC T140/141	Not available
Monday, November 18	1:00 p.m. – 2:00 p.m.	Kent E104	Not available
Tuesday, November 19	9:30 a.m. – 10:30 a.m.	Deerwood G1709	Not available
Tuesday, November 19	2:30 p.m. – 3:30 p.m.	South G101	Not available
Wednesday, November 20	9:30 a.m. – 10:30 a.m.	North Auditorium	Not available
Wednesday, November 20	1:00 p.m. – 2:00 p.m.	WebEx Only	Join the meeting

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[myIMPACT Reminders](#)

- Check-ins – Professional and Career employees should complete a Check-in task with their supervisor. Check-ins are meetings between supervisor and employee regarding the employee’s performance progress, individual development plan and goals. These questions serve as a guide to facilitate conversation between the supervisor and employee, but 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.
- Reviews – The rating step for Professional and Career semi-annual reviews is now available to supervisors whose employees have a review due date of December 15. In order to access the rating step, the supervisor and employee must have acknowledged the review and completed the Check-in. The acknowledgment and check-in are to be completed prior to November 15.
- Journal Entries – Employees are encouraged to use the journal entry feature within myIMPACT to record and highlight performance. These journal entries can also be used by supervisors to assist with completing performance reviews.
- SMART Goals – Administrative, Professional, and Career employees should have at least one active SMART goal at all times.

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[Health Advocate Mobile App](#)

The Employee Assistance Program (EAP) through Health Advocate Solutions is a short-term, confidential counseling and/or crisis intervention service provided for employees. Now, Health Advocate services are easier to access on the go with the Health Advocate app. This free app, available to download on Apple and Android devices, allows members to enjoy expert healthcare help and resources anytime and anywhere. Already downloaded the health advocate app? Be sure to update to the latest version of the app today.

The Health Advocate staff follows careful protocols and complies with all government privacy standards. All medical and personal information is strictly confidential, and privacy protected. Contact the 24-Hour CARELINE at 877-240-6863 or send an email to answers@HealthAdvocate.com with questions.

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[Non-Operational Days](#)

Employees are not required to request leave (and supervisors should not approve absence requests submitted) for non-operational days. Upcoming non-operational days include the day after Thanksgiving (November 29), and six Winter Break days (December 23-24, 26-31).

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Education Benefit

Full-time employees and their eligible dependents and regular part-time employees shall receive tuition reimbursement (or tuition waiver) for tuition and fees paid for course(s) taken at Florida State College at Jacksonville. See [DBOT Rule 6Hx7-3.48](#) and [APM 03-0910](#) for more information. Undergraduate and graduate courses taken at accredited institutions other than the College by non-instructional full-time employees are reimbursable up to \$3,000 per fiscal year for undergraduate courses, and up to \$4,000 per fiscal year for graduate courses. See [APM 12-1501](#) for more information. Per Article 25 of the CBA, Faculty shall be reimbursed in an amount not to exceed \$4,000 per fiscal year for tuition and lab fees.

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Wellness Chatter

Live Well with Diabetes Program

This 3-week program is a great opportunity to learn how to take steps to manage blood glucose levels. Register to attend the live webinars below and speak with a Registered Nurse and Pharmacist about diabetes management.

Session 1: Program Overview | Tuesday, November 5 11:30 a.m. - 12:30 p.m. [Register Now](#)

Diabetes is on the rise as a significant health concern for many Americans. This presentation helps members understand what diabetes is, the different types of diabetes, how it affects the body and how it is diagnosed.

Session 2: Monitoring and Medications | Tuesday, November 12 11:30 a.m. - 12:30 p.m. [Register Now](#)

In this session learn about the different types of diabetes medications. Learn how to use medications for the most effective management of diabetes, and when to see a physician for periodic review.

Session 3: Lifestyle Choices and Self-Care | Tuesday, November 19 11:30 a.m. - 12:30 p.m. [Register Now](#)

There are several lifestyle choices and self-care behaviors that can help manage diabetes: healthy eating, physical activity and coping skills. Practicing these behaviors can reduce the risks of complications from diabetes.

Diabetes 5k Race - Last Chance to Sign Up

FSCJ and the American Diabetes Association of North Florida invite all employees to participate in the Diabetes Tour de Cure on Saturday, November 16. The 5k race will start at 9:30 a.m. Runners, walkers, and joggers are encouraged to join the FSCJ team.

To [sign up](#):

- Click register.
- Select join a team.
- Log in.
- Search for "Team FSCJ" _

The \$35 registration fee includes continental breakfast and lunch. Participants can also enjoy Downtown and Riverwalk activities, family kids zone, and The Chris Thomas Band!

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Training and Organizational Development

Save the Date: Professional Development Day January 3, 2020

We are proud to announce the fourth 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 four workshop tracks: FSCJ Values, Educational Technology, Institutional Effectiveness and Canvas Training. 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 6, 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
Tuesday, November 5	9 a.m. – 10:30 a.m.	Downtown URC 212	AFPD 4071 – Introduction to myIMPACT	5576
Thursday, November 14	9 a.m. – noon	Downtown AO 204A	AFPD 5219 – Foundations of Management	5640
Tuesday, November 19	11 a.m. – noon	Downtown AO 204A	AFPD 4061 – Settling Employees in Unsettled Times	5745
Wednesday, November 20	2 p.m. – 3:30 p.m.	Downtown A2108	AFPD 7581 – Student Recruitment and Admissions 101	5108

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