

HUMAN RESOURCES

October 2018

Content

[HR Key Events Calendar](#)

[Health Savings Account \(HSA\) 2019 Update](#)

[Benefits Open Enrollment](#)

[Free Flu Shots](#)

[Sick Leave Pool](#)

[Blood Drive](#)

[Employee Engagement Survey](#)

[Diabetes Prevention Program \(DPP\)](#)

[Earned Degree Recognition](#)

[Training and Organizational Development](#)



HR Key Events Calendar

Blood Drive – The Big Red Bus	October 4
Benefits Open Enrollment	October 15 - October 26
Sick Leave Pool Open Enrollment	October 15 - October 26
Veterans Day Holiday Observed	November 12
Thanksgiving Holiday and Break	November 23-24

Health Savings Account (HSA) 2019 Update

Informational meetings were held last month to provide details for the High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) and approximately 400 employees attended these sessions. At the September 11th meeting, the DBOT approved a one-time \$1,000 College contribution to employees' HSAs for 2019. One change since the informational meetings is the \$1,000 will be disbursed in equal contributions over 24 pay periods, rather than funded in a one-time disbursement as originally shared. *Example: Employees enrolled on January 1, 2019 will receive a contribution of \$41.67 per pay period.* View the [HR benefits](#) page for additional resources and an informational video for the HDHP/ HSA.

[Back to top](#)

Benefits Open Enrollment

The 2019 Open Enrollment period gives employees an opportunity to review benefit plan options and make changes for the next plan year, which is January 1 through December 31, 2019. Any changes you make will become effective January 1, 2019 and remain in effect for the entire calendar year unless you make changes because of a Qualifying Status Change (QSC) event. If you do not wish to make any changes, your current benefit elections will continue for Plan Year 2019, **with the exception of the Medical and/or Dependent Care Flexible Spending Accounts (FSA). Your current FSA deduction(s) will not carry over to Plan**

Year 2019. You must make a new election for Plan Year 2019. For benefit related questions, contact benefits@fscj.edu or 904-632-3210. Open Enrollment is October 15 - October 26, 2018, and the Benefits team will visit each campus and center the first week to answer questions you may have.

Date/Time	Campus/Center	Room
Monday, October 15 8 a.m. – 5 p.m.	Kent	Room F128
Monday, October 15 11 a.m. – 1 p.m.	Cecil	Room A206
Tuesday, October 16 8 a.m. – 5 p.m.	North	Room E166
Wednesday, October 17 8 a.m. – 5 p.m.	Deerwood	Room B1204
Wednesday, October 17 11 a.m. – 1 p.m.	Nassau	Room A205
Thursday, October 18 8 a.m. – 5 p.m.	South	Lakeside Room (Wilson Center)
Friday, October 19 8 a.m. – 5 p.m.	Downtown (DC/ATC/AO/URC)	ATC Room T111

[Back to top](#)

Free Flu Shots

Flu shots will be offered the first week of Open Enrollment for employees and dependents covered by the College’s medical plans, and for employees who opt out of medical insurance coverage. A photo ID and health insurance card are required. Part-time employees (including adjuncts) and their dependents as well as dependents of employees who opt out, may receive the flu shot at a cost of \$30 per person.

Date/Time	Campus/Center	Room
Monday, October 15 9 a.m. – 3 p.m.	Kent	Room F128C
Tuesday, October 16 9 a.m. – 3 p.m.	North	Room E166
Wednesday, October 17 9 a.m. – 3 p.m.	Deerwood	Room B1204
Thursday, October 18 9 a.m. – 3 p.m.	South	Woodside Room (Wilson Center)
Friday, October 19 9 a.m. – 3 p.m.	Downtown (DC/ATC/AO/URC)	ATC Room T111

[Back to top](#)

Sick Leave Pool

Enrollment into the Sick Leave Pool must be completed during the Open Enrollment period beginning Monday, October 15, through Friday, October 26. All full-time employees who meet the eligibility requirements can join the Sick Leave Pool. Eligibility will be determined as of the December 8, 2018 paycheck. To join, employees must have been employed for one year and have a minimum of 72 sick leave hours available. For more information, please see [APM 03-1006](#) and/or Collective Bargaining Agreement (CBA).

This year, to add a Donate Leave request (also known as joining the Sick Leave Pool), log into myFSCJ and follow the steps below:

- Select the My Time tab.
- Select Donate Leave Request.

- Choose Sick Leave in the dropdown window with “Select Entitlement” listed.
- Input “16” as the number of hours to donate.
- Click the confirmation button under the “Agreement and Compliance” section.
- Submit.

[Back to top](#)

Blood Drive

Oneblood and the Big Red Bus will be in the AO parking lot on Thursday, October 4, 2018 from 8 a.m. – 1 p.m. Students, faculty, and staff are welcome to donate. All donors will receive a FREE Cancer Awareness T-shirt. [Appointments](#) are available, but not required to donate. See [commonly asked questions](#) about donating and other [health benefits](#) for more information.

[Back to top](#)

Employee Engagement Survey

Last year, HR partnered with North Carolina State University’s College of Education National Initiative for Leadership and Institutional Effectiveness (or NILIE) to initiate an Employee Engagement Survey. This fall, HR will partner once again with NILIE to assist with measuring employee engagement and provide an opportunity to understand faculty and staff perspectives while continuing a comprehensive view towards student success. The same questions will be asked to allow an accurate comparison to the prior year. All survey information will be requested by and provided to NILIE to ensure confidentiality of the respondent. More details coming soon.

[Back to top](#)

Diabetes Prevention Program (DPP)

As part of the College’s 2018 Wellness program, Florida Blue has introduced a new Diabetes Prevention Program (DPP). This CDC evidence based program is an in-person or digital based lifestyle change program available at NO COST to all employees with Florida Blue health insurance. During a one-year commitment, individuals learn the necessary skills to lose weight and increase physical activity with the help of a trained and certified lifestyle coach. Visit the [Employee Wellness page](#) to view key highlights of the DPP program along with information on how employees can take advantage of this new benefit.

[Back to top](#)

Earned Degree Recognition

We would like to recognize and congratulate the following employees who recently received a degree and completed the [Earned Degree Recognition steps](#).

Clarissa Barclay

Bachelor of Applied Science
Florida State College at Jacksonville

Marc Boese

Doctor of Philosophy
Walden University

Deborah Brabham

Doctor of Philosophy
Nova Southeastern University

Kim Deer

Masters of Science Degree
The University of Alabama

Laura Pitois
Master in Education
The Pennsylvania State University
[Back to top](#)

Training and Organizational Development

FSCJ Leadership Academy

Congratulations to the following employees selected to participate in the new FSCJ Leadership Academy!

- Sarah Ashbrook
- Dianne Drysdale
- Jennifer Grey
- Jacqueline Kloin
- Judy Jones-Liptrot
- Mark Lynn
- Andrew Pierce
- Lorne Richardson
- Lisa VanZwoll
- Matt Wetzel

Professional Development Calendar of Events

We are proud to introduce our new [Calendar of Events](#) on the Training and Organizational Development website. This interactive calendar displays professional development courses and workshops along with information on when and where they are offered as well as dates and times.

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, October 16	11 a.m. – noon	AO-204	AFPD 1188 – Digital Distraction: When Technology Takes Over	5692
Tuesday, October 23	1:30 p.m. – 3:30 p.m.	AO-204	AFPD 5162 – Creating and Using Project Plans	5610
Wednesday, October 24	2 p.m. – 3 p.m.	ATC-T241	AFPD 6805 – Mindfulness Experience	5694

[Back to top](#)