

HUMAN RESOURCES

October 2020

Content

[HR Key Events Calendar](#)

[High Deductible Health Plan \(HDHP\) and Health Savings Account \(HSA\) Informational Sessions](#)

[Benefits Open Enrollment](#)

[Open Enrollment Provider Forums](#)

[Free Flu Shots](#)

[Sick Leave Pool](#)

[FSCJ Work-Share Projects Update](#)

[myIMPACT Reminder](#)

[Cancel Leave Request](#)

[Wellness Chatter](#)

[Training and Organizational Development](#)



HR Key Events Calendar

High Deductible Health Plan and Health Savings Account Informational Sessions	October 6, 9, 14
Benefits Open Enrollment	October 19 – October 30
Open Enrollment Provider Forums	October 19 – October 27
Sick Leave Pool Open Enrollment	October 19 – October 30
Veterans Day Holiday	November 11
College Designated Holiday	November 25
Thanksgiving Holiday and Break	November 26 – 27

High Deductible Health Plan (HDHP) and Health Savings Account (HSA) Informational Sessions

The Office of Human Resources will host informational sessions for employees to learn more about the High Deductible Health Plan/Health Savings Account (HDHP/HSA). These sessions will be available through myLearning titled as *PD 1347 High Deductible Health Plan/Health Savings Account Informational Session*. Participants will hear more details about the HDHP/HSA and have an opportunity to ask questions. Registration is required and sessions are limited to 100 participants each.

Date	Time	Registration
Tuesday, October 6	10 a.m. – 11 a.m.	Register Now
Friday, October 9	9 a.m. – 10 a.m.	Register Now
Wednesday, October 14	3 p.m. – 4 p.m.	Register Now

After registering, employees should log into [myLearning](#), and click "Join Session" at the start time of selected session.

[Back to top](#)

[Benefits Open Enrollment](#)

The 2021 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, 2021. After January 1, 2021, any changes made will remain in effect for the entire calendar year unless a Qualifying Status Change (QSC) event occurs.

If you are a current participant of the **Medical and/or Dependent Care Flexible Spending Accounts (FSA) your current deductions will not carry over to Plan Year 2021. You must make a new election.** If you do not re-enroll, your FSA will terminate at midnight December 31, 2020. Remaining balances up to \$500 from 2020 will rollover to 2021.

For all other benefits EXCEPT FSA, if you do not wish to make any changes, your current benefit elections will continue for Plan Year 2021. This includes those who have opted out of the College's medical insurance. For benefit related questions, contact benefits@fscj.edu or call the dedicated number during Open Enrollment of 904-632-3090. **Open Enrollment is Monday, October 19 through Friday, October 30, 2020.**

- [Click here](#) to view the 2021 Open Enrollment video, designed to help inform employees of election options for next year.
- [Click here](#) to view the 2021 Florida Blue medical plan comparison chart. This chart provides useful information when making medical plan decisions for 2021.
- [Click here](#) to view a 2021 Benefits Open Enrollment Overview.

[Back to top](#)

[Open Enrollment Provider Forums](#)

Providers will be available during Open Enrollment via online forums. [Click here](#) and scroll down to view dates and times of scheduled forums. Benefits staff will be available to answer additional questions and/or assist with enrollment by email benefits@fscj.edu.

[Back to top](#)

[Free Flu Shots](#)

A yearly flu vaccine is the first and most important step in protecting against flu viruses. Employees, who are on one of the College's medical plans, are encouraged to get their flu shots directly from any provider in the network (ages 6 months and older) or at a pharmacy such as Walgreens, Publix, or Winn Dixie (ages 18 years and older). All Florida Blue health plans cover the cost of the flu vaccine, and plan members pay \$0 for the flu shot. Please remember to provide a health plan ID card at the time of service. Remember practicing everyday preventive actions can help stop the spread of flu viruses. Avoid touching your eyes, nose, and mouth, cover your coughs and sneezes, wash your hands often and avoid close contact with sick people.

[Back to top](#)

[Sick Leave Pool](#)

Enrollment in the Sick Leave Pool must be completed during the Open Enrollment period beginning October 19 – October 30. All full-time employees who meet the eligibility requirements can join the Sick Leave Pool. Eligibility will be determined as of the December 8, 2020 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](#).

To join the Sick Leave Pool, employees must add a Donate Leave request by logging into [myFSCJ](#) and following the steps below:

- Select the My Time tab.
- Select Donate Leave Request.
- Choose Sick Leave where you see the “Select Entitlement” dropdown window.
- Input “16” as the number of hours to donate.
- Under the “Agreement and Compliance” section, click the confirmation button.
- Submit.

[Back to top](#)

[FSCJ Work-Share Projects Update](#)

The FSCJ Work-Share Projects site is continuously updated with projects that provide additional opportunities for employees to make meaningful contributions to the College as many continue to work remotely. One recently-added project is the [Automated Proctor Reviewer](#) project, wherein employees would assist with reviewing proctored test recordings to check for student misconduct. Employees available to assist with additional work projects can review the complete list of approved projects on the [FSCJ Work-Share Projects SharePoint site](#), then reach out to the listed contact person to get started. Supervisor approval should be obtained prior to requesting to participate on Work-Share projects.

To submit a project for consideration, please complete the [FSCJ Work-Share Projects Form](#). Supervisor approval should be obtained prior to submitting the project request. For questions, contact humanresources@fscj.edu.

[Back to top](#)

[myIMPACT Reminder](#)

Employees are encouraged to use the journal entry feature within myIMPACT to highlight performance each month. Journal entries within myIMPACT make it easy for employees and supervisors to highlight performance, throughout the review period. Once logged in to myIMPACT:

- Click the “+” sign in the upper right side of the Perform page.
- Enter a name in the “start typing here” section.
- Add comments.
- Performance related documents can be added clicking the paper clip icon.
- Once finished the employee can decide who to share it with (such as a manager or next level manager).
- Click SAVE.

For questions, please contact hrtraining@fscj.edu.

[Back to top](#)

[Cancel Leave Request](#)

Employees have the ability to cancel submitted leave requests in [myFSCJ](#).

- Cancel the leave request if the time off is no longer needed for that specific date(s) or time; if the employee attempts to submit a new request for the same date(s), they will receive an error message.
- In order to EDIT a Leave Request, it must first be CANCELLED.
- Requests to cancel must include an explanation in the comments for audit purposes.
- The cancel leave request is routed to the supervisor.
- The supervisor then approves or denies the cancel request.
- Before approving a cancel leave request, supervisors should ensure the request is valid by confirming the employee is working/has worked that day or whether the employee only needs to change the number of hours taken on that day.
- If the supervisor approves the request, the employee can then EDIT the request to modify the date, the leave type taken, or the number of hours taken.

[Back to top](#)

[Wellness Chatter](#)

Moments of Tranquility: A Series of Meditation Workshops

Join certified Shamatha Meditation instructors Billy Thomas and Michael Turnquist online for weekly sessions of Tranquility Meditation, an ancient meditation method designed to bring awareness into the present moment, assisting with stress relief and mental focus without requiring the practitioners to accept or reject any specific philosophical belief. Workshops will take place September 9 – December 9, 8:30 a.m. – 9:30 a.m. First-time attendees are encouraged to log in 15 minutes early. All sessions are hosted online via WebEx. [Click here](#) for meeting details.

YMCA First Coast Games Update

In early September, the YMCA made the decision to postpone the 2020 First Coast Games. They hope to have a full slate of games and activities available for participation in 2021. Employees who signed up for the 2020 games are asked to hold on to their game day shirts. Any shirts not yet distributed to participants will be held until next year. Please contact Steve.Bead@fscj.edu for further information.

[Back to top](#)

[Training and Organizational Development](#)

Professional Development

To view our current synchronous and asynchronous course offerings, please log into [myLearning](#).

Managing at FSCJ Certificate Recipient

Congratulations to the following employee on completing the Managing at FSCJ Certificate program!

Cynthia Motzny, Laboratory Manager

Virtual Learning Week

During the week of October 19-22 TOD will offer a number of great on-line professional development opportunities for individual and team participation. A sample of courses include Uncharted Territory: Faculty Testing Options During Covid-19 Creating Interactive Content with Genially, How you can spot and Fight Fake News and Integrating Library Help and Tutoring into your Course. The courses are 1% approved and many courses will be a gateway into one of our [professional development certificate programs](#). The courses will be approximately 50 minutes in length. Course registration is available through [myLearning](#). A full course listing will be released soon via email.

Science Symposium

The 2020 Root2Stem Science Symposium will be held Friday, October 16. Key topics include Scientific Education and Health, and raising awareness of community health issues. [Register](#) by October 12 for the opportunity to access information from various speakers, demonstrators, and vendors.

Leadership Academy Participants for 2020 - 2022

For the first time, the Leadership Academy will be offered for a two-year term with increased emphasis on building leadership across the College with a strong focus on strategic decision making. The following individuals have accepted the challenge to participate in the upcoming 2020-2022 Leadership Academy.

Name	Title
Ashli Archer	Department Chair
Alicia Byrd	Professor
Lori Cimino	Instructional Program Manager
Myisha De Nose	Assoc. Director of Student Advising
Terri Dyer-Kramer	Professor
Kim Fahlgren	Professor
Monica Franklin	Instructional Program Manager
Tameiko Grant	Instructional Program Manager
Phenessa Grey	Academic and Career Cord.
Terri Hollingshead	Assoc. Director of Student Recruitment
Whitney Lafond	Dept. Chair
Adeyemi Olaogun	Assoc. Director of Student Finance
Louis Prothro	Assoc. Director College Research
Sarah Reardon	Director of Academic and Student Achievement
Barbara Schaefer	Program Manager
Pete Snell	Ex. Director Network and Services
Bryan Stewart	Admin. Support Manager
Eddy Stringer	Dean of Arts and Science
Jennifer Walls	Asst. Director of Marketing
Scott Yaun	Distance Learning Assessment Cord.

[Back to top](#)