

HUMAN RESOURCES

October 2019

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HR Key Events Calendar

High Deductible Health Plan and Health Savings Account Informational Sessions	October 2 – 3
Benefits Open Enrollment	October 21 – November 1
Sick Leave Pool Open Enrollment	October 21 – November 1
Veterans Day Holiday	November 11
College designated holiday	November 27
Thanksgiving Holiday and Break	November 28 – December 1

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

The Office of Human Resources will host informational sessions for employees to continue to learn about the High Deductible Health Plan (HDHP) and Health Savings Account (HSA). Florida Blue and HealthEquity representatives will present information about the plan and also answer questions that employees may have. Please plan to attend one of the meetings listed below to learn more.

Date	Time	Location	Webex Info
Wednesday, October 2	9 a.m. – 10 a.m.	Downtown, ATC Room T140	Join the meeting
Wednesday, October 2	11:30 a.m. – 12:30 p.m.	Kent E104	N/A
Wednesday, October 2	2:30 p.m. – 3:30 p.m.	Kent E104	N/A

Thursday, October 3	9 a.m. – 10 a.m.	North Auditorium	N/A
Thursday, October 3	11:30 a.m. – 12:30 p.m.	South Lakeside Room (Wilson Center)	N/A
Thursday, October 3	2:30 p.m. – 3:30 p.m.	South Lakeside Room (Wilson Center)	N/A

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Benefits Open Enrollment

The 2020 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, 2020. After January 1, 2020, any changes made will remain in effect for the entire calendar year unless a Qualifying Status Change (QSC) event occurs. If employees do not wish to make any changes, their current benefit elections will continue for plan year 2020, **with the exception of the Medical and/or Dependent Care Flexible Spending Accounts (FSA). 2019 FSA deduction(s) will not carry over to Plan Year 2020 and employees must make a new election for plan year 2020.** For benefit related questions, contact benefits@fscj.edu or 904-632-3210. Open Enrollment is Monday, October 21 through Friday, November 1, 2019 and the Benefits team, along with our business partners, will be on campus the first week of Open Enrollment to answer questions.

Date	Time	Location
Monday, October 21	8 a.m. – 5 p.m.	Kent Room F128
Monday, October 21	11 a.m. – 1 p.m.	Cecil Center Room A206
Tuesday, October 22	8 a.m. – 5 p.m.	North Room E166
Wednesday, October 23	8 a.m. – 5 p.m.	South Lakeside Room
Wednesday, October 23	11 a.m. – 1 p.m.	Nassau Center Room B202
Thursday, October 24	8 a.m. – 5 p.m.	Deerwood Room B1204
Friday, October 25	8 a.m. – 5 p.m.	Downtown ATC T140/141

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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	Location
Monday, October 21	9 a.m. – 3 p.m.	Kent Room F128B
Tuesday, October 22	9 a.m. – 3 p.m.	North Room E166

Wednesday, October 23	9 a.m. – 3 p.m.	South Woodside Room (Wilson Center)
Thursday, October 24	9 a.m. – 3 p.m.	Deerwood Room B1204
Friday, October 25	9 a.m. – 3 p.m.	Downtown ATC Room T140/141

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[Sick Leave Pool](#)

Enrollment in the Sick Leave Pool must be completed during the Open Enrollment period beginning October 21 through November 1. All full-time employees who meet the eligibility requirements can join the Sick Leave Pool. Eligibility will be determined as of the December 6, 2019 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](#).

Joining the Sick Leave Pool is done through myFSCJ as a Donate Leave Request. Log into [myFSCJ](#) and follow 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.

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

The Florida Retirement System (FRS) offers free and unlimited financial planning workshops for FRS-covered employees via webcast. Below is the webcast schedule for October 2019.

Date	Time	Topic
Monday, October 7	10 a.m. – noon	Using the FRS to Plan for Retirement
Monday, October 7	1 p.m. – 3 p.m.	Taking Control of Your Finances
Monday, October 8	10 a.m. – noon	Nearing Retirement in the FRS
Monday, October 8	1 p.m. – 3 p.m.	Understanding the FRS Investment Plan

To Register:

By phone: 1-866-446-9377, Option 2

Online: Login to the [workshop registration page](#)

- Select “Attend a Workshop”.
- Select “A WEBINAR” under the "County" drop-down box (be sure to select "A WEBINAR" and **not** the county living or working in).
- Select the desired workshop topic.

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[Non-Operational Days](#)

Employees are not required to request leave for (and supervisors should not approve absence requests submitted) non-operational days. Upcoming non-operational days include the day after Thanksgiving (November 29), and six Winter Break days (December 23-24, 26-27, and 30-31).

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Leave in Push Back Status

When an employee submits a leave request, the supervisor is able to approve, deny, or push back the request. When the leave is pushed back to the employee, the employee needs to edit the request and resubmit to the supervisor. The supervisor can then approve the leave for processing.

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Wellness Updates

Diabetes 5k Race

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

Compliance Training Update

This month, employees will be requested to complete two key compliance training courses: “Title IX for Higher Education” and “Workplace Harassment Prevention for Employees (Title VII)”. This training helps to ensure that employee actions continue to support the Mission, Vision, and Values of the College. Employees will receive an email from Florida State College at Jacksonville <do-not-reply@fscj.edu> with instructions on how to get started.

Employees hired after October 1, 2018 who have completed these trainings will be asked to complete refresher courses after 2 years. New employees will continue to receive the HR compliance courses immediately after their first day. All courses are to be completed within 60 days of being assigned. View the employee [compliance training desktop procedure](#) for additional details. For questions, please contact hrtraining@fscj.edu.

Certificate Program of the Month – Administrative Assistant

The Office of Training and Organizational Development offers a certification program tailored to fit administrative professionals. The purpose of the program is to develop administrative professionals for growth and advancement. The program consists of topics related to technology, communication, and interpersonal skills. To successfully complete the program the employee must complete the following requirements:

- Complete the 4-hour Cornerstone course
- Select and complete 8 hours of Core courses
- Select and complete 4 hours of Electives
- Complete the 4-hour Capstone course

Click [here](#) for a certificate overview and detailed course information. Contact hrtraining@fscj.edu if there are any questions.

myIMPACT Feature Highlight

Journal entries within myIMPACT make it easy for employees and supervisors to highlight performance, throughout the review period. These entries can also be helpful when completing performance evaluations. 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.

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
Monday, October 7	10 a.m. – 11:30 a.m.	South Room B203	AFPD 7098 – Overview of Title IX and Sexual Misconduct	6102
Wednesday, October 9	1 p.m. – 3 p.m.	Kent Room C100A	AFPD 3522 – Video Editing Advanced	5578
Wednesday, October 16	9 a.m. – 10:30 a.m.	Downtown ATC T241	AFPD 7117 – Basics of Non-Academic Outcomes	6226
Wednesday, October 23	1:30 p.m. – 3:30 p.m.	Downtown AO 204A	AFPD 4074 – Creating and Using Project Plans	5635

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