

HUMAN RESOURCES UPDATE

September 2017

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HR Key Events Calendar

Benefits Open Enrollment October 16 – October 27

Managing at FSCJ Certificate Program – Fall Class Offerings

Training and Organizational Development is excited to announce the Fall 2017 **Managing at FSCJ** certificate program classes, open to all employees.

PROGRAM CLASSES	DATE	TIME
AFPD 4044 – Cultural Sensitivities	Opened September 5*	Online
AFPD 5124 – Team Development	Opened September 5*	Online
AFPD 5219 – Foundations of Management All classes held in AO – 204A	Thursday, September 7	8:30 – 11:30 a.m.
	Tuesday, October 10	1:00 – 4:00 p.m.
	Wednesday, November 15	1:00 – 4:00 p.m.
	Tuesday, December 5	8:30 – 11:30 a.m.
AFPD 5225 – Resource Management	Opened September 5*	Online
AFPD 5220 – Organizational Communication	Opened September 5*	Online

*Class may be completed any time between September 5 and October 20, 2017.

Classes fill quickly so register early. Please visit our [website](#) for more information about this program. For general questions, contact HRTraining@fscj.edu.

All Managing at FSCJ courses are eligible toward the One Percent Salary Incentive. For more information regarding One Percent Salary Incentive please review [APM 03-0911](#).

Enrolling in Professional Development Courses

With the move to Campus Solutions, the method to sign up for Professional Development courses has changed. Employees will now be able to sign up for courses through My.FSCJ.edu using the “Student” tab. For detailed instructions, please see the [attached](#) document. Should you have any questions about the enrollment process, please contact HRTraining@fscj.edu.

Exempt Employees Requesting a Secondary Job

As a reminder, given the demands inherent in exempt roles, it is a critical expectation that an employee consults with their supervising administrator prior to taking on any secondary job at the College, including an adjunct assignment. The College has established a limit of four (4) credit hours per semester in an adjunct roll at FSCJ for full-time exempt employees. As part of the approval process, the [Request for Secondary Job Approval](#) form must be completed with all required signatures and returned to Human Resources prior to beginning a secondary job.

Perks at Work Program for FSCJ Employees

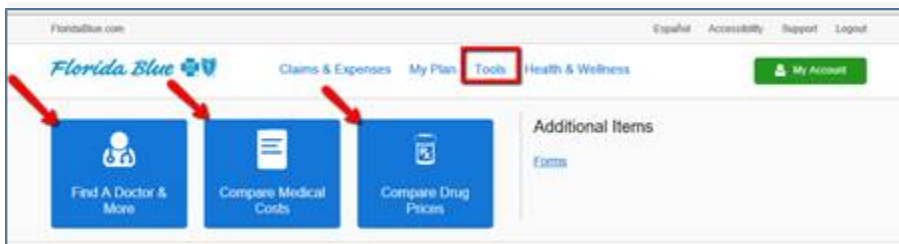
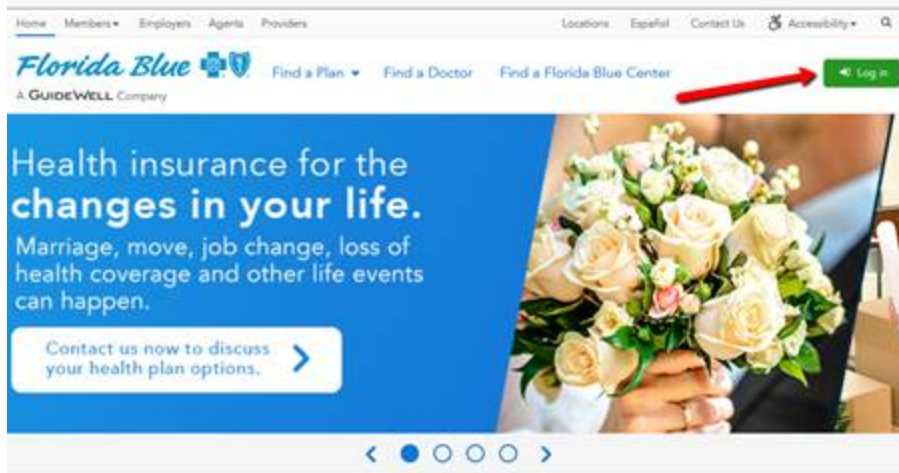
As announced in the August 3rd email, FSCJ has contracted with Next Jump’s **Perks at Work** program, which offers over 30,000 national and local employee perks and discounts. From small purchases like groceries to big ones like cell phones, computers, and vacations. **Perks at Work** rates help you save every day. Refer to the exclusive discount section to take advantage of additional perks offered only to FSCJ employees. For more information, contact benefits@fscj.edu.

Benefits Open Enrollment

The Open Enrollment period is the annual window when you can add or remove dependents and make changes to insurance plans. The open enrollment period begins October 16, 2017 and runs through October 27, 2017. Additional details will be forthcoming highlighting new and enhanced benefits for employees, 2018 premium rates, and the dates and times the Benefits Team, along with our benefits providers, will be on specific campuses to assist you during Open Enrollment.

Florida Blue – Know Before You Go

The *Know Before You Go* program helps employees compare medical and drug costs or locate providers within their network **before** having services rendered. Employees have immediate access to these tools by logging into their Florida Blue account at www.FloridaBlue.com. After logging in, select the appropriate icon to compare costs or find a provider.



[Terminating Active Employees Who Have not Worked for the Past Year](#)

As a part of a regular Human Resources business process, HR terminates employees in positions who have not worked nor received pay in that position for more than a year.

Although this process also occurred in ORION, there was no notification sent to the supervisor when it was done. Now in PeopleSoft, a workflow notification is sent to the Supervisor, notifying them that this employee has been terminated in one or more of the positions that they currently hold. Their employment record(s) is(are) no longer valid, and should they be needed to work in this position in the future, they may be required to go through the hiring process again.

This business practice prevents FSCJ from:

- reporting invalid numbers of current employees in Federal and State reporting,
- reporting invalid information to those seeking Employment Verification,
- inhibiting prior employees who haven't worked in the past year from accessing their retirement funds, and

- having inaccurate data.

The way that jobs are listed in PS is different than in ORION. Please be assured that HR will only terminate a position under an employee in which the employee has not received pay in the past year (or 18 months for those in the Police and Fire Academy areas). If that position happens to be their only position, the employee will lose their access to the system and is no longer considered an employee of FSCJ. Should they want to return to FSCJ, they will have to apply through the regular hiring process. But if that position happens to be one of two or more positions that the employee holds, only the singular position will be terminated, and their access to the system will not be impacted based on the other position(s) that they hold. Should they want to return to that position, it is a simple addition of the position back into the employee's job data record.

Contact [HR Information Management](#) with any questions.

Updated Clearance Form

An updated [Clearance Form](#) is now available on the HR Forms page within the Employment section. A Clearance Form must be completed by the employee & supervisor **prior to** an employee's termination from FSCJ **or** internal transfer to another department, and then submitted to Human Resources. Internal transfers need to complete a Clearance Form but do **not** need to be terminated in PeopleSoft.

This form serves as the following:

- Reminder to supervisors to terminate the employee in PeopleSoft and prevent overpayment to employee.
- Keys and property checklist for College issued items reviewed to insure items have been returned and asset ownership transferred. All procurement or access cards will be deactivated at this time.
- Reminder to employee to enter any absence requests they plan to use prior to leaving the College.
- Reminder to make direct reporting changes for termed/transferred employee.
- Reminder to Payroll and Accounts Receivable to ensure the employee does not have outstanding financial obligations.
- Reminder to Human Resources to compute a final leave payout and/or leave transfer for employee.

Hurricane Preparedness (reprinted in part from the August 30, 2017 email from FSCJ Communications)

With a watchful eye on Hurricane Irma, we are in the height of Hurricane Season with August and September being the most active for us. Hurricane Harvey should serve as a strong reminder that we need to be prepared, both personally and in our respective work places.

We all should have our hurricane kits prepared and ready for home and work in order to avoid the chaos of last minute preparations when much needed supplies become scarce and lines are long. Please see the [attached](#) guidance documents from the American Red Cross and this [link](#) to the City of Jacksonville Preparedness Guide to help you pull together your checklist.

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