

# HUMAN RESOURCES

## September 2018

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### [HR Key Events Calendar](#)

Benefits Informational Sessions (HSA)	September 5-7, 10
Blood Drive – The Big Red Bus	October 4
Benefits Open Enrollment	October 15 - October 26

### [FSCJ Leadership Academy](#)

The Training and Organizational Development Department is excited to introduce the **FSCJ Leadership Academy**. This new program is designed to enhance leadership skills and build upon existing components of the professionalism competency to propel employees toward being effective leaders. Course work will entail 33 hours of participation and is targeted toward current and emerging leaders, both faculty and staff, with at least one year of service with the College. Preference will be given to those who have completed the Managing at FSCJ Certification Program. Interested employees may nominate themselves with a recommendation from their supervisor, or supervisors may directly nominate employees. In both cases, interested participants must provide a short paragraph of interest. Please complete an [application](#) and submit it to [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) no later than Thursday, September 13<sup>th</sup>.

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### [Benefits Open Enrollment](#)

The Open Enrollment period is the annual window when employees can add or remove dependents and make changes to insurance plans. The open enrollment period begins October 15, 2018 and runs through October 26, 2018. Additional details will be forthcoming highlighting new and enhanced benefits for employees, 2019 premium rates, and the dates and times the Benefits Team, along with benefits providers, will be on specific campuses to assist employees during Open Enrollment.

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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 are reimbursable up to \$3,000 per fiscal year for undergraduate courses, and up to \$4,000 per fiscal year for graduate courses for full-time employees only. See [APM 12-1501](#) for more information.

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## [FSCJ Safe Mobile App](#)

FSCJ students, faculty, staff and visitors have access to the new FSCJ Safe mobile app, designed to help keep them safe throughout the College's campuses and centers. The free app, available to download on Apple and Android devices, offers real-time safety functions and features in one convenient location.

The app will send you important safety alerts and provide instant access to campus safety resources. FSCJ Safe's features include:

- The Mobile BlueLight function, which allows on-campus users to send their location to and chat with Campus Security dispatch.
- A Friend Walk tool allowing users to send their location to a friend or Campus Security.
- A list of Campus Security contacts as well as phone numbers for JSO and the Nassau County Sheriff's Office.

Visit the [Emergency Information](#) page for additional information on how to sign up for the Emergency Notification System and the FSCJ Safe Mobile App.

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## [Health Advocate Employee Assistance \(EAP\) Reminder](#)

The Employee Assistance Program (EAP) through Health Advocate is a short-term, confidential counseling as well as crisis intervention service provided for employees. This program provides up to eight free sessions per year for College employees and their family.

Support at no cost when needed on the following:

- *Work/Life Services*
- *Relationships*
- *Resources*
- *Financial*
- *Webinars*
- *Legal*
- *Emotional Wellbeing*
- *Health*
- *Personal Growth*
- *Summer Camp Locators*

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. Visit [Health Advocate](#) to find useful information on a wide range of topics. Contact the 24-Hour CARELINE at 877-240-6863 or send an email to [answers@HealthAdvocate.com](mailto:answers@HealthAdvocate.com) with questions.

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## [Blood Drive](#)

FSCJ has made it even easier to donate blood! 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. See [commonly asked questions](#) about donating and other [health benefits](#) for more information.

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## Training and Organizational Development

### **Managing at FSCJ Certificate Recipients**

Training and Organizational Development would like to congratulate the following employees on completing the Managing at FSCJ Certificate program!

- Latasha Green, Project Coordinator
- Jacqueline Kloin, Enrollment Development Coordinator
- Peggi Patrick, Library Manager
- Robin Sarge, Project Coordinator
- Lisa Van Zwoll, Academic Tutor

### **Certification Programs**

Sign up now for our certification programs focused on career development and enhancing the skills, knowledge and growth of all FSCJ faculty and staff.

- Managing at FSCJ – Equips managers with tools to be effective supervisors
- Technology – Develops opportunities in technology, specifically for higher education environments
- Administrative Assistant – Develops skills for efficient and effective administrative assistants
- Active Learning – Provides faculty with various methods to better engage with students
- Communication – Improves communication skills to foster better inclusion, empathy and clarity

For more information please visit [this page](#).

### **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](mailto:hrtraining@fscj.edu) with general questions about classes or issues registering. The following offerings are 1% salary incentive approved.

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Topic</b>	<b>Class Number</b>
Friday, September 7	1 p.m. – 4 p.m.	AO-204	AFPD 4044 – Cultural Sensitivities	5910
Tuesday, September 25	10 a.m. – noon	AO-204	AFPD 1022 – Excel Basics	5686
Thursday, September 27	1 p.m. – 3 p.m.	AO-204	AFPD 1102 – Mediaspace	5605

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