

HUMAN RESOURCES

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[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

[Employee Contact Tracing Form](#)

As mentioned in a recent collegewide communication, FSCJ has developed an online form that employees and vendors can use to easily self-report positive COVID-19 test results. Employees who are symptomatic or have received a positive test result for COVID-19, are asked to fill out this brief online [form](#). If assistance is needed in completing this form, or an employee is unsure of possible symptoms, please call (904) 633-8233 to speak with a Human Resources representative. All information is strictly confidential, and at no time will any identity be shared as part of the contact tracing process. Employees can visit the [COVID-19 Faculty and Staff information](#) page for more guidance. Also, all employees returning to campus in any capacity must wear a mask (see page 9 of the [FSCJ Return to Campus Plan](#)) and follow social distancing whenever possible.

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Families First Coronavirus Response Act (FFCRA) Reminder

FFCRA requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions apply to FSCJ employees who are unable to telework and are effective April 1, 2020 through December 31, 2020. [Click here](#) to view additional details regarding FFCRA eligibility, leave request form, the US Department of Labor Q & A, and other helpful resources. For questions, please contact humanresources@fscj.edu.

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Benefits Open Enrollment

The Open Enrollment period gives employees an opportunity to review benefit plan options and make changes for the next plan year. Open Enrollment for the 2021 plan year will be held October 19, 2020 through October 30, 2020. Due to the pandemic, all help sessions will be 100% online. Details about Open Enrollment, including dates and times of virtual help sessions, will be sent in the coming weeks.

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Flu Shots

Flu shots will not be available on campus this year. Employees covered by one of the College's medical plans are encouraged to get their flu shot directly from any provider in the network (members age 6 months and older) or at a pharmacy such as Walgreens, Publix or Winn Dixie (members age 18 and older). All Florida Blue health plans offered by the College cover the cost of the flu vaccine, so plan members pay \$0 for the shot. Please be sure to provide a health plan ID card at the time of service.

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Florida KidCare

Florida children 18 and under are eligible for medical coverage, even if one or both parents are working. Florida KidCare includes free, subsidized and full-pay options based on family income and household size. Most families pay nothing at all, and many pay as little as just \$15 a month for all children in the household. For example, a family of four with an income up to \$34,848 qualifies for a \$15 per month premium. Explore eligibility and estimated cost at [Florida KidCare](#).

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Public Records Inquiries

As a public entity, the College fully complies with Florida's Public Records Law as outlined in Chapter 119, Florida Statutes. Recently, a [Public Records Request](#) page was created to summarize inquiries that include requests for information about employees. The Records Management Program Coordinator serves as the primary custodian of Public Records.

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Wellness Chatter

Florida Blue Webinar

Coronavirus Update: Keeping Kids Safe | Friday, September 18 11:30 a.m. – noon [Register Now](#)

Join this free webinar to hear an update on COVID-19 and Florida’s current status. This discussion will include recommendations for keeping children safe along with what is happening in schools at this time.

Live The Life: Adventures in Marriage Virtual Course

Join Live The Life for their upcoming [Virtual Adventures in Marriage](#) course. This fun and practical class helps couples discover better ways to meet relational needs, communicate, and resolve conflict. Learn more about Live The Life and services offered [here](#). Please email Mieko@livethelife.org to receive your discounted price.

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Training and Organizational Development

Managing at FSCJ Certificate Recipient

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

Allison Stapleton, Academic Department Coordinator

Save the Date for Virtual Learning Week

Virtual Learning Week will be live online October 19-23. Employees interested in a specific workshop offering, or an interest in facilitating a workshop are encouraged to submit a [Virtual Learning Week Interest Form](#).

TOD Data Report

The 2019-2020 Training and Organizational Development [data report](#) provides a closer look at professional development metrics from July 1, 2019 – June 30, 2020. To view the past 3 years, please visit the [TOD Data Analysis page](#).

Professional Development

Each week, Training and Organizational Development (TOD) emails course offerings to all employees with instructions on how to get started. These courses include face-to-face classes conducted online through Canvas Conferences or WebEx (unless otherwise advised), and self-paced online classes. The following courses are available through [myLearning](#).

Course Availability	Online Registration	Topic
Friday, September 18 9 a.m. – noon	Register Now	PD 1297 – Fall Data Summit
Thursday, October 1 10 a.m. – noon	Register Now	PD 3529 – YouTube a Complete Guide

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