

HUMAN RESOURCES

September 2023

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HR Key Events Calendar



September 9
American Heart
Association (AHA)
Heart Walk

September 13 & 27
Nutritional Lunch &
Learn

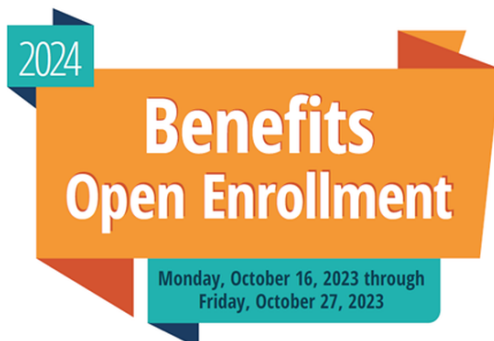
September 18
Years of Service &
Retiree Reception

September 28
New Employee
Orientation Part II

October 16-27
Benefits Open
Enrollment

October 19
Jacksonville
Corporate Run 5k

Benefits Open Enrollment



Benefits Open Enrollment for 2024 will be held October 16 through October 27. During this time, employees can make changes to their insurance plan elections to include adding or removing dependents. The Benefits team will be available on each campus during the first week of Open Enrollment to assist with enrollment elections. Watch for information on the changes to the health insurance plans, 2024 premium rates, and vendor information in the upcoming weeks.

Leave for Hurricane Closure

With the College closure due to Hurricane Idalia, Benefits removed all leave requests submitted and previously approved for Tuesday, August 29 through Wednesday, August 30. Supervisors should deny any pending leave requests for the College closure period. The "College Closure" absence event entry for each full-time employee is an administrative action taken by FSCJ to track the financial cost of Hurricane Idalia and does not affect the employee's absence balance(s). Please contact Benefits at benefits@fscj.edu for any questions about absence management.

For all full-time, non-exempt employees (those who complete a timesheet) identified as essential staff and thus worked during the College closure, please continue to enter actual hours worked on the respective timesheet. Then, fill out a Straight Time Pay (STP) Form and submit it to payroll@fscj.edu for processing. Please contact payroll@fscj.edu for any questions about timesheets or completing an STP form.

Salary Increase

The District Board of Trustees (DBOT) recently approved a 3.5% salary increase with a minimum of \$1,000 for all eligible full-time non-instructional employees and a 3.5% salary increase for part-time non-instructional Administrative, Professional, Career, and designated part-time employees. These pay increases are effective September 1, 2023, and will be reflected on the September 23 paycheck.

Additionally, the Board approved an increase to the adjunct Work Load Unit (WLU) rate to \$700 per WLU and the adjunct timesheet hourly rates for clock-hour programs to \$30/hr. Adjunct pay increases are effective as of August 28, 2023.

The College administration and faculty union continue their interest-based bargaining including compensation.

College Holidays and Non-Operational Days

The Board recently approved an extension to the 2023 Winter Break, adjusting the start date to Wednesday, December 20, 2023. This extension will increase the break by three days, from December 20-31.

Employees are not required to request leave (and supervisors should not approve absence requests submitted) for College Holidays and non-operational days. Employees who have leave requests previously submitted and approved for dates in which the College is closed due to a holiday, an extension day, or non-operational day should cancel those requests to prevent an impact on their absence balances.

NEW - FSCJ Succession Planning Program

The **FSCJ Succession Planning Program** is a year-long program that will provide individualized professional development opportunities designed to prepare employees for critical positions within the institution. While participation in the succession planning program does not guarantee that an employee will advance into a specific position, it will provide the employee with opportunities to enhance their competencies, skills, and experience.

The Executive Leadership Team has approved the following critical positions for the 2023-2024 year:

- [Associate Provost, Curriculum and Instruction](#)
- [Associate Vice President, Enrollment Management & Student Success](#)
- [Chief Human Resource Officer](#)

All FSCJ employees are eligible to apply. Interested participants must complete the Succession Planning Application Form. 2 - 7 employees per position will be selected to participate in the program. Approval up through the employee's chain of command to the Vice President is required and will be obtained through an electronic workflow. **Succession Planning applications and approvals are due Friday, September 15.**

For questions, please email humanresources@fscj.edu.

Florida Minimum Wage Increase

Effective September 30, 2023, the state of Florida is raising its minimum wage from \$11.00 to \$12.00 per hour.

Exit Process for Employees

Employees should familiarize themselves with the procedures regarding their separation from the College. The actions an employee and their supervisor are each responsible for are outlined in [APM 03-1602 – Exit Process](#). The employee's supervisor will complete an electronic Clearance Form prior to the employee's last working day to ensure compliance with this policy in order for the terminal leave payout to be processed by HR.

Additional information is available in the [Employee Exit Information](#) document.

Wellness Chatter



Saturday, September 9, 2023

American Heart Association (AHA) Walk

There is still time to join team FSCJ for the AHA Walk at 8 a.m. on Saturday, September 9. Click [here](#) to view the FSCJ fundraiser page and join a team or donate! Contact hrtraining@fscj.edu for details or questions.

Nutritional Lunch and Learn with Camp Gladiator

Join Certified Nutrition Coach Jess Hoffman of Camp Gladiator as she provides education and guidance on balanced nutrition plans and so much more. In this 1-hour session, employees will learn more about healthy eating habits and how to stay on track. **All employees attending this in-person event will receive a free lunch.**

PD 1957 Nutritional Lunch and Learn with Camp Gladiator

Downtown Campus, AO-204A
Wednesday, September 13
noon - 1 p.m.

[Register to attend in person](#)

[Register to attend online](#)

PD 1957 Nutritional Lunch and Learn with Camp Gladiator

South Campus, TBD
Wednesday, September 27
noon - 1 p.m.

[Register to attend in person](#)

This date is only available in person.

Florida Blue Better You Newsletter

View the Florida Blue [September Newsletter](#) to learn about yoga practices and tips on how to beat afternoon fatigue.

Jacksonville Corporate Run 5k

The Jacksonville Corporate Run will be held on Thursday, October 19, at 6:30 p.m. The FSCJ Wellness Club will sponsor 20 free entries for full-time employees who wish to participate. This is a team competition and is open to runners, joggers, and walkers. [Click here](#) for race information, or contact hrtraining@fscj.edu for FSCJ employee participation details.

Training & Organizational Development

NEW - Micro-Learning

Training & Organizational Development is thrilled to introduce a new micro-learning webpage designed for quick and efficient learning. This platform offers bite-sized modules categorized by competency, allowing employees to easily navigate and choose their desired area of development. [Click here](#) to learn more

Student Success Certificate

FSCJ offers a professional development opportunity for a selective cohort of 20 faculty, staff, and administrators. The cohort will provide 16 hours of professional development and job shadowing experience throughout the Fall 2023 and Spring 2024 terms. The certificate program will help faculty and staff broaden their “sphere of influence” by developing connections and employing resources to provide holistic support to students, helping to remove academic and life barriers. This program is open to all full-time FSCJ faculty, staff, and administrators with at least one year of service with the College. Learn more about the schedule of workshops and program outcomes [here](#). Interested employees may nominate themselves with a recommendation from their supervisor, or supervisors may directly nominate employees. In both cases, interested participants must submit an [application](#) and a short paragraph of interest to hrtraining@fscj.edu by **Monday, October 2, 2023**.

[Click here](#) to view current College course offerings.

Around the College

Connect with colleagues at the **Achieve@FSCJ Fall 2023 Data Summit – Exploring CCSSE Results and Charting the Path to QueST on Friday, September 8, 9 a.m. - noon**.

The Fall 2023 Data Summit will begin with the overall results from the Spring 2023 Community College Survey of Student Engagement (CCSSE), followed by a look at CCSSE scores disaggregated by “online only” students, and wrap up with a discussion of the next QEP, QueST. Participants will be asked to take part in activities. This event is open to all FSCJ employees and can be attended in person or online.

This meeting is eligible for [One Percent Salary Incentive](#) credit and employees can register to [attend in person](#) or [live online](#). With questions, please contact jerrett.dumouchel@fscj.edu.
