

HUMAN RESOURCES

February 2019

Content

[Wellness Fair 2019: Passport to Wellness](#)

[Exempt Employees](#)

[Helpful Links: Risk Management](#)

[Sick Leave Personal](#)

[When an Employee Leaves the College](#)

[Training and Organizational Development](#)

Wellness Fair 2019: Passport to Wellness

The 2019 Wellness Fair will be held Friday, March 1, 2019 at the Advanced Technology Center in rooms T-140/141 from 8:30 a.m. - 1 p.m. This year's theme, "Passport to Wellness" aims to promote the Employee Wellness Programs' five elements of health and wellness: Physical, Nutritional, Financial, Emotional/Social, and Spiritual. Please encourage your direct reports to attend this event.

As a supervisor, here are a few opportunities to strengthen employee participation:

- Attend yourself or make this a team activity and attend the Wellness Fair as a group.
- Encourage employees to go online and [sign up](#) for a free personal health assessment.
- Adjust work schedules if necessary so that all employees have an opportunity to participate. Attendance is considered time worked.

The event is open to all employees and will include live demonstrations/presentations, door prizes, personal health assessments, and free services through our College medical programs.

[Back to top](#)

Exempt Employees

As required by the State of Florida Auditor General's Office, Payroll announced a new process for validating and certifying that exempt employees perform their required duties or were on approved leave during each pay period. Supervisors will receive an approval notification via email, and a worklist at the end of each pay period. This validation must be completed timely following the [instructions provided](#). For additional information, please email [Payroll](#) or call (904) 632-5158.

[Back to top](#)

Helpful Links: Risk Management

FSCJ is committed to maintaining a safe and healthy work environment. Our focus is on preventing accidents and injuries. For concerns of workplace hazards or issues with the potential of causing an injury, a work order should be submitted to the facilities department or contact [Risk Management and Safety](#).

In accordance with Florida Statute 440, the College provides wage loss and medical benefits to faculty/staff members who cannot work, or need medical care because of a work-related injury. If the injury is serious or life threatening seek emergency medical treatment immediately by calling 911 or going to the nearest emergency room. All injuries are to be reported to campus security.

How to file a workers' compensation claim:

- Contact security to make a report.
- Complete a [First Report of Injury \(DWC-1\) form](#) and submit it electronically to Risk Management. If the employee is not available to complete the form, this must be completed by the supervisor.
- After submitting the First Report of Injury form, the employee will be contacted by the workers' compensation claims representative at Qual-Lynx and be given a treatment authorization. The authorized medical provider is any CareSpot location. If the employee seeks medical treatment before receiving authorization or at a different provider, workers' compensation benefits may be denied.
- Any leave taken that is related to the injury is submitted manually on a leave request form and not in PeopleSoft.
- If the injury or illness occurs after hours, weekends, or holiday the security staff at each campus can authorize treatment at CareSpot.

For questions or assistance, email [Risk Management and Safety](#) or call Debbie Monnserrat at 632-5054. For more information refer to [APM 03-0906, Workers Compensation](#).

[Back to top](#)

Sick Leave Personal

Sick Leave Personal is a component of Sick Leave and is not viewed as an additional bucket of time available to full-time Absence Management participating employees.

- Employees can use up to 32 hours of Sick Leave for personal reasons; the employee does not have to be sick to use it.
- Sick Leave Personal is taken from the Sick Leave balance, so if Sick Leave is unavailable, Sick Leave Personal cannot be taken. If an employee requests Sick Leave Personal and Sick Leave is unavailable, the system will automatically retrieve hours from Annual Leave. If Annual Leave is unavailable, the employee will be placed in leave without pay status.
- If an employee has no leave available, supervisors should advise them BEFORE approval that leave will be without pay and their paycheck will reflect hours as such.
- If the entire 32 hours is not used within the current calendar year, the remainder is not carried to the next calendar year; the 32 hour count starts over each January 1.

"Leave for personal reasons shall not exceed four (4) days (32 hours) for any one (1) calendar year; provided, however, that such absences for personal reasons shall be charged only to accrued sick leave; and provided, further, that leave for personal reasons shall be non-cumulative from calendar year to calendar year." [\[APM 03-1005, Sick Leave\]](#)

[Back to top](#)

When an Employee Leaves the College

It is the responsibility of the supervisor to ensure that employees are properly exited to prevent overpayment. Failure on behalf of the supervisor to follow through with the below items is subject to discipline up to and including termination.

- Notify Human Resources immediately.
- Terminate the employee in myFSCJ (PeopleSoft).
My Manager Tasks > Job and Personal Information > Terminate Employee
- Submit the employee's letter of resignation to HR via interoffice mail or scan to HRInfoMgt@fscj.edu.
- If they are a non-exempt employee, only approve leave on their timesheet for the actual time they worked.
- Ensure the employee has entered time in Absence Management for any days they plan on taking off prior to leaving.

- Ensure the employee has turned in any equipment, keys, or uniforms that were issued to them.
- Submit any reporting changes for employees who were reporting to this employee to ensure their timesheets or leave requests aren't stuck in the system.
- Complete a Clearance Form, and submit it to HR via interoffice mail or scan to HRInfoMgt@fscj.edu, in order for HR to process the employee's leave payout (if applicable).

[Back to top](#)

Training and Organizational Development

Team Building Workshop

Training and Organizational Development has created a team building workshop titled, "Enhancing Teams with the FSCJ Values". This training provides departmental teams with tools to develop strong working relationships through a foundation of trust and respect. Employees will explore FSCJ values and how these can be operationalized within departments, develop unifying goals, and define action steps to improve their service to employees, students and others that they serve. Please contact hrtraining@fscj.edu with questions.

PeopleSoft Security Procedures

Supervisors are encouraged to review the [PeopleSoft Security Procedures](#), which provides instructions on obtaining access to various areas of PeopleSoft. Please remember to visit these procedures when hiring a new employee to ensure all security trainings are assigned.

Newly Combined ALICE/Self-Defense AFPD Class

Based on recent success at Professional Development Day, the ALICE class lead by the Director of Security Gordon Bass has been combined with the Self-Defense class lead by Pat Maddox. Employees will learn strategies to stay safe when confronted by an active shooter as well as helpful tactics for self-protection. Sessions start in February and continue through April at all the main campus locations. Team sessions are also available and can be scheduled by emailing hrtraining@fscj.edu. This fast-paced two-hour course is 1% approved!

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 one percent (1%) salary incentive approved.

Date	Time	Campus	Topic	Class Number
Thursday, February 28	1 p.m. – 3 p.m.	Kent-C-200	AFPD 5217 – How to Present and Build Effective Presentations	6488
Tuesday, February 26	11 a.m. – noon	AO-204A	AFPD 4061 – Settling Employees During Unsettled Times	6264

[Back to top](#)