

HUMAN RESOURCES

February 2020

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Employee Wellness Fair 2020

The 2020 Employee Wellness Fair will be held Friday, February 28, 2020 at the Advanced Technology Center in rooms T-140/141, 8:30 a.m. - 1 p.m. This event 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 [schedule](#) their free Personal Health Assessment (PHA).
- 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 highlights for the 2020 Wellness Fair include: health screenings, seated chair massages, participation giveaways, exciting healthy food options, prize drawings, take-home information on a wide variety of wellness topics, and much more.

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Faculty Evaluations

Faculty are evaluated according to the guidelines established in [Article 11 of the Collective Bargaining Agreement](#). Specifically, faculty on annual contract are to be evaluated once per year with first year faculty being evaluated during their second teaching term. Faculty on continuing contract are to be evaluated once every three years. Evaluation forms can be found [here](#).

For questions regarding evaluations please contact emplrelations@fscj.edu.

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Helpful Links: Risk Management

FSCJ is committed to maintaining a safe and healthy work environment with a focus on preventing accidents and injuries. For concerns of workplace hazards or issues with the potential of causing an injury, submit a work order 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 Campus 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 myFSCJ.
- If the injury or illness occurs after hours, on weekends, or on holidays 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](#).

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

Health Advocate Solutions is primarily known for providing counseling services for the Employee Assistance Program (EAP), but they offer much more. The Management Assistance Program offers resources and strategies to assist supervisors in their daily role as a leader. Each month, Health Advocate provides helpful tools on how to become a better leader. Topics include employee performance, resolving employee conflict, keeping employees engaged, and more. Visit [Health Advocate](#) to find useful information on a wide range of topics, or contact the 24-Hour CARELINE at 877-240-6863 with questions.

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[How to: Delegations & Reporting Changes](#)

- Delegations – The delegation process should be used if a supervisor is unable to fulfill their role of absence management for a short period of time (i.e. vacation, extended leave of absence, sabbatical leave). Delegations allow for someone else to temporarily approve tasks in the absence of the supervisor and must have an end date.
- Reporting Changes – A reporting change should be entered for employees who are no longer reporting to the current listed supervisor in myFSCJ (i.e. supervisor leaving the College or department changes). Reporting changes are effective on Sunday since that is the official start of the week. will be updated with a SUNDAY effective date. Please do not submit duplicate reporting changes as this process is not intended for temporary approval use.

It is important to remember these guidelines when managing direct reports in myFSCJ. To view an employee's reports to status, go to My Manager Tasks > Job and Personal Information > View Employee Personal Info.

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[Training and Organizational Development](#)

Virtual Learning Week

TOD will offer a week of online digital learning February 24-28. Sample course offerings include: Canvas (Quizzes, Rubrics, Grading, etc.), Cross-Racial Mentorship, Taking Back Your Health and Life, Sharepoint, Making Values Valuable Part 2, and Being an Effective Team Member. Encourage employees to attend and consider selecting a course as a team building activity. See the full course listing [here](#).

Manager Tasks Help

Supervisors are encouraged to view the following videos to enhance their understanding of important tasks within myFSCJ.

- [Approve Absence Request Video](#)
- [Terminate Employee Function Video](#)

For more information about manager tasks in myFSCJ click [here](#).

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 27	11 a.m. – noon	Downtown AO 204A	AFPD 4061 – Settling Employees During Unsettled Times	5459
Wednesday, March 25	2 p.m. – 3 p.m.	Downtown AO 204A	AFPD 4071 – Introduction to myIMPACT	5171

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