

HUMAN RESOURCES

April 2024

HR Key Events Calendar



April 2 - 18

Employee Wellness Workshops

April 3

National Walking Day

April 12

Faculty Focus Day

May 5

36-hour work week begins

May 9

Commencement

May 27

Memorial Day Holiday

Holiday Vacation Leave Cash-Out

The holiday vacation leave cash-out program will be provided once again in 2024 to non-instructional full-time employees. *APM 03-1003 Non-Instructional Vacation Leave* has been updated to authorize the College President to approve an annual vacation leave cash-out not exceeding 40 hours. In November 2024, non-instructional full-time employees will be able to cash out up to 40 hours of vacation leave. The eligibility criteria for holiday vacation leave cash-out will be similar to 2023:

- Have a balance greater than 40 hours as of October 31, 2024.
- Maintain a balance of 40 hours following the request.

Increased Vacation Leave Accruals for Career Employees

Effective April 1, 2024, Vacation leave accruals for Career employees will be the same as that of Administrative and Professional employees. This results in four additional days of vacation leave on an annual basis. Employees will see the new accrual rate in their leave balances at the end of April. Employees should log into myFSCJ to view leave balances and navigate to the Employee Self Service > My Time tile > Absences tile.

Tuition Reimbursement

Tuition Reimbursement amounts for non-instructional employees will increase from \$3,000 to \$4,250 for undergraduate courses and \$4,000 to \$5,250 for graduate courses. This applies to all future applications submitted for non-instructional employees effectively immediately. To ensure the availability of funds, employees must complete the graduate/undergraduate course application in myFSCJ at least two weeks prior to the start of the course. The College administration also has an interest in increasing the tuition reimbursement amount for faculty and will work with the Faculty Union through the collective bargaining process.

Winter Break Extension

For 2024, Winter Break has been extended by two days to include Thursday, December 19, and Friday, December 20. DBOT approved the College calendar in February 2024 and a request will be made to update [Board Rule 2.15 College Calendars and Official College Holidays and Closings](#) to authorize the College President to approve operating days as a part of winter break in future years.

National Employee Appreciation Day Recap

On Friday, March 1, Human Resources hosted a National Employee Appreciation Day at all seven campus/center locations. We were thrilled to see the many employees who showed up to enjoy the giveaways and refreshments offered at the appreciation stations. This year we partnered with the FSCJ Cosmetology Program to offer some additional employee experiences, and Dr. Avendano shared a few words of gratitude to employees in this [video](#).

We look forward to celebrating all FSCJ employees again next year!

Jury Duty

Full-time employees requesting leave for Jury Duty must submit supporting documentation and a [Leave of Absence Request Form](#) to their supervisor for approval per [APM 03-1009 – Leave for Witness or Jury Service](#). Upon approval, the form and supporting documents should be emailed to benefits@fscj.edu. Employees should keep in mind the following:

- When an employee is summoned for jury duty, they are required to put in an absence request for Annual Leave or Sick Leave Personal for the day they expect to be absent from work, even if they do not have sufficient leave available.
- Once the employee has completed or is excused from Jury Duty, the employee must provide documentation from the Clerk of Court verifying services and the time rendered and the Leave of Absence Request Form to benefits@fscj.edu. The summons is not accepted as proof of attendance.
- Upon receipt of the documentation above, the Absence Management Administrator will administratively amend the Annual Leave or Sick Leave Personal absence event(s) submitted by the employee to Jury Duty Leave equivalent to the time served, returning the Annual or Sick Leave Personal hours to the employee.
- Employees should coordinate with their supervisor whether they should report to work if they are released early from jury service, as any scheduled hours not accounted for in the Clerk of Court documentation will be charged to the employee's leave request.

Florida Blue Services

Florida Blue members can [click here](#) to access valuable health information and resources, including care decision support, an online provider directory to (find doctors, hospitals, and pharmacies), and additional interactive web-based support tools. [Additional resources](#) are also available to help employees and their families stay safe and healthy.

Florida Blue Security Upgrades

Florida Blue cares about keeping personal and sensitive health information safe. That's why members will now encounter an extra layer of security when logging into an online member account, with two new security steps. Those steps and additional information on how Florida Blue is always working to build a better and more safe online experience can be found in the [Instructional User Guide](#).

Wellness Chatter

Employee Wellness Fair Recap

On March 7, Human Resources and the Wellness Committee hosted the 2024 Employee Wellness Fair. The FSCJ Cosmetology Program provided employees with next level manicure services and nearly 35 vendors showcased a variety of health screenings, resources, and education to over 200 attendees. Employees were also able to enjoy massages provided by Massology, a coffee station provided by Vital Brew - Espresso Cart, and take part in a variety of games and activities in the Employee Fun Zone!

A special thank you to our FSCJ Library & Learning Commons, Fitness Centers, and Urban Agriculture Department for joining us this year!

All employees are invited to complete a brief 2-minute [SURVEY](#), and view event photos [here](#).

[Congratulations to the door prize winners!](#)

Michelle Baker (DNT)	Ericka Jenkins (DNT)	Fredrikar Martin (DWC)	Tenesce Shelborne (AO)
Tere Davenport (DNT)	Vicki Lowe Kelsey (DNT)	Debbie Monseratt (AO)	Lindsey Thomas (AO)
Richard Dube (URC)	Melanie Lee (URC)	Marilyn McNair (DNT)	Ray Trescot (STH)
Denise Giarrusso (URC)	Charlsie Lucas (DNT)	Julie Miller (Cecil)	Glenna Veiga (DNT)
John Grissett (DNT)	Michaela Lyons (DNT)	Martina Perry (DNT)	Christie Wilson (STH)
Phuong Huynh (DNT)	Danyell Mack (URC)	Ansa Reams-Johnson (DWC)	

National Walking Day - April 3

All employees are invited to join the [American Heart Association \(AHA\)](#) and the Employee Wellness Club for National Walking Day. On Wednesday, April 3, at 11:30 a.m., employees are encouraged to take more steps towards improving their health by walking on one of the FSCJ campus [Get Fit Trails](#). Trail walks will be led by the FSCJ Athletics leadership team, and **participants will be entered into a drawing to win a \$25 gift card!**

View the [Get Fit Trail](#) map for campus-specific starting points. [Click here](#) to view more details on how to build healthy walking habits.

Better You Active You, 5-week Program

Employees are invited to participate in the Better You Active You 5-week program presented by Florida Blue. This in-person program is designed to offer skills and strategies to create healthy habits around physical activity. Once registered, employees will meet weekly with a Florida Blue facilitator at the Downtown Campus for guidance on how to develop and maintain a personal exercise routine. **A healthy lunch option will be provided for registered participants attending weekly sessions.** The program begins on Tuesday, April 2 and employees attending 4 out of 5 sessions will [earn \\$20 in rewards](#). [Sign up](#) for this 5-week program today!

America Saves Week - April 8 through 12

America Saves Week is an annual opportunity for individuals to assess their savings and take financial action. Each day of America Saves Week highlights a theme that offers ideas to increase savings. [Click here](#) to view the 2024 toolkit and learn what steps you can take to help reach your future financial goals.

[PD 2163 Saving for Major Milestones](#)
Thursday, April 11
AO- Room 204A
2 p.m. - 3 p.m.
[In-person registration](#)
[Virtual registration](#)

Register to attend an upcoming wellness workshop!

[PD 2159 History and Biochemistry of Chocolate](#)
Tuesday, April 2
URC Room U-103
11 a.m. - noon
[Register Now](#)

[April 4 - Understanding Your Cholesterol Series](#)
[April 9 - Deskercise](#)
[April 10 - Ask the Dietitian: Be More Plant-Based](#)
[April 17 - Respiratory Diseases](#)
[April 18 - Substance Use Disorder & Treatment](#)

Safety in Private Spaces Act

FSCJ is committed to providing a welcoming and professional work environment for our employees along with an equitable, high quality, success-driven learning experience for our diverse community of students. We work to accomplish this, in part, through our Core Values of *Respect for All Served by the College* and by a *Student-Centered* approach. Passed in 2023, Florida statute 553.865, also known as the "Safety in Private Spaces Act", requires persons to use a bathroom or changing area designated by their birth sex. If someone fails to use the bathroom or changing area of their birth sex, they may be asked to leave. If they fail to depart when asked and it is reported, they would be subject to an investigation and possible discipline by the College through either the Student Code of Conduct or Standards of Employee Conduct. If you do ask an individual to leave and they do not, you are responsible for reporting their failure to leave to FSCJ Security at the respective location. FSCJ Security will then forward the report to the appropriate area in Student Services or Human Resources.

Most Promising Places to Work in Community Colleges Award



The National Institute for Staff and Organizational Development (NISOD) has once again recognized FSCJ as one of the Most Promising Places to Work in Community Colleges! The annual award recognizes community and technical colleges committed to diversity through best-in-class student and staff recruitment and retention practices, inclusive learning and working environments, and meaningful community service and engagement opportunities. The national study employs a web-based survey approach to obtain information from NISOD member institutions. A multipart, weighted algorithm is used to classify the responding institutions. FSCJ also received this recognition in 2021 and 2022.

Training & Organizational Development

Faculty Focus Day

Faculty Focus day will be held Friday, April 12 and feature Loung Ung, author of the book *First They Killed My Father: A Daughter of Cambodia Remembers* (available through the FSCJ Library & Learning Commons).

[The film based on her memoir](#) is available through Netflix. Also, we are grateful to have speaker Dr. Phil Plait, known as the "Bad Astronomer" with his talk on "Under Alien Skies." **This year, the featured speakers will be virtual, but employees are invited to gather with other colleagues at the Advanced Technology Center, Room 140/141 to view this live online discussion.**

Breakfast will begin at 8:30 a.m. Lunch and Distinguished Faculty Awards presentation will begin at noon. Register in [myLearning](#).

Compliance Training Reminder

In February, two IT training courses were released to employees with a due date of **April 15, 2024**. These two courses titled **CMPL 2088 Your Role: Internet Security and You**, and **CMPL 2092 New College Password Procedures and Instructions** can be found in myLearning in the "Required" section.

myLearning Updates

A new section has been added to the myLearning home page, titled "Needs My Attention". This new feature brings courses overdue for completion to the top of the page for easier viewing and access.

Another great myLearning feature is the ability to export transcripts. This function creates a spreadsheet of all completed courses that can also aid in tracking One Percent (1%) credit hours. TOD has created a short document that will help create and customize transcripts to include a separate column listing for the sum of 1% hours completed. [Click here](#) for the link to this Micro Learning course.

Around the College

Commencement 2024

FSCJ's 2024 Commencement ceremony will be held on Thursday, May 9, at VyStar Veterans Memorial Arena. We need volunteers to help with the various important tasks throughout the day, such as setting up the arena, passing out programs, cheering on and checking in graduates, assisting guests to their seats, helping graduates prepare and line up for the ceremony, and cleaning up afterward. If you are interested, please talk with your supervisor and contact us at commencement@fscj.edu.

[Click here to log in and browse internal employment opportunities.](#)