

HUMAN RESOURCES

August 2023

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HR Key Events Calendar



August 3
Employee Game Day
Downtown Campus

August 24
College Convocation
South Campus

September 4
Labor Day

August 17
Adjunct
Convocation

August 28
Fall Term
Begins

September 9
American Heart
Association (AHA)
Heart Walk

August 19
36-hour work
week ends

Now - August 15
Employee
Recreational Sports

October 19
Jacksonville
Corporate Run 5k

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.

FSCJ Education Benefits

Internal Courses

Full-time employees and their eligible spouses and dependents and regular part-time employees shall receive tuition reimbursement (or tuition waiver) for tuition and fees paid for course(s) taken at Florida State College at Jacksonville. See [DBOT Rule 6Hx7-3.48](#) and [APM 03-0910](#) for more information.

External Courses

Undergraduate and graduate courses taken at accredited institutions other than the College by non-instructional full-time employees are reimbursable up to \$3,000 per fiscal year for undergraduate courses and up to \$4,000 per fiscal year for graduate courses. See [APM 12-1501 Tuition Reimbursement](#) for more information. [Per Article 25 of the CBA](#), Faculty shall be reimbursed an amount not to exceed \$4,000 per fiscal year for tuition and lab fees. Contact tuitionreimbursement@fscj.edu for questions.

Beneficiary Updates

Choosing beneficiaries and keeping those choices up-to-date is essential to owning life insurance and retirement savings accounts. All full-time employees have one-time their annual salary in life insurance provided by the College. The beneficiary designation for this and any supplemental life insurance and retirement savings account is kept in myFSCJ.

To add/edit a beneficiary, log into [myFSCJ](#) and follow the steps below:

- Select the dropdown menu for Employee Self -Service.
- Select the My Benefits tile.
- Select Dependents and Beneficiaries.
- Select Dependents and Beneficiaries Info.
- Select Add Individual or the name of the existing beneficiary to edit.
- Select Save.

For questions, contact benefits@fscj.edu.

Wellness Chatter

FSCJ Employee Recreational Sports

Free recreational sports are still available to all employees through Tuesday, August 15, at the North Campus Softball Field and the South Campus Gymnasium. Employees can participate in indoor basketball, pickleball, soccer, volleyball, and outdoor softball. Click [here](#) for additional details. No sign-up is needed.

Employee Game Day

Human Resources and the Wellness Club invite all employees to enjoy an afternoon of fun and games with colleagues. Games of choice include but are not limited to pool, video games, corn hole, connect four, and board games!

Thursday, August 3, 2023

2 p.m. - 4 p.m.

Downtown Student Life Center

Room C101

Refreshments will be provided.

Earn \$140 for Wellness Activities

Full-time employees with Florida Blue health insurance are eligible to earn up to \$140 in gift card rewards. [Log into](#) Florida Blue, then select "Find and Get Care," and under the dropdown box, choose "Better You Strides." Choose from a variety of personal challenges, courses, books, and podcasts to start earning rewards. Program participation is open through

December 31, 2023. Employees are encouraged to register and attend one of the PD 1716 *Tips and Tricks for Earning the Florida Blue \$140 Health Insurance Incentive* courses listed below.

[PDF 1716 Tips and Tricks for Earning the Florida Blue \\$140 Incentive](#)

Thursday, August 10

9 a.m. - 9:30 a.m.

[Register Now](#)

[PDF 1716 Tips and Tricks for Earning the Florida Blue \\$140 Incentive](#)

Tuesday, August 29

11:30 a.m. - noon

[Register Now](#)

Florida Blue Better You Newsletter

View the Florida Blue [August Newsletter](#) to learn more about how a colorful diet can lead to good health.

American Heart Association (AHA) Walk

FSCJ employees and students will join at the Jacksonville Fairgrounds to support the annual Jacksonville Heart Association Heart Walk on Saturday, September 9 at 8 a.m. Click [here](#) to view the FSCJ fundraiser page and join a team! Special FSCJ Heart Walk t-shirts will be available at Convocation for those who sign up to participate before August 23.



American Heart Association.

Heart Walk

Saturday, September 9, 2023

Jacksonville Corporate Run 5k

The Jacksonville Corporate Run will be held Thursday, October 19, at 6:30 p.m. downtown at the intersection of Ford and Bay Streets. The FSCJ Wellness Club will sponsor 20 free entries for full-time employees who desire to participate. This 5k event (3.1 miles) will be timed. Last year, the FSCJ team won the Education division! Click [here](#) for race information or contact hrtraining@fscj.edu for FSCJ employee participation details.

Earned Degree Recognition

Congratulations to the following employee who recently received a degree and submitted a request for earned degree recognition!

Opal Johnson

Bachelors in Business Administration
Florida State College at Jacksonville

Employees that wish to be recognized for completing a program of study can complete and submit an [Earned Degree Recognition form](#).

Training & Organizational Development

Adjunct Convocation

Adjunct faculty are invited to join this exciting hybrid event to kick off the 2023-2024 academic year! In addition to the plenary session featuring President John Avendano and Provost John Wall, workshops are available through FSCJ Online, FSCJ's Center for Service Learning and Civic Engagement, Lumen Circles, and FSCJ's Ed Tech Team from 4:30 p.m. – 5:30 p.m. Sign up in advance on [myLearning](#).



Attend [online](#) or in-person
Advanced Technology Center, 140

QueST Update

Quality eLearning for Students and Teachers serves as FSCJ's Quality Enhancement Plan (QEP), focusing on enhancing student success and retention in asynchronous online courses. We are pleased to announce the launch of our newly developed e-Learning course PD 1896 QueST Quality e-Learning Strategies. This training is intended to prepare participants to design or redesign a course offered asynchronously online. This workshop will assist with personalizing courses and understanding the design. PD 1896 will also cover components of online course delivery, such as regular and substantive interaction. Full-time faculty will receive 12 hours of one percent professional development credit and a digital badge upon completion. Adjunct faculty members who complete the course are eligible for a stipend. For more information about this training opportunity, please contact academy@fscj.edu. For more information about QueST, please visit fscj.edu/quest.

Professional Development Opportunities

The Student Success Certificate program cohort will begin to accept applications at the end of August. Limited space is available in this program. Check the weekly Professional Learning email on Thursdays for more information, or contact hrtraining@fscj.edu.

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

Around the College



New parking decals are now available for faculty, staff, and students. On-campus parking is still free, but employees need a decal to signify that their vehicle has been registered with Campus Security. Click [here](#) to register a vehicle. Employees who are currently registered for parking are not required to renew their decal.