

HUMAN RESOURCES

December 2023

HR Key Events Calendar



December 20-31
Christmas Holiday
and Winter Break

January 1
New Year's Day

January 5
Professional Development Day

January 8
Spring Term Begins

January 15
Martin Luther King Jr.
Holiday

March 7
Employee Wellness Fair

Insurance Identification Cards

Florida Blue

Florida Blue will generate health insurance ID cards as necessary. That may include new member cards and cards to members who changed plans during Open Enrollment. In addition, there are periodic updates to the magnetic strip on the back of member cards, which would necessitate the production of a new card. Employees who do not receive ID cards in December can contact Florida Blue's customer service at (800) 352-2583 or email BAContactCenter@bcbsfl.com for questions.

VSP Vision

Members who opted out of the College's medical plans are enrolled in the VSP vision plan. Members can [log into](#) their accounts or call Customer Care at (800) 877-7195 for a list of providers and to print ID cards.

Humana (Vision)

Humana will generate ID cards as necessary to include new employee cards and cards to employees who changed plans during Open Enrollment. Employees can access vision ID cards at [Humana Vision Care](#).

Delta Dental

Delta Dental will generate ID cards as necessary to include new employee cards and cards to employees who changed plans during Open Enrollment. Members can visit [Delta Dental](#) to print new or replacement cards as needed. Employees may also contact benefits@fscj.edu for additional assistance.

Dependent Insurance Premium Deductions

Full-time employees who have dependent coverage with the College's insurance plans (health, dental, vision) will see 2024 dependent premium rate deductions begin on their December 8, 2023 paycheck. Employees are encouraged to review their paychecks regularly. For questions, contact benefits@fscj.edu.

FSA Fund Reminder

With the end of the 2023 calendar year and benefit plan year approaching, employees who are enrolled in a flexible spending account (FSA) with PayFlex are reminded account balances should be at or below the \$500 yearly limit that rolls over to the 2024 benefit plan year. From January through March 2024 rollover amounts can still be used to pay for medical expenses incurred during the 2023 calendar year. After March 2024, the rollover amount not used will be lost. [Click here](#) for additional information and assistance from PayFlex.

College Holidays and Non-Operational Days

Employees are not required to request leave (and supervisors should not approve absence requests submitted) for College Holidays or Winter Break. Employees who have leave requests previously submitted and approved for dates in which the College is closed for College Holidays or Winter Break should cancel those requests to prevent an impact on their absence balances.

PayFlex is Becoming Inspira Financial

Starting in early 2024, Payflex is becoming Inspira Financial. As Inspira,



Starting in early 2024, Payflex is becoming Inspira Financial. As Inspira, they will continue to be your benefits solutions provider for FSAs. To help FSCJ employees stay informed about the rebranding transition, Payflex has developed a digital resource that outlines the client and member experience throughout this journey. [Click here](#) to learn more about this rebranding transition (Password: INSPIRA).

myIMPACT Reminder

Professional and Career semi-annual reviews are due December 15. After the supervisor completes the review, including rating the competencies and current SMART Goal(s), the employee will receive a task to sign the review. This signature step must be completed by **December 15**.

To learn more, [click here](#) for PD 4073 myIMPACT: SMART Goals training sessions. Also, visit the [myIMPACT training page](#) for the myIMPACT training guide and training videos.

Contact emprrelations@fscj.edu with questions.

Wellness Chatter



[Order Tests Now](#)

FREE At-Home COVID-19 Tests

Every home in the United States is eligible to order 4 free COVID-19 self-tests. Self-tests (also called at-home tests and over-the-counter tests) are one of several tools that protect you and others by reducing the chances of spreading COVID-19. Self-tests can be taken at home or anywhere, are easy to use, and produce rapid results.

Earn up to \$140 in Gift Cards for Wellness Activities

Full-time employees with Florida Blue health insurance can earn up to \$140 in gift cards for completing wellness activities. [Log into](#) Florida Blue, then select "Find and Get Care," then choose "Better You Strides" under the dropdown box. Choose from various personal challenges, courses, books, and podcasts to start earning rewards. Program participation is open through **December 31, 2023**. For questions, contact hrtraining@fscj.edu.

PD 2094 Cool Weather Gardening and Spring Planning with FSCJ Urban Agriculture

Downtown Campus, ATC Room T-112

Wednesday, December 6

EMPLOYEE WELLNESS FAIR 2024

11 a.m. - noon

[Register Now](#)

PD 1957 Nutritional Lunch & Learn with Camp Gladiator

South Campus, Room U-135A

Wednesday, December 6

noon - 1 p.m.

[Register Now](#)

SAVE THE DATE

Thursday, March 7
Downtown Campus
(More details to follow)

FSCJ Florida State College
at Jacksonville

Florida Blue Better You Newsletter

View the Florida Blue [December Newsletter](#) to learn more on immune system boosters.

For questions about upcoming wellness events or how to join the FSCJ Wellness Club, contact hrtraining@fscj.edu.

Training & Organizational Development

Professional Development Day January 5, 2024

The 8th annual Professional Development Day will be held Friday, January 5, 2024 at the Advanced Technology Center (ATC). This event is open to all employees to continue the collegewide culture of professional development and growth.

This year, the keynote speaker will be Tony Bond from Great Places to Work. The title of his keynote is A Great Place To Work For All: A Value Creator of The Employee and Customer Experience. Participants will explore how to cultivate and sustain a thriving organizational culture that creates a fully human experience at work for all. This topic of discussion will also take a deep dive into the role of leadership in shaping the experience, as well as other key elements that make an organization adaptive in this challenging and ever-evolving landscape. For more details on Professional Development Day or to discuss presentation ideas, please contact hrtraining@fscj.edu.

[Click here](#) to view and register to attend presentations.

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

Around the College

All employees are invited to participate in the [2023 Institutional Effectiveness Survey](#). This annual survey is intended to measure the effectiveness of FSCJ's departments, programs, and services. It is an anonymous survey and should only take about ten minutes. Results will be used for assessment and continuous improvement of

College services and operations. Please complete the survey no later than **Friday, December 1, 2023**. Once analysis is complete, the results of the survey will be shared with the College community. Past survey results can be found in the FSCJ Data Library. Contact [Dr. Jerrett Dumouchel](#) with questions about this survey.

