

# HUMAN RESOURCES

February 2024

## HR Key Events Calendar



**February 2**  
National Wear Red Day

**February 19**  
President's Day Holiday

**February 20 & 22**  
Medicare Webinars

**March 7**  
Employee Wellness Fair

**March 18-24**  
Spring Break

### National Wear Red Day - February 2

FSCJ will join the First Coast American Heart Association (AHA) in the fight against heart disease in women by participating in National Wear Red Day on Friday, February 2. All faculty, staff, and students are invited to show support and raise awareness in the fight against heart disease in women by wearing all things red on **February 2. Join us at 10 a.m.** for a group photo. [Click here](#) for location details.



### Employee Wellness Fair - March 7



The 2024 Wellness Fair will be held Thursday, March 7, from 9 a.m. to noon at the Advanced Technology Center and will feature the following:

- Gift card drawings every hour\*
- On-site health screenings
- Wellness swag giveaways
- FSCJ Health and Human Services
- Variety of vendors
- In-Person Professional Development course

\*Employees must be present at the time of drawings to claim gift cards.\*

### 2024 Employee Awards Nominations

Nominations are now open for our annual FSCJ employee awards, including 5 **new** iRISE Awards, centered on each of the College's core values. Recipients will receive a gross payment of \$1,500, which will result in a net award of \$1,055.25 based on standard federal tax withholdings. Award winners will also be invited to a celebratory luncheon with the President and other College leaders. Additional recognition will continue through the next academic year. Details for each of the awards and links to nominate employees can be found [here](#). All nominations are due by **Friday, February 2nd**.

### Updating Remote Worker Requests in myFSCJ

Telework and Remote Work Requests must be submitted by clicking the Remote Worker tile under Employee Self-Service in [myFSCJ](#). Employees with a change to their flexible work schedule may contact [benefits@fscj.edu](mailto:benefits@fscj.edu) for assistance with updating their Remote Worker Request. Additional information about flexible work arrangements is available on the [Telework website](#) and [APM 03-0802 - Telework](#).

### Verifying Your Work Location in myFSCJ

It is important for employees to verify their work location information in myFSCJ. This location is listed in the Microsoft Outlook Active Directory and has a direct impact on campus email distribution lists, and is also used to locate employees for emergency services and mail delivery.

Employees can view and update their Work Location by logging into [myFSCJ](#) and following the steps below:

- Select "Employee Self Service" from the drop-down menu.
- Click the "About Me" tile and then click the "My Location" tile.
- Click the arrow button under "Edit/View" to view your current Work Location.
- Select "Verify/Save" if the location information is correct.
- If the location information is incorrect, click "Add New", then enter the date and click "Continue" in order to select the Campus/ Building and Room Number.

**Note:** Use % as a search character. For example, if looking for room 101, enter %101% in the field. The system will return all instances where the number "101" is located in this field.

Remote Adjunct employees should select "Remote" as the location, and "Remote" as the room number.

Should a room number not be available, contact [benefits@fscj.edu](mailto:benefits@fscj.edu) to assist with adding a room number to the dropdown menu.

### NEW Jacksonville Area Code

A new area code will soon be released in Jacksonville to accommodate the growing need of available phone numbers. In preparation for this release, a mandatory 10-digit dialing will be required whenever making local calls effective January 29. Learn more details about the new area code release [here](#).

When calling numbers outside of FSCJ, 10-digit dialing is necessary. Employees are still able to simply dial the four-digit extension when dialing from one internal FSCJ number to another internal FSCJ number.

### Wellness Chatter

#### Free Home & Garden Show Tickets

Social connections at work are vital to a healthy and engaged workforce. In an effort to help create these connections, the Wellness Committee invites employees to grab a co-worker and enjoy a **FREE ticket** to the upcoming Home & Garden Show at the Jacksonville Fairgrounds, February 2-4, 2024. A limited number of tickets are available through February 2. Contact your Campus Dean to request a ticket today.



#### BJ's Discounted Membership

Through February 26, employees have the opportunity to take advantage of a special promotion with BJ's Wholesale Club. **New members who join by February 26, will receive a discounted 1-year membership fee of \$25, plus a \$10 reward.** Current members will receive a \$10 reward when renewing a membership. [Follow these instructions](#) to sign up today.

#### Florida Blue Better You Newsletter

View the Florida Blue [February Newsletter](#) to learn more on how stress impacts the body.

#### Transition to Medicare Webinar

Join Doug Valery of Valery Insurance Agency and learn more about employee and family health insurance options after retirement. This live online webinar covers information for employees who have or are considering Medicare Insurance.

#### PD 1858 Transition to Medicare

Tuesday, February 20  
10 a.m. - 11 a.m.  
[Register Now](#)

#### PD 1858 Transition to Medicare

Thursday, February 22  
2 p.m. - 3 p.m.  
[Register Now](#)

Be sure to view [Spring 2024 Employee Wellness Connection](#) to see upcoming event details and connect to more health resources. Contact [htraining@fscj.edu](mailto:htraining@fscj.edu) for questions about wellness events or how to join the FSCJ Wellness Club.

### PayFlex is now Inspira Financial



Payflex is now Inspira Financial, a leading health, wealth, retirement, and benefits solutions provider.

To help FSCJ employees stay informed about the rebranding transition, Payflex has developed a digital resource that outlines brand changes. Visit [this resource](#) and use the password INSPIRA to learn more.

### Earned Degree Recognition



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

**Chiffon A. Guest**  
Master of Science  
(Higher Ed. Administration)  
Barry University

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

### Training & Organizational Development

#### Professional Development Day Recap

The 8th Annual Professional Development Day was held on Friday, January 5, at the Advanced Technology Center. The day featured an outstanding Keynote speaker, Tony Bond from Great Places to Work, who spoke about creating and sustaining a thriving organizational culture that creates a fully human experience at work for all. He shared insight on the role of leadership and other key elements to move the culture needle. Over 175 employees attended his speech, and over 250 employees attended the 27 sessions offered throughout the day, with an average attendance of 25 per session. Survey feedback has been very positive. The 9th annual Professional Development Day will be held on Friday, January 3, 2025.

#### Math Conference Recap

The Math Conference was held at the South Campus Wilson Center on Thursday, January 26, and Friday, January 27. The Keynote was given by Dr. Julie Meer Phelps on the topic "Who's Doing the Thinking? Lessons Learned while implementing 'Business Thinking Classrooms.'" Dr. Phelps has been a professor of Mathematics at Valencia College in Orlando, Florida, since 1997. Twenty-six sessions were held, and more than 100 educators attended, including participants from surrounding school districts and colleges.

#### Introduction to Interest-Based Problem Solving

[PD 1721 Introduction to Interest-Based Problem Solving](#) courses are now available online for employees to sign up for and attend at any time. [Register now](#) for this asynchronous course to learn more about the problem-solving process conducted in a principled way that creates effective solutions through consensus decision-making while improving the relationships among participants.

#### Micro-Learning Courses

Employees can now view available courses on the [new micro-learning webpage](#). This platform offers bite-sized modules categorized by competency, allowing employees to easily navigate and choose their desired area of development.

Explore additional College course offerings [here](#).

### Around the College

It's time to make a final vote for our College Mascot. Voting is open now through **February 23, 2024**.

As steps are taken to identify our mascot, it's important to keep in mind the [mission and core values of FSCJ](#) as the community's College. The results and official mascot launch will be announced at this year's Commencement Ceremony on May 9. [Submit your vote now](#). **Participants should only vote one time for their favorite.**

[Click here to learn more about internal employment opportunities.](#)