

# Human Resource *focus*

SPRING  
2012

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## Our Mission

## Communication Update

from Dr. Ellen Grace, Executive Director of Human Resources, Safety & Risk

Dear Colleagues:

We hope our newsletters are helpful to you. We try to provide you with important information and to respond to your requests to address certain topics. We welcome your suggestions for future issues.

Many of you have asked why we have job descriptions. The purposes of job descriptions - from the viewpoint of the college, manager, and employee - are discussed in this issue of HR Focus. Also, we have many employees who are approaching retirement age, and they have expressed confusion about Medicare. Hopefully, our article on understanding Medicare will unravel some of this confusion. Our Safety & Risk Office also gets questions about what to do in case of emergencies, and the article on the College's Emergency Operation Plan should address some of your concerns.

As you know, the college stresses wellness, and we are once again partnering with Blue Cross/Blue Shield on a wellness program. The details of the program are on page 6. I would also like to encourage everyone to attend one of our sessions on Ethical Excellence. These sessions will help you to recognize and address the broad range of emerging ethical challenges that we all face.

Please join me in welcoming the newest addition to our office - Xiomara Rosales, who works in employment and comes to us with HR experience and a bachelor's degree from Florida State.

The mission of the Office of Human Resources, Safety & Risk is to provide quality programs and services in the areas of recruitment, benefits, training and development, compensation, employee relations, equity/diversity, human resource information systems, and risk reduction and coverage, which together will attract and retain a dedicated and knowledgeable faculty and staff to ensure student success.

## PURPOSE OF JOB DESCRIPTIONS

A job description, or position description, is designed to outline the essential functions of the position. The description is not intended to cover every responsibility the employee will perform. It is necessary that the job description be flexible to allow opportunity for cross-training, growth and adaptability. The job description serves a multitude of purposes for the college, manager and employee, which makes it a crucial document of the institution.

The purposes of the job description include:

### College

The job description is one of the tools used in making organizational decisions. An effective job description will provide the college the ability to:

- Perform organizational analysis and planning.
- Classify the position based on external and internal equity.
- Define where the job is positioned in the organizational and reporting structure.
- Meet legal requirements.
- Establish hiring criteria to post vacancies and screen applicants.
- Identify measurable performance standards in terms of quality and quantity.
- Guide for worker's compensation and return-to-work situations.

### Manager

Managers assist in producing the job description based on the college's mission and goals. Developing a clear description of the job duties and specifications, serves as a foundation for the manager to:

- Define job requirements and expectations.
- Determine the need for succession planning and organizational development.
- Establish criteria and objectives for evaluating performance.
- Develop performance improvement plans.
- Identify individual and departmental training needs.
- Make decisions concerning reorganization and realignment.
- Develop questions and rating criteria to be used in the interview and selection process.

### Employee

Employees most commonly use job descriptions as a mechanism to understand their responsibilities and job functions. Job descriptions also serve as:

- A source to the college's structure. Employees view where they fit into the organizational structure and how their position is important in achieving the college's goals.
- A measurement of performance standards and requirements. Refer to the job description to determine whether or not expectations are being met.
- A guide for development. Work with your manager to establish training objectives and professional development goals.
- A resource to understanding new assignments. New duties may be within the scope of the classification of the position.

Job descriptions are not static documents and should be periodically reviewed as

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position responsibilities and requirements evolve. Adjustments to a job description do not necessarily impact the classification of the position. Often times, due to technological and organizational changes, the task is the same but the manner in which it is accomplished has changed.

Many managers wait until a position is vacant to review and revise the job description. It is not necessary to wait for the replacement of the position. Another established timeframe may be to update the job description as part of the performance appraisal process. To maintain the integrity of the job description and its purpose, job descriptions must be updated when necessary.

## Benefits Reminders.....

**EMPLOYEE ABSENCES** - If an employee is absent more than 10 days, the Office of Human Resources needs to be notified in order to determine if the employee qualifies for FMLA. Supervisors need to also ensure that time is paid correctly so that employees are not overpaid as this can later become a hardship on the employee.

**CHANGES TO MEDICAL AND DENTAL COVERAGE**- Changes during the plan year can only be made if you experience a qualifying status change per IRS guidelines. Please contact the Office of Human Resources as soon as possible as there is a limited time in which these changes can occur. Qualifying events include:

- Marriage
- Divorce
- Medicare Eligibility
- Birth
- Spouse obtaining gainful employment with benefits
- Adoption
- Death

## DID YOU KNOW?.....

You can view your personal information, paystub and payroll history, leave balances, electronic W-2, Professional Development history and much more at the Employee Web? Login at <https://www.palmbeachstate.edu/x5727.xml>



**Office of Human Resources**  
**Summer Hours**  
**May 7- August 3**  
**Monday- Thursday 7:30am to 6:00pm**  
**Friday Closed**

**College Closings**  
**Spring Break March 5 - 9**  
**Spring Holiday April 9**  
**Memorial Day May 28**  
**Independence Day July 4**

# Understanding Medicare

**What is Medicare?** Medicare is health insurance for the following:

- People 65 or older
- People under 65 with certain disabilities
- People of any age with End-Stage Renal Disease (ESRD)

**Who is Eligible for Medicare?**

You are eligible for Medicare if you or your spouse worked for at least 10 years in Medicare-covered employment and you are 65 years or older and a citizen or permanent resident of the US. If you aren't yet 65, you might also qualify for coverage if you have a disability or have an End-Stage Renal disease. Medicare will mail you general information before the date you become eligible.

**The Different Parts of Medicare**

**Medicare Part A (Hospital Insurance)**

- Helps cover inpatient care in hospitals, skilled nursing facilities, hospice, and home health care.
- Most people don't have to pay a premium for Medicare Part A because they or a spouse paid Medicare taxes while working in the United States. If you don't get free Part A, you may still be able to enroll, and pay a premium.

**Medicare Part B (Medical Insurance)**

- Helps cover doctors' and other health care providers' services, outpatient care, durable medical equipment, and home health care.
- Helps cover some preventive services.
- Part B is a voluntary program that requires you to pay a monthly premium.

**Medicare Part D (Medicare Prescription Drug Coverage)**

- Helps cover the cost of prescription drugs.
- Run by Medicare-approved private insurance companies.
- Costs and benefits vary by plan.

**Will Medicare Cover Everything?**

No it will not. It is advised that you purchase additional insurance to cover those areas that are limited by Medicare. There are two ways to do this.

**Medicare Part C (also known as Medicare Advantage)**

- Offers health plan options run by Medicare-approved private insurance companies. Combines Part A and Part B; most also cover Part D.

**Supplement (Medigap) Insurance coverage**

- Fills gaps in Original Medicare coverage. You can choose to buy a Medicare Supplement Insurance (Medigap) policy from a private company.

**Initial Enrollment Period**

You can sign up during the 7-month period that begins 3 months before the month you turn 65, includes the month you turn 65, and ends 3 months after the month you turn 65. If you didn't sign up for Part A and/or Part B during your Initial Enrollment Period, you can sign up between January 1 – March 31 each year. You may have to pay a higher premium for late enrollment if you miss this window and are not covered under an employer plan.

**Employer Coverage and Medicare**

If you are covered under a plan provided by your employer or through your spouse's

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employer, you may delay applying for Medicare coverage until the employer coverage ends. When you resign or retire after age 65 you may apply for Medicare under a special enrollment period due to loss of coverage from the employer. You should apply to social security online or in person three months prior to when your coverage ends. The effective date for Medicare would be the first of the month after your coverage ends with the employer and this has to be confirmed by the employer on a form provided to you. If you delay enrolling after your coverage has ended, you may have to wait until Medicare open enrollment period and your premiums may be higher.

**Note:** Ending COBRA or retiree health insurance does not qualify you for special enrollment as they are not considered employer coverage by Medicare.

**Does my spouse have to apply for Medicare when they reach 65 or can I still cover them?**

The College plan allows you to continue to cover your spouse until you leave.

**Can I take Medicare while I'm working and have my employer plan as the supplement?**

No, the employer plan is always primary while you are working, and Medicare is always the last to pay. The only plans that work in this way are Medicare supplement/Medigap plans which are not through the employer.

If you have questions about Medicare, visit [www.medicare.gov](http://www.medicare.gov), or call 1-800-MEDICARE.

## EMPLOYEE ACCESS TO EXPOSURE AND MEDICAL RECORDS

The following records may be contained in your personnel file, which is maintained by and accessed through the Benefits Department:

- Accident/Incident Reports involving an accident or injury
- Workers' Compensation claims and reports
- Physician reports related to Workers' Compensation cases
- Drug and alcohol test reports
- HBV and other blood borne pathogen test reports
- Other medical evaluation reports that may be sent to the College

The following records are maintained by and accessed through the Safety & Risk Management Department:

- Indoor air quality monitoring and testing reports
- Noise exposure reports
- Chemical exposure test reports

As an employee, you may examine these records at no cost. Access to your medical records, other than exposure records, can only be provided to others with your consent or by law. Records access is provided upon written request to the appropriate department. In regard to exposure records, if no records exist for you, the College will provide the records of other employees with job duties similar to yours. Access to exposure records does not require the consent of the employee. Exposure records indicate the identity, amount and nature of the toxic substances or harmful physical agents to which employees have been exposed.

For more information, please visit our [Safety & Risk Webpage](#).



BlueRewards, our wellness incentive program developed in partnership with Blue Cross and Blue Shield of Florida and the Florida College System Risk Management Consortium (FCSRMC), will once again be offered in 2012.

**Who is eligible?**

Full-time faculty and staff who are not participants in the College's health insurance plan AND take part in the health assessment conducted in February at each campus by BCBS are eligible to receive \$25 from the College through payroll.

Full-time faculty and staff who are covered by the College's health insurance are eligible to receive two gift cards of \$25 each and a payout of \$100 through payroll, depending upon their level of participation in the BlueRewards program.

Part-time employees are eligible to receive \$25 after submitting a completed [Completion of Health Screening form](#) to Human Resources from their physician indicating the criteria of the assessment were conducted with their medical provider. You have through December 31, 2012 to submit your form.

Adjunct faculty, student workers, student assistants, tutors and temporary employees are not eligible to participate.

**Why should you participate in BlueRewards?**

BlueRewards, available to full time employees who are covered by the College's health insurance plan, is a positive way to help you improve your health through a Personal Health Assessment (PHA), interactive [Lifestyle Improvement Programs](#), [Member Resources](#) or [Health Trackers](#). As you work toward your wellness goals, you'll earn points redeemable for rewards! With 1,950 potential points, YOU choose the activities you want to compete. See the [BlueRewards Checklist](#) for a complete list of point earning activities. For more info please visit our [Employee Wellness](#) website.

Earn 250 points (1st time) = \$25 reward certificate	Earn 250 points (2nd time) = \$25 reward certificate	Earn 250 points (3rd time) = \$100 payout thru payroll
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**LAST CHANCE FOR FULL-TIME EMPLOYEES TO COMPLETE AN ON-CAMPUS PERSONAL HEALTH ASSESSMENT  
WEDNESDAY MARCH 14, 2012  
10:00am - 3:00pm  
Conference Room E &F**

You can sign up at <https://pickatime.com/client?ven=11603995>

**EMPLOYEES FROM ALL CAMPUSES WELCOME**



## 13th Annual Dr. Martin Luther King, Jr. Celebration

Our 13th Annual Dr. Martin Luther King, Jr. Celebration featured keynote speaker Jeff Johnson. Mr. Johnson is an award winning investigative journalist and MSNBC correspondent to the White House. As part of the activities during the Celebration, he sat with students and shared breakfast. One of our own students, Caitlin Marie Siciliano shared that experience in her own words.



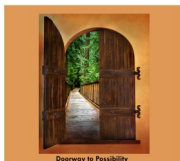
“During the Martin Luther King Jr. Celebration, Jeff Johnson stated You will not be able to reach everyone. However, we feel he certainly seized our attention with his words of wisdom. Johnson’s speech motivates us to not only dream uncomfortable dreams, but to actually act up-on these visions. We received a wake up call that, yes our dreams will be met with frightening opposition but despite setbacks, we must never give up. Ultimately, we were reminded to believe that anything is possible”.

For more on Jeff Johnson, visit his website at <http://www.jeffsnation.com/> To view the Celebration, please go to: <http://www.palmbeachstate.edu/x13684.xml>

## Volunteers and Student Internships at Palm Beach State

Anyone who is not an employee of Palm Beach State College and volunteers their time or any student who is participating in an internship at the College must complete either the [Volunteer Form](#) or the [Volunteer Student Internship Form](#). Completed forms must be sent to the Safety & Risk Department at MS 10 to be kept on file.

Professional Development  
Programs 2012



Doorway to Possibility

Interested in Professional Development? View schedule information and register for training workshops at:

<http://www.palmbeachstate.edu/x3007.xml>

The annual catalog features full description of all classes, workshops, and development programs offered throughout the year.

Professional Development Department  
Office of Adult Education  
<http://www.palmbeachstate.edu/profdevdevelopment>



### FOUR-DAY SUMMER WORKWEEK

This summer the College’s four-day work week will begin May 7, 2012 and run through August 3, 2012. Palm Beach State College will be open from 6:00am to 11:00pm and will be closed on Fridays, Saturdays and Sundays during this period. Based on specific needs, exceptions may be approved by the Vice President, Administration & Business Services.

## Office of Human Resources

District Offices  
Lake Worth Campus  
Mail Station #10  
Phone (561)868-3114  
Fax (561)868-3131

- *Benefits*
- *Classification*
- *Diversity & Equity*
- *Employee Relations & Recognition*
- *Employment*
- *Human Resource Information Systems*
- *Professional Development*
- *Safety & Risk*

### WHAT YOU SHOULD KNOW ABOUT EMERGENCY OPERATIONS PLANS

Palm Beach State College has a written Emergency Operations Plan (EOP) that can be accessed on both the [Security](#) web site and the [Safety & Risk Management](#) web site.

The EOP describes the organizational structure for responding to emergencies and covers a range of emergency scenarios and their response actions, including fire, chemical spill, suspicious package, hurricane, tornado, active shooter, bomb threat, medical emergency and several others. Personnel named or given assignments in the EOP, e.g., Emergency Coordinator, Building Coordinator, etc., shall receive training to enable them to fulfill their responsibilities.

The procedure for reporting an emergency is to call campus Security or 911, as appropriate. The telephone number for campus Security is prominently displayed inside classrooms or meeting room entrances, as well as other locations. You can dial 911 directly from any College telephone. In the event of a call to 911, you should follow up with a notification to Security so that Security Officers can be dispatched to the scene of the emergency, as well as meet the emergency response personnel and escort them to that location.

The most likely emergency scenario involving a large number of people is a fire and building evacuation. If a fire occurs in your area, do not attempt to extinguish the fire yourself. Sound the alarm at the nearest pull station and exit the area. The College does not want its employees and students risking their lives to fight fires. If possible, follow up with a call to 911 and Security from a safe location to provide more details. Do not attempt to re-enter the building or perform a rescue—let trained Fire-Rescue personnel do that. Go to the nearest exit or follow the exit signs to the outside of the building. Do not use elevators. Move away from the building to the nearest Safe Assembly Area, located in the parking lot adjacent to the building. While at the Safe Assembly Area, watch out for moving vehicles, both the fire-rescue vehicles coming on to the campus and the employee and student vehicles attempting to leave. Remain at the Safe Assembly Area until all personnel have been accounted for and the all-clear signal has been given.

For more information on the College's Emergency Operations Plan, please go to: <http://www.palmbeachstate.edu/x18696.xml>