

Human Resource *focus*

FALL
2013

this issue

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Our Mission

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.

Communication Update

Barb Matias, Interim Executive Director of Human Resources, Safety & Risk

Dear Colleagues:

The Office of Human Resources, Safety & Risk will audit all job descriptions within the next few months. We will work with administrators and managers to ensure the descriptions are accurate and up-to-date. Supervisors will receive a follow up email with detailed instructions.

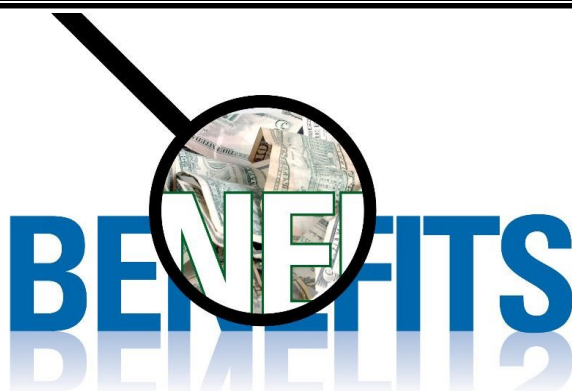
Effective October 1, 2013, Florida law states that it is a secondary offense to text while driving. The new law states that individuals may not operate a motor vehicle while manually typing onto a phone. The law does not prohibit typing while the car is stationary. There are some exceptions, and police and other emergency service providers are exempt from the law. Be sure to review the facts about texting while driving on page 5 of this newsletter.

Please join me in welcoming the newest addition to our office – Christine Waugh, Human Resources Generalist, Senior. Christine is a graduate of Palm Beach Community College and has a bachelor's degree from Florida Atlantic University.

The purpose of our Newsletter is to give you valuable updates, important information and provide reminders. Employees often have similar questions, and we try to make sure to communicate some answers to these commonly asked questions in our Newsletters. Be sure to let us know of issues that you would like addressed in future newsletters.

On behalf of our entire Office, enjoy the rest of the semester!

OPEN ENROLLMENT - FULL-TIME EMPLOYEES



The college's benefits open enrollment will be October 7 - October 31. All full-time employees ***will be required*** to web enroll this year. Information regarding plan changes, rates, and other details will be available in the next few days via email, on the open enrollment webpage, and delivered to your mail station in a bright yellow envelope.

Benefits Fair



DATE	CAMPUS	TIME	ROOM
10/07/13	Boca Raton	11:00am - 3:00pm	HT103
10/08/13	Palm Beach Gardens	11:00am - 3:00pm	SC127
10/09/13	Belle Glade	11:00am - 3:00pm	Dolly Hand Theater
10/10/13	Lake Worth	11:00am - 3:00pm	PSD108

BENEFITS REMINDERS.....

- ⌚ Changes made during open enrollment become effective January 1, 2014. The last paycheck of the year, December 19, 2013, will reflect any benefit premiums and/or changes for January 2014.
- ⌚ Medical information is protected under HIPAA. Please do not attach Doctor's notes to leave forms. They may be sent separately to the Office of Human Resources at mail station #10 for placement in the employee's medical file.
- ⌚ In preparation for the distribution of W-2 forms in early 2014, please make sure we have your correct address on record. Please log in to your [Employee Web](#) and verify your address.



DID YOU KNOW?.....

- ⌚ In order for the Office of Human Resources to process separation paperwork, pay, checklist, etc., we must be notified immediately when an employee resigns from their position. A resignation letter must be forwarded to us in order to begin the process.
- ⌚ Time and attendance deadline dates are available at <http://www.palmbeachstate.edu/hr/Documents/payrolldates.pdf> These are helpful when determining cut-off dates for changes to be processed and determining the paycheck date they will take effect.

2014 DR. MARTIN LUTHER KING JR. CELEBRATION BREAKFAST

SAVE THE DATE

Mark your calendars for January 16, 2014, and join us for the 15th annual Dr. Martin Luther King Jr. Celebration Breakfast. Come and enjoy complimentary breakfast with colleagues, students and friends of the College in the MLK Jr. Plaza. Breakfast will be followed by the awards ceremony in the Duncan Theatre which honors individuals who have made a positive impact on the lives of the underserved and underrepresented in our community. If you know of someone who is deserving of such an award, send in your nominations by October 25th. For more details and to submit your nominations, visit [MLK Nominations](#) for details.

FEDERAL LAW SERIES

2. Title VII of the Civil Rights Act of 1964

The Title VII of the Civil Rights Act of 1964 was a ground-breaking law passed into legislation with the aim of affording all Americans equal rights and equal access. The law prohibits discrimination against an individual based on

their race, color, religion, sex or national origin. In addition, the act also makes it illegal to retaliate against someone because they filed a discrimination complaint, participated in an investigation, or filed a lawsuit.

Some examples of Title VII of the Civil Rights violation act are discrimination in hiring practices, using racial slurs or telling offensive jokes or epithet about a particular race, ethnicity, or someone's disability. Title VII is covered under the College's Board policy for Nondiscrimination (#6HX-18-5.20) and Harassment (#6Hx-18-5.86). Preventing discrimination is everyone's responsibility. Our policies encourage employees as well as our students to report any incidence of discrimination.



OFFICE OF HUMAN RESOURCES , SAFETY & RISK

Monday – Friday 8:00am to 5:00pm

COLLEGE CLOSINGS

Veteran's Day November 11

Thanksgiving Break November 28 - 29

Winter Break December 20 – January 1

SOME FACTS ABOUT TEXTING WHILE DRIVING

(Source: stoptextsstopwrecks.org/#facts)

FACT

49% of drivers with cell phones under the age of 35 send or read text messages while driving. (2011, Harris Poll)

FACT

77% of young adult drivers are very/somewhat confident that they can safely text while driving. (Ad Council, 2011)

FACT

Distracted driving is the number one killer of American teens. Alcohol-related accidents among teens have dropped, but teenage traffic fatalities have remained unchanged because distracted driving is on the rise. (2007, Children's Hospital of Philadelphia and State Farm Insurance Study and NHTSA Study)

FACT

Five seconds is the average time your eyes are off the road while texting. When traveling at 55mph, that's enough time to cover the length of a football field. (2009, VTTI)

FACT

A texting driver is 23 times more likely to get into a crash than a non-texting driver. (2009, VTTI)

FACT

In a study over 18 months, college students using a sophisticated driving simulator showed an eight times greater crash risk when texting than when not texting. (2009, University of Utah Study)

FACT

Using a cell phone while driving, whether it's handheld or hands-free, delays a driver's reactions as much as having a blood alcohol concentration at the legal limit of .08 percent. (2009, University of Utah Study)

FACT

Brain power used while driving decreases by 40% when a driver listens to conversation or music. (2008, Center for Cognitive Brain Imaging at Carnegie Mellon University Study)

FACT

20 percent of injury crashes in 2009 involved reports of distracted driving. (2009, NHTSA)

IT'S A FACT—TEXTING WHILE DRIVING IS VERY DANGEROUS. DON'T DO IT YOURSELF. DON'T LET OTHERS DO IT.

VTTI – Virginia Tech Transportation Institute

NHTSA – National Highway Traffic Safety Administration

Executive Coaching - Adventures in Leadership Program



In order to provide ongoing support for graduates of the Adventures in Leadership program, this fall the Professional Development Department will begin providing two executive coaching sessions to program graduates. These confidential sessions will enable managers to receive coaching in the specific areas they feel would be of most benefit to them.

The College will be partnering with Nancy Proffitt of Proffitt Management Solutions to provide these coaching services. Nancy Proffitt is an Executive Coach who served as

a senior management executive with FedEx for 20 years before earning a Business Coaching Certification so that she could help other managers recognize and resolve issues keeping them from achieving their goals. Nancy is also a recognized author and keynote speaker on executive coaching, leadership development and business management. She is known for her no-nonsense and often humorous coaching style, which focuses on maximizing human potential to produce measurably increased results.

We are excited to add this coaching component to our Adventures in Leadership Program. As our leadership programs continue to evolve, it is our goal to incorporate elements that support our managers and supervisors on the job, in addition to offering relevant and applicable content in our workshops. The addition of follow-up coaching is a significant step in that endeavor.

For more information about the coaching program, please contact:

training@palmbeachstate.edu



The Office of Human Resources,
Safety & Risk
2012/2013 Annual Report
is now available at

<http://www.palmbeachstate.edu/hr/employee-resource-center/AnnualReport.aspx>

BLUE REWARDS

Stress less, stop smoking,
lose weight, eat healthier,
exercise more, be happy!

Reshape your health habits with
My Health Assistant.



Earn points and
get rewarded!

Florida Blue 
In the pursuit of health™



There is still time for you to take advantage of the BlueRewards Program, part of our employee wellness incentive. Full-time employees can earn points by using the online Blue Rewards program available at the [Florida Blue](http://floridablue.com) website. Participants can earn points until December 31, 2013 and will have until January 15, 2014 to redeem points.

Please visit our Blue Rewards [webpage](#) for additional information on how to access the program, create an account, and for a complete listing of participating merchants.

Save the Date

PERSONAL HEALTH ASSESSMENTS

Boca Raton	February 6, 2014	9am – 3pm
Lake Worth	February 7, 2014	9am – 4pm
Belle Glade	February 10, 2014	12noon – 2pm
Palm Beach Gardens	February 11, 2014	9am – 3pm
Make-up date at Lake Worth	February 26, 2014	9am – 3pm

Office of Human Resources

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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*

STUDENT SAFETY ON CAMPUS

As a result of a string of cell phone and book thefts, and realizing that new students are unfamiliar with both the positive and negative aspects of entering a new and different learning environment, the Lake Worth Safety and Security Committee has created a new video for students.

With the assistance of our MTIS department, the video focused on three different scenarios: a cell phone theft by “students” driving who ask an unsuspecting student to use their cell phone; theft of a book in the Student Activities Lounge inadvertently left behind by a student in a hurry to get to class; and a young man posing as a student walking through the parking lot, finding an unlocked car and helping himself to the contents of a purse left in the vehicle as well as a textbook.

The Committee contacted a number of students to take part in the video. The students also assisted in the development of the script which had to reflect the way that they interact and talk to one another.

The video can be viewed at: http://media.palmbeachstate.edu/wmroot/Student_Campus_Safety2013.aspx

It is the hope of the Lake Worth Safety and Security Committee that this video will be available to students College-wide so that our students will be made aware of some of the very real-world situations that they may encounter. More importantly, we want our students to know their safety and the protection of their property is paramount to Palm Beach State College administrators and employees alike.

As always, if you witness suspicious behavior, please contact the Security Department to express your concerns.



Safety First