

FOCUS



OFFICE OF HUMAN RESOURCES

PALM BEACH STATE COLLEGE

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A MONTH TO SAY.... **THANKS**

November is the month for being thankful, so it's fitting that the College packed this month full of Employee Appreciation events. On November 7th, 172 employees were recognized with length of service awards, and the three 2014 BRAVO! Award winners were announced. They were David Childers, Associate Professor, Nicholas LaRocca, Associate Professor and Kerry Weiss, PSAV Coordinator.

November 10th through 14th was designated as Employee Appreciation Week. During this week, the cosmetology programs on the Lake Worth and Belle Glade campuses opened their doors to College faculty and staff, providing complimentary services in recognition of Employee Appreciation Week. The Massage Therapy Program also provided complimentary chair massages on the Palm Beach Gardens and Boca Raton campuses. College Café, Dunkin Donuts, Follett Bookstores, and Pepe James also provided discounts to employees throughout the week.

On Friday, November 14th, the Boca Raton, Lake Worth, and Palm Beach Gardens campuses hosted appreciation luncheons offering employees an opportunity to relax and enjoy lunch with their colleagues. In a live webcast, Dr. Gallon expressed his appreciation for the contribution of all College employees. The Belle Glade luncheon was held on Monday, November 17th.

Wrapping up our month of appreciation was adjunct appreciation week, November 17th through 21st. Each campus arranged unique presentations of gratitude for their adjunct faculty members.

We hope that all employees had the opportunity to participate in the events held this November. To view the photos from recent events and to view information about upcoming events, please visit the Employee Recognition website at www.palmbeachstate.edu/ERC.

SAVE THE DATE

2015 DR. MARTIN LUTHER KING CELEBRATION

Mark your calendars for January 15, 2015, and join us for the 16th annual Dr. Martin Luther King Jr. Celebration Breakfast, to honor those who have made outstanding contributions toward improving the lives of others through their leadership and service in the community. The keynote speaker is Dr. Lillie McCain, psychology professor at Mott Community College in Michigan. Dr. McCain is a certified international facilitator for Phi Theta Kappa Leadership seminars and conducts workshops on leadership development and multiculturalism. The first of two African-American students to graduate from J.Z. George, a previously all-white school in North Carrollton, Mississippi. Dr. McCain was actively involved in the civil rights movement.

Faculty, don't miss out on this opportunity to bring your students to talk with Lillie McCain and listen to her keynote address on **Education, Equality and Empowerment**.

Enjoy complimentary breakfast with colleagues, students and friends of the College in the MLK Jr. Plaza. For more information visit the [2015 Dr. Martin Luther King Celebration Breakfast](#) website.



BLUE REWARDS \$\$\$\$

DON'T FORGET TO REDEEM YOUR WELLNESS POINTS!!!

Full-time employees participating in the college's health insurance plans with Florida Blue need to redeem their earned points for BlueRewards program by midnight on December 31, 2014, by logging in at www.floridablue.com. Points do not carry over from year to year.



NEW

INTERNAL JOB POSTING

PeopleAdmin, the College's applicant recruitment/tracking system, allows a vacant position to be posted and accessible to College employees and external individuals. Supervisors also have the option of posting positions to their direct reports without using the PeopleAdmin system.

The Office of Human Resources is offering a new option for internal job postings and it is not mandatory. Through the internal posting process, supervisors will have the option of offering a vacant position to employees college-wide before posting externally. The vacancy will be open to employees for seven calendar days. If there are no qualified employees or if there is an insufficient pool of qualified employees at the end of the internal posting period, the vacant position will be then posted externally.

Employees who did not apply to the internal posting will still have an opportunity to apply to the position when posted externally.

For additional information, contact the Employment Department, at (561) 868-3111.

HARASSMENT

AWARENESS AND PREVENTION

Palm Beach State College is committed to fulfilling its mission by providing an environment free from harassment; therefore, preventing harassment is the responsibility of the entire College. The College has a policy on sexual harassment, discrimination, other types of harassment, and retaliation. Awareness and prevention are two of the most effective ways in preventing harassment.

Harassment is defined as any unwelcome conduct or request for favors verbal or physical conduct or any action based on an individual's race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability, or genetic information that adversely affects an individual's educational or employment opportunities.

Awareness

- ◇ Be conscious of potential harassment behaviors
- ◇ Be aware of employees who become offended by verbal or non-verbal behaviors
- ◇ Let colleagues know when you are uncomfortable
- ◇ Examine your behaviors

Prevention

- ◇ Understand and abide by the College's policy and applicable laws
- ◇ Exercise professionalism with staff, faculty, students, contractors and vendors
- ◇ Consider the seriousness of all types of harassment
- ◇ Report all incidents immediately

Harassment will not go away by itself and will become worse and more difficult to fix if the problem is not addressed. Complaints of harassment and discrimination are not taken lightly and will be investigated and resolved in accordance with District Board of Trustees Policy 6Hx-18-5.86 *"Harassment Policy Including Sexual Harassment and Complaint Procedures for all Types of Harassment or Discrimination."*

Retaliation against employees for reporting or participating

in a harassment investigation is prohibited, however, disciplinary actions may be taken against individuals found to have filed false claims.

LAW SERIES

PROTECTION OF VULNERABLE PERSONS ACT

The Protection of Vulnerable Persons Act became effective on October 1, 2012. It is labeled as the nation's toughest mandatory reporting requirements for child abuse violations on school campuses.

Institutional Responsibility

The regulations state that college administrators and its law enforcement agency (Security Office), upon receiving information from another college employee, must report to the Department of Children & Family Services any known or suspected child abuse, abandonment, and neglect committed on the property of the institution or during a college sponsored event. Failure to report, or knowingly and willfully prevent another person from doing so, is subject to a one million dollar fine for each failure.

Individual Responsibility

The law also states that in addition to the institutional requirements, all persons in Florida have an independent obligation to report known or suspected child abuse, abandonment, and neglect, regardless of where the incident occurred. Knowing and willful failure to report constitutes a third-degree felony.

Report to the Florida Abuse Hotline

Call (800) 962-2873 | Fax (800) 914-0004 |

Web Reporting – <https://reportabuse.dcf.state.fl.us>

WRITTEN COMPLAINT POLICY AND PROCEDURE

The intent of the College's written complaint policy is to provide prompt consideration to all non-bargaining unit employee complaints. All employees are encouraged to use the written complaint procedure to bring all workplace issues and concerns in writing to the employee's immediate supervisor within ten (10) working days of occurrence. The employee's immediate supervisor shall respond within the time limit in accordance with the policy to expedite a fair and timely resolution to the employee's concerns. Please refer to District Board of Trustees Policy 6Hx-18-5.491 "*Written Complaint Policy and Procedure*." Bargaining unit employees shall utilize the grievance procedure in the bargaining unit agreement.

LOOK OUT E-MAIL SOLICITATION

Recently it seems there has been an increase of outside solicitation via email of our employees by financial advisors claiming to be experts on the Florida Retirement System (FRS). The FRS does not endorse any financial advisors except for the certified financial planners at Ernst and Young, which are contracted by the FRS to assist members through the financial guidance line at 866-44-myfrs.

A listing of the College's 403(b) vendor's and representatives can be found on the retirement plan web page at www.palmbeachstate.edu/hr/benefits/retirement-plans.

The mission of the Office of Human Resources is to provide quality programs and services in the areas of recruitment, benefits, learning and development, compensation, equity, inclusion, employee relations, and human resource information systems, which together will attract and retain a dedicated and knowledgeable faculty and staff to foster student success.

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