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Human Resource *focus*

Communication Update

from Dr. Ellen Grace, Director of Human Resources

On behalf of everyone in the Office of Human Resources, I hope that this academic year has been an enjoyable one for you. In an effort to provide you valuable information, this issue of Human Resource Focus has articles on re-employment after retiring from PBCC, tips for applying for positions as an internal applicant, understanding employee breaks, the results of our training survey and information about new training programs. If you have any questions about any of the information, please do not hesitate to contact us. Also, if there are subjects that you want us to feature in our next newsletter, just let us know.

This has been a busy year for Human Resources. We are in the midst of our imaging project. In the not-too-distant future, we will have electronic personnel files. Enjoy the rest of the academic year!

Our Mission

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

Doctor's Notes and Medical Information

There are times when employees may be required to provide a doctor's note such as family medical leave, returning to work after an extended illness, documented attendance issues, etc. Employees may elect to submit a doctor's note directly to the Office of Human Resources rather than to the immediate supervisor. All medical documentation is placed in the employee's confidential medical file. If there are any questions about the medical documentation, the Office of Human Resources will handle it. Due to HIPPA regulations, supervisors should not make inquiries to an employee's doctor's office or medical facility. In order to safeguard personal information, employees and supervisors should refrain from discussing details of medical issues in email. Please consult the Office of Human Resources if you have any questions.



Office of Human Resources
Summer Hours (May 5—August 8):
Monday through Thursday 7:30am—5:30pm
Friday 7:30am—12:00pm





Retiring but still have more to offer? Re-employment after FRS retirement...

Many retirees are returning to the workforce for various reasons. It is important that employees and supervisors know the options and how re-employment may affect FRS benefits. If a FRS retiree returns to work in the private sector, federal government, another state, or a non-FRS public employer, there are no restrictions that interfere with FRS benefits. If a FRS retiree returns to work for an FRS employer (PBCC, another Florida community college, state university, school district, etc.) there are restrictions that can affect benefits.

THE FIRST MONTH - Regardless of whether you were in the pension or investment* plan, or participating in DROP or CCORP, **you must not work for a full calendar month before returning.** For example, DROP, CCORP and Pension Plan participants, if you were to retire anytime in May, you must be out the full month of June and cannot work for an FRS employer in any position (including adjunct) until July 1.

TWO to TWELVE MONTHS FOLLOWING RETIREMENT— Benefits including health insurance subsidy, pension payments or distributions are forfeited for the remainder of the twelve month period if you return to a regular part time or full-time position. Benefits are not forfeited in months 2 through 12 if your re-employment is in an unrestricted position or the position is restricted to no more than 780 hours during that period.

Unrestricted Positions:

- Elected or appointed to and elected office.
- Annual contract classroom teacher with a school district
- Hourly teacher or substitute with a school district
- Education paraprofessional, bus driver, food service worker, or transportation assistant with a school district.

Restricted Positions:

- Adjuncts

A retiree may be employed in an adjunct position in months two through twelve provided the employee does not exceed 780 hours in this timeframe. If the hours exceed 780 hours, FRS benefits are forfeited for the month 780 is reached and the remainder of the twelve month period.

* **Investment Plan Participants**—Please note that you are not considered a retiree under the investment plan until an actual monetary distribution is made and you are not re-employed for 3 calendar months.

For more information on re-employment after retirement contact Shelley Hill or Cheryl Hare.

Benefits Open Enrollment or IRS Qualifying Event?

If you have an IRS “qualifying event”, you do not need to wait for open enrollment to make changes in your benefit coverage. Examples of qualifying events are marriage, divorce, birth or adoption of a child, death, and loss/gain of other coverage. The change you make must be directly related to the event. For example if you have children but covered only yourself on the health insurance and then married you could not add your children at that time, you could add your spouse. If your new spouse has children you can add your step children at that time as well, but not your own children. Since it is not a qualifying event you would have to wait for open enrollment to add your own children. Also IRS qualifying events do not allow for switching between plans.



Tips on Career Advancement at PBCC

As a large Palm Beach County employer, PBCC provides many employment opportunities in our community. PBCC encourages current employees to take advantage of career advancement opportunities. If you are interested in applying for a promotion or other opportunity, you should take the following steps before applying for positions.

- Visit the College's job site at www.employment.pbcc.edu for current job listings on a regular basis.
- View the job overview and the requirements for the position carefully. Be sure you meet all of the minimum qualifications for the position.
- You may seek further information about the position from departmental personnel or colleagues.
- Inform your current supervisor of your decision to apply. It is best that supervisors do not hear of your decision from other college personnel.
- Submit an on-line application with an attached resume, transcript (if applicable), and related information by the application closing date. Please complete your application in detail, listing your current PBCC position first. Do not use "See Resume" on your application.
- Be patient and do not contact the hiring manager and/or members of the screening committee regarding the status of your application.
- Information regarding the status of your application and/or the status of the hiring process can be obtained from the employment staff.

Appraisal Documents

We've had many calls about the location of the new appraisal documents on the web. They can be found at:

<http://www.pbcc.edu/x5916.xml>

Human Resources Phone Menu

In order to provide better service to callers, an automated menu has been implemented on the main office number (868-3114).



The Scoop on Employee Breaks

The Fair Labor Standards Act (FLSA) does not require an employer to provide rest or meal periods. However, if employers offer rest periods lasting a short period of time, under federal law, the employees must be compensated. Bona fide meal periods lasting at least 30 minutes serve a different purpose and are generally unpaid. Even though the rest and meal periods are not mandated by law, PBCC requires that employees be given rest and/or meal periods based on hours worked. The following are details of rest and meal periods:

Rest Period - Rest periods have a short duration running no more than 15 minutes. This time is counted as hours worked and it is compensable time. Dependent on the number of hours worked, employees may receive one or two rest periods a day. As operational requirements permit, some departments may have scheduled rest periods and others may not have set times.

Meal Period - Bona fide meal periods are not considered work time and are unpaid. Employees must be completely relieved of all job responsibilities and free to leave their work station. An employee is not completely relieved from duty if required to perform any duties or do any work while eating. This includes inactive or active work. For instance, employees who are required to eat at their desk are not relieved from duty if required to answer the telephone or respond to customers, even if no calls are actually received.

Meal periods can be 30 to 60 minutes based on scheduling needs of the department and the employee. For part-time employees working 5 or more hours, at least 30 minutes for the meal period is required.

Any schedule changes need the department manager's approval. Management can incorporate further details and procedures in a Departmental Policy to meet the operational needs of the area.

Office of Human Resources

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

Administration Building,
Lake Worth
Mail Station #10
(561) 868-3114



NEW ONLINE TRAINING !

During the month of February, the Professional Development Department rolled out two new online training programs. The first, entitled "Creating an Environment of Mutual Respect: Valuing Diversity for a Stronger PBCC" highlights the diversity programs taking place at Palm Beach Community College, addresses common student, faculty, and staff concerns, and offers ways for participants to get involved in diversity efforts throughout the College.

The second online training, entitled "PBCC Safety Orientation" has been developed in a partnership with Summit Training Source. This program outlines the basics of workplace and ergonomic safety. This training stresses the importance of accident avoidance and awareness in creating a safe work environment.

Both training programs are designed for new employees at PBCC. However, if you have not yet taken the in-class Diversity training, or the safety training offered during new hire orientation, you will be contacted and asked to complete the appropriate online training. For more information, visit our webpage at <http://www.pbcc.edu/hrdevelopment.xml>.

Training Survey Results and Professional Development Changes

Last fall, the Office of Human Resources conducted a survey to determine the professional development needs and interests of the College's faculty and staff members.

Some key findings in the survey data include the following:

- Faculty and staff members on all campuses expressed interest in taking the Microsoft Excel workshop series, as well as the PowerPoint: Adding Piz-zazz class. As a result, both of these courses are being offered on all four campuses during the Spring 2008 term.
- Strong interest was shown in attending Life & Work Balance workshops pertaining to both Health & Wellness and Financial topics. This supports the currently scheduled programming for 2008, during which we will hold a March seminar entitled "Moving Down the Road to Financial Investing" and a November session entitled, "Planning and Managing Elder Care", among other sessions.
- When broken down by category, "Speak Easy Spanish" was the most frequently requested class among faculty members. This eight week course will be offered in the fall of 2008. Administrators requested "Legal Issues in the Workplace", while other professional staff members requested a time management course entitled "Eat the Frog" and "Managing Hostile Behavior". Both the Legal Issues and time management course are being offered later this year. The Managing Hostile Behavior course will be scheduled as soon as a new instructor for the course has been certified.
- Survey participants indicated a strong preference for morning classes, but afternoon sessions also generated interest. Computer courses during the spring term are being offered in both morning and afternoon sessions, with longer classes taking place in the mornings. Conversational Creole and all Adventures in Leadership classes are also being held during the morning hours.
- Close to eighty-five percent of respondents indicated a high level of agreement that their supervisor encourages and supports their participation in training opportunities.

We are encouraged by these results, as they support the professional development and training programs that had been scheduled for the spring term, and we are incorporating this feedback into our scheduling for the summer and fall terms as well. When you attend one of our workshops, please assist us in our efforts to provide the most relevant and timely training possible by completing the online course evaluation that you will receive following the workshop or series of workshops. For more information about our programs, please visit our website at <http://www.pbcc.edu/hrdevelopment.xml>.