

Human Resource *focus*

FALL
2011

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

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

Dear Colleagues:

Like everyone, we are on the countdown to our SACS visit. Preparation of our full and part-time faculty files has been a very time-consuming project for HR, but we are ready thanks to the hard work of Shirley Sullivan, Maribel Lozano, Sandy Canevari and Claudette Grindley. In addition to SACS, our staff has been very busy in all aspects of HR/Safety/Risk.

I hope that this newsletter is of help to you. First, be sure to check out our Annual Report which will provide you some interesting, valuable information and statistics on all of our programs <http://intranet.pbcc.edu/hr/annualreport20102011.pdf> Since we know that retirement issues can be very complex, we have some valuable information for you in this issue about how to access retirement guidance and information and working after retirement. We are also highlighting some ergonomic advice to help you in your work environment. As you know, fostering ethical standards and practices is part of our strategic plan, and we have an article on our Ethics Policy and making ethical decisions. Also, be sure to check out articles on stipulations governing volunteers and vendors/contractors/consultants at the College and other articles on First Aid Kits, Hurricane Preparedness, Doctors' Notes, and Tuition Reimbursement. Our Newsletter is meant to be helpful to you, and we welcome suggestions for future articles. Enjoy the rest of your semester.

Ellen

WORKING AFTER RETIREMENT FOR FRS PLAN MEMBERS

RETIRING PRIOR TO OR ON JUNE 30, 2010

Work Status	Investment Plan	Pension Plan	CCORP
Retiree returns to work for a non-FRS employer	Benefits are unaffected	Benefits are unaffected	Benefits are unaffected
Cannot work for an FRS employer in any capacity. Doing so will void retirement. FRS calls this timeframe the "termination period".	Six calendar months after receiving a distribution or rolling funds out of the plan.	One calendar month after retiring	One calendar month after retiring
Working for an FRS employer as an adjunct at a college. FRS calls these positions "exceptions".	Allowed in months 7-12 after receiving a distribution. Cannot exceed 780 hours.	Allowed in months 2-12 after retiring. Cannot exceed 780 hours.	Allowed in months 2-12 after retiring. Cannot exceed 780 hours.
Returning to a regular part-time or full-time position with an FRS employer after the "termination period".	Benefits are suspended in months 7-12. No distributions or health insurance subsidy payments are made. Distribution and health insurance subsidy payments can resume the 13 th month after retirement.	Benefits are suspended while earning in the position in months 2-12 following retirement. No pension or health insurance subsidy payments are made. Retirement and health insurance subsidy payments can resume the 13 th month after retirement.	Benefits are suspended while earning in the position in months 2-12 following retirement. No distributions can be taken. Distributions can resume the 13 th month after retirement.
"Renewed Membership" means returning to work for an FRS employer in a regular part-time or full-time position and receiving a second retirement benefit.	Permitted if the date of hire for the new position is prior to June 30, 2010. After June 30, 2010, renewed membership is not allowed	Permitted if the date of hire for the new position is prior to June 30, 2010. After June 30, 2010, renewed membership is not allowed	Permitted if the date of hire for the new position is prior to June 30, 2010. After June 30, 2010, renewed membership is not allowed

RETIRING ON OR AFTER JULY 1, 2010

Work Status	Investment Plan	Pension Plan	CCORP
Retiree returns to work for a non-FRS employer	Benefits are unaffected	Benefits are unaffected	Benefits are unaffected
Cannot work for an FRS employer in any capacity. (Doing so will void retirement.) FRS calls this timeframe the "termination period".	Six calendar months after receiving a distribution or rolling funds out of the plan.	Six calendar months after retiring.	Six calendar months after receiving a distribution or rolling funds out of the plan.
Working for FRS employer in any position after the termination period. (Including adjunct or OPS)	Months 7-12 after retirement. Benefits are suspended which means distributions cannot be taken and health insurance subsidy payments are not paid.	Months 7-12 after retiring. Benefits are suspended which means no pension or health insurance subsidy payments are made.	Months 7-12 after retirement. Benefits are suspended which means distributions cannot be taken.
"Renewed Membership" means returning to work for an FRS employer in a regular part-time or full-time position and receiving a second retirement benefit.	Earning an additional FRS benefit is not permitted.	Earning an additional FRS benefit is not permitted.	Earning an additional FRS or CCORP benefit is not permitted.

MYFRS Financial Guidance Program

The Florida Retirement System (FRS) offers valuable support to help you make informed decisions about your personal retirement goals. You can receive free, confidential, and unbiased retirement and financial planning services. The following **MyFRS Financial Guidance Program** resources are available:

On the Phone - 1-866-446-9377 The MyFRS Financial Guidance Line is staffed by a financial planning team at Ernst & Young, and retirement counselors from the Division of Retirement are ready to take your call and offer you knowledgeable, personalized assistance.

On the Web - MyFRS.com serves as your gateway to a host of tools and information about the FRS Pension Plan and Investment Plan. This website offers valuable resources, financial data, educational information, and easy access.

In Person - The MyFRS Financial Guidance Program sponsors financial planning workshops filled with valuable retirement and general investment information. Sign up for a workshop by calling the MyFRS Financial Guidance Line at 1-866-446-9377, Option 2.

Schedule an Appointment Online - Speak to an Ernst & Young financial planner when it is convenient for you. The online MyFRS Financial Guidance Line Appointment System allows you to select the date and time that best works for your schedule.

Benefits Reminders.....

- **Doctors' Notes** - A supervisor, as a matter of discretion, can require a doctor's note in cases where illness is stated as a reason for absence. An employee is not required to give the note to the supervisor but can submit that note directly to the Office of Human Resources to be included in their personnel file.
- **Tuition Reimbursement** - Under [Board Policy 6Hx-18-5.88](#) and [Section O](#) of the United Faculty of Palm Beach State College contract, tuition reimbursement funds will be dispersed upon a first come first serve basis, up to the yearly budgeted amount. For fiscal year 2011/2012 this amount is \$150,000. It is the intent of the policy to reimburse employees only for allowable credits taken within the fiscal year. In order to receive reimbursement, employees must submit to the Office of Human Resources within six (6) months of completing the course (s) a Palm Beach State College Request for Tuition Reimbursement form, a copy of the grade report, and a copy of a paid receipt or a letter from the institution indicating the amount of payment.



The Office of Human Resources, Safety & Risk
2010/2011 Annual Report
is now available at

<http://intranet.pbcc.edu/hr/annualreport20102011.pdf>

OFFICE ERGONOMIC SOLUTIONS: KEYBOARD AND MOUSE PLACEMENT AND USE; FOREARM AND WRIST POSTURE

Keyboard and Mouse

Your keyboard and mouse should be placed so that you can use them in a relaxed, comfortable position. By doing so, you will not have to reach or tense your shoulders while at your work station, which can lead to strain and possible ergonomic injury.

Positioning your keyboard

To avoid twisting your torso and neck while seated at your work station, you should position your keyboard directly in front of you. Place it so that your body is centered on the space bar. This allows you to type with your shoulders relaxed and your upper arms hanging naturally.

Adjusting your keyboard height and angle

The height of your keyboard's home row (the row that includes the letter L, where your fingers will typically be located between keystrokes) should be adjusted so that it is near or slightly below your elbow height. If your keyboard has tabs, ensure that they are lowered so that the keyboard lies in its most flat position on its work station surface or keyboard tray (if you have one). If you have a keyboard tray, it may also help to adjust it so that your keyboard's back edge has a slightly downward "negative" tilt.

Tip

Turn your chair to the side to help determine your elbow height in relation to the height of your keyboard's home row.

You may find it necessary to install an adjustable keyboard tray in order to position your keyboard at the proper height.

Aligning your mouse and your keyboard

Your mouse, trackball or pointing device should be positioned immediately to the right or left of your keyboard and close to the keyboard's front edge. Avoid positioning the device too far from the side of the keyboard or towards the keyboard's back edge since these positions may cause you to markedly bend your wrist out to the sides or reach too far, resulting in possible strain and ergonomic injury. For the same reasons, **DO NOT** position your mouse and keyboard at different levels.

Using a keyboard tray comfortably

If you have a keyboard tray, make sure that it is wide enough to accommodate your mouse or that there is an attached separate platform for it. Otherwise, you will probably have to place the mouse on your desktop, higher, farther away and at a different level than your keyboard, which can cause you to markedly bend your wrist out to the sides or reach too far for it, resulting in possible strain and ergonomic injury.

Shoulders, forearms, wrists, and hands

Keep your shoulders relaxed, neither “scrunched” or drooping, and place your elbows so they are near or slightly above your keyboard’s home row in order to minimize muscle tension. Keep your forearms, wrists and hands in their neutral comfort zone while using your keyboard or mouse. In order to find your neutral comfort zone, you should completely relax your arms, wrists and hands at your sides while seated and notice how they are positioned. (You may have to sit on the front edge of your chair in order to get them out of the way of your chair’s arm rests.) When you lift them up to type, hold them at or near these same relative positions. You should avoid bending your wrists markedly up, down, in or out to the sides.

Supporting your forearms and hands

If your task chair has padded arm rests, you may find it comfortable to support your forearms on them while typing, using the mouse or pausing. If your work surface is deep enough to move your keyboard and monitor back to create a comfortable space for your forearms, you also may find it comfortable to use your work surface as a support area. Each forearm should be evenly supported, with your wrists in a comfortable, neutral position and your shoulders relaxed.

You can also use forearm support only when pausing, allowing your forearms and hands to move freely while typing and using the mouse. In this instance, the support will be properly adjusted when it is slightly below your forearm in its typing position, yet close enough and available for pauses, such as when you are thinking or reading text.

Using a wrist rest

You should not rest your wrists on your work surface, your upper legs or a wrist/palm rest while typing or using your mouse - instead, your wrists should be kept free to move. A wrist rest should be used only to provide support during pauses from typing or using the mouse, such as when you are thinking or reading text. Supporting your wrists while typing may be harmful because it can apply unacceptable pressure to their undersides; this can lead to ergonomic injury.

SAVE THE DATE: 2012 Dr. Martin Luther King Jr. Celebration Breakfast

Mark your calendars for January 12, 2012, and join us for the 13th 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 which honor individuals, who have made a positive impact on the lives of the underserved and underrepresented in our community. If you know someone who is deserving of such an award, send in your nominations by **October 28**. For more details and to submit your nominations, visit [MLK Nominations](#) for details.



The keynote speaker for next year’s celebration is Jeff Johnson. Mr. Johnson is an award winning investigative journalist in the areas of politics, business, entertainment and business. He is the MSNBC correspondent to the White House. For more on Jeff Johnson, visit his website at <http://www.jeffsnation.com/>

Appointed or Contracted Palm Beach State Associates

Volunteers, Vendors, Contractors, and Consultants

The Office of Human Resources monitors processes and maintains information on regular and OPS/temporary employees. Volunteers, vendors, contractors, and consultants do not follow the normal recruitment process set forth by Human Resources, and they do not fill established, budgeted positions. These parties are governed by different federal and state regulations as well as distinctive College guidelines.

Palm Beach State Associates are defined as:

- **Volunteer** – An individual who willingly provides unpaid service to the College for civic, charitable or humanitarian reasons or to gain practical work experience.
- **Vendor** – An entity which supplies goods and/or services to the College. Vendors are also identified as suppliers.
- **Contractor** – An individual or entity determines the means and methods of accomplishing the services and the College has the right to control or direct only the result of the work.
- **Consultant** – An individual or entity that performs a service or provides expert, strategic advice for consideration and decision-making.

	Volunteer	Vendor/Contractor/Consultant
Point of Contact	Department Supervisor	Department Supervisor. Must meet vendor guidelines.
Purpose	Appointed to provide a service.	Contracted to provide goods and/or services.
Final Approval	Office of Human Resources	Parties authorized to sign contractual agreements include: <ul style="list-style-type: none"> •President •VP Administration and Business Services •Controller/Director Procurement Services •Manager, Purchasing
Guidelines	<ul style="list-style-type: none"> •Hours set by the department supervisor. •Use College's equipment. •No payment received for services. •Provide training and guidance. 	<ul style="list-style-type: none"> •Sets own hours. •Provides their own equipment and materials, if necessary. •Payment based on contractual agreement. •No training is required. •Contracted by more than one organization.
Employee Classification	Employees may volunteer at the College with met guidelines. Employees may not perform functions that are the same as, similar, or related to their normal job duties.	The College does not enter into purchasing contracts with employees or members of their immediate families.
Employment Status	Services are performed without promise, expectation or receipt of compensation, future employment, or any other tangible benefit.	Not an employee of the College. Follows their own guidelines to meet the contractual agreement with Palm Beach State.

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Documents	<u>Volunteer Form</u>	<u>Vendor Application</u>
	<u>Student Volunteer Internship Form</u>	<u>ACH Payment Authorization</u>
User ID Access	<u>Email & Computer Usage Agreement</u>	<u>Email & Computer Usage Agreement</u>
Website	<u>http://www.palmbeachstate.edu/hrforms.xml</u>	<u>http://www.palmbeachstate.edu/x4906.xml</u>

*An Email Account Request form must be completed annually and submitted to the Office of Human Resources by September 1st.

Focus on Ethics



When the topic of ethics in the workplace is raised, many of us think immediately of examples of ethical failures – Enron and WorldCom come to mind. The lack of ethical standards utilized by these companies led to the financial ruin of hundreds of employees, the creation of the Sarbanes-Oxley Act for financial reporting, and jail sentences for corporate executives. Palm Beach County has also seen its share of ethical failures, having exposed multiple officials who used their positions for personal gain.

While these examples stand out due to the obvious nature of the unethical choices made, many ethical decisions aren't as clear cut. What may seem like the right choice for one person may be the wrong choice for someone else. For this reason, and because we realize the importance of modeling ethical behavior for our students, Palm Beach State College has included the consideration of ethics into its strategic plan.

Goal number three in the current strategic plan states that "The College will foster ethical standards and practices within the College and the community it serves." The Office of Human Resources has been actively involved in furthering this goal, and in particular, the second stated objective, that by 2012 the College will incorporate ethical standards and practices college-wide.

In 2009, the Board of Trustees approved HR [Board Policy 6Hx-18-5.90](#), the College's first Ethics Policy, which, outlines a Code of Professional Ethics with which all faculty and staff members are expected to be familiar and in compliance. Also included in the policy are specific guidelines for supervisory and administrative employees and information related to the reporting of ethical violations and disciplinary actions that may result. Additional training is being developed by the Office of Human Resources to further clarify the College's policy on issues with ethical considerations.

It is important to note that making ethical decisions is not just about choosing between what is right and what is wrong. It's about understanding the impact of our decisions on our students, our coworkers, and our community and carefully evaluating that impact before choosing a course of action. The new ethics policy also identifies a set of core values that we believe will help to create a collegial environment based on the highest ideals of professionalism. These values include honesty, respect, open communication, professionalism, fairness and responsibility. We believe that incorporating these values into our day to day decision making process will ensure that Palm Beach State continues to operate according to the highest of ethical standards.

Office of Human Resources

District Office Building
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*

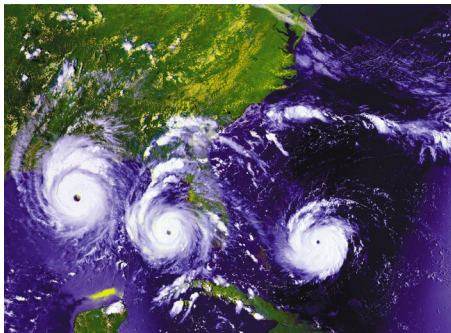
FIRST AID KITS EVERYONE?



In a recent all users email communication from Dr. Ellen Grace, detailed information was distributed on the requirements for first aid kits and how to obtain them. If you have not done so already, please ensure that your department orders the first aid kit(s) it should have and maintains them as described in the [First Aid Kit Program](#). You may contact Larry Leskovjan, our Safety & Risk Manager, at leskovjl@palmbeachstate.edu if you have any questions on this or any of our Safety & Risk Management programs.

ARE YOU READY FOR THE NEXT HURRICANE?

The beginning of hurricane season (June 1 through November 30) has seen a number of named storms. With almost three months to go, close calls, and maybe the real thing, are very likely. In order for everyone to be aware of the preparations needed in the event a



storm reaches the Hurricane Watch and Hurricane Warning stages, the College's Hurricane Preparedness Plan, can be found at

<http://www.palmbeachstate.edu/Documents/Safety/Hurricane%20Preparedness%20Plan%202011.pdf>

It provides detailed information on the steps that are to be taken for storm preparation and recovery procedures. Please ensure that you review it and are familiar with the items that pertain to you and your department.



Office of Human Resources

**Monday - Friday
8:00am to 5:00pm**

College Closings

**Veteran's Day November 11
Thanksgiving Break November 24 - 25
Winter Break December 19 - 30**