

Human Resource *focus*

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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.

Communication Update

from Dr. Ellen Grace, Executive Director of Human Resources

Dear Colleagues:

With increased enrollment, work for SACS and a multitude of projects in all areas of the college, our employees are super busy. Like all other offices, we in Human Resources are occupied in all facets of what we do – benefits, recruitment, equity/diversity, training, classification, human resource reports for all areas of the College, employee relations, employee recognition, etc. However, I want to emphasize to all of you that we are never too busy to meet with an employee in person, talk on the phone, or answer employee e-mails. Our purpose is to serve our employees, and never hesitate to contact any of us in Human Resources when you have a need.

In preparation for our SACS re-accreditation, one of our projects is to ensure that we have official transcripts that are issued directly to the college for all of our full-time faculty and adjuncts. We are currently going through all full-time faculty files, and then we will be going through all of the adjunct files. Even if delivered to us in a sealed envelope, it will not be acceptable to SACS unless these transcripts are issued directly to the college and not to the employee. If the transcript(s) that we currently have on file were not issued directly to the College, full-time faculty and adjuncts will receive a memo from me to obtain another transcript(s) from their respective institutions. If we ask you to get another transcript(s), the College will reimburse you for the expense. Although all of our personnel files are now kept electronically, we maintain hard copies of all faculty and adjunct transcripts.

I hope you find something of interest in this edition of HR Focus. We try to provide relevant, timely information. If you have any suggestions as to other topics that you would like us to cover, please do not hesitate to let me know. Also, if you haven't had a chance to come by and see our renovated offices, please stop by. In the meantime, enjoy the rest of the semester.

EMPLOYEE TRANSCRIPTS

Transcripts must be issued to and sent directly to the Office of Human Resources and must state or be stamped that it is official and “Issued to the Office of Human Resources.” In compliance with our regional accrediting body (SACS-COC), the policy of Palm Beach State College is that we can only accept official transcripts issued and sent directly to the Office of Human Resources, not the employee.



Keeping Medical Costs Down

Stay in network. On our PPO plans, if you stay in-network you pay 20%; out-of-network you pay 30% plus you may be subject to “balance billing” which means that the provider charges more than the allowable cost. Be careful when being referred; ask the doctor’s office if they can refer you within the network. If you are having an outpatient procedure, make sure the facility and the anesthesiologist are in network, as they sometimes bill separately.

Use generic drugs. One of the easiest ways to save money is to use the generic version of a prescribed brand-name drug when one is available. Your cost will be lower. So if you are starting a new medicine or refilling one, you may want to talk to your doctor, or have your pharmacist talk with your doctor, about whether a generic is available and right for you.

Use over-the-counter (OTC) medications. Some OTC medications may be just as effective as prescription drugs. In fact, many OTC drugs were once available only with a prescription. These include popular pain relievers and allergy medications as well as drugs that fight ulcers, help you quit smoking, and more. Your doctor can tell you if an OTC medication can replace one of your prescriptions.

Use urgent care centers. After hours attention or non-emergency care can be obtained at an urgent care center in lieu of a trip to the emergency room. Some urgent care centers have diagnostic imaging on-site.

Use Quest Diagnostics for lab work. Quest is an in-network provider for Blue Cross and you can make your appointment online, even on the same day. Just follow the link from the Blue Cross Provider page.

Use independent imaging. Discuss your imaging options with your doctor. Are there other ways to diagnose your condition that are just as effective? Not all imaging providers charge the same for their services. For example, an independent imaging center may charge less than a hospital or one associated with a hospital. To help you reduce your out-of-pocket costs, it pays to do a little legwork and ask them how they bill.

Ask questions. In order to get the most from your doctor visit, ask questions. If a physician diagnoses a condition ask what the causes may be. Can lifestyle changes help your condition before medication is prescribed? If a doctor wants to send you for tests, ask them why. If you don’t understand something, ask your doctor to explain. If you have questions about a health condition you can call a Blue Cross care coach at 1-877-789-2583.

The “NEW” Face of Sexual Harassment



Facebook, Twitter, YouTube, MySpace, Flickr, Linkd, IM, texting, have all changed the way we communicate. They are quick, direct, fun, and instantaneous. With more and more people joining every day, they are becoming the more popular and preferred means of communication. Along with its popularity there are pitfalls to these technological advances. It is quite simple to shoot off a message or post a comment on these social media sites without applying much thought to it. Their casual culture lulls people into a false sense of security. We sometimes forget that the internet is a very public place. What you post today may not come back to haunt you tomorrow, but it will some day. Everything on the web can be archived, which means it is also searchable. What you post today may pop up in searches years from now. The same can be said of text messages. They don't disappear once you hit delete.

These technologies have brought about a “New” face to Sexual Harassment. Forty-six states have amended laws and statutes to include mention of electronic means of contact, including computers and cell phones in instances of sexual harassment by way of messaging. In California, a single text message-if it is obscene or threatening- can be considered harassment by texting.

Eighty percent of what you say is in your body language and tone of your voice. Technology eliminates both of these. A text or posted comment is harder to interpret and may come across entirely different than how it was intended. Telling someone they look nice today in the office versus texting the same comment after hours may take a completely different meaning. What does this all mean? We have to be informed consumers and really think of the consequences of what we do. Here are some things to keep in mind when you text, chat, post, IM, email.....

- Before you click “send”, “publish” or “update” assume everyone you know will read your comment. This means your boss, coworkers, parents, grandparents, future employers and, yes, even your kids.
- If a message feels uncomfortable, delete, ignore or tell the person you are not okay with it. People are sometimes compelled to respond, just because they feel they have to. You don't.
- Experts on the subject suggest you have separate profiles on social media for professional and personal contacts.
- Always be aware of how your message can be interpreted, and if you think it's inappropriate, it probably is.

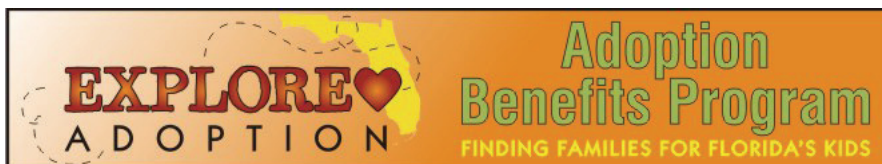
Remember harassment is harassment regardless of the time, place, or mode of contact.



**Office of Human Resources
Summer Hours
May 10 - August 6
Monday - Thursday 7:30am to 6:00pm
Friday Closed**

DID YOU KNOW?.....

In the state of Florida, full-time or part-time employees can be eligible to receive a monetary benefit for adopting a child into their home. There are specific requirements each employee and each adoption must meet, but if you meet the requirements you could be eligible for this benefit.



Who qualifies? - A full-time or part-time employee of the State (Executive, Legislative, and Judicial Branches, including the Department of Lottery), the State Universities, Community Colleges, School Board Districts, Water Management Districts and instructional personnel employed by the Florida School for the Deaf and Blind, provided the employee is paid from regular appropriations (not OPS or otherwise “temporary” or casual labor).

What types of Adoption are Eligible? - If, prior to the adoption, the adopted child was in the permanent custody of the Florida Department of Children and Family Services or a Florida licensed child-placing agency, and the final order of adoption was granted on or after October 1, 2000 (inception date of program) are considered the types of eligible adoptions.

The Open Enrollment Period of the Adoption Benefits Program begins August 1 of each year and continues for 60 days. Information can be found at:

[HTTP://WWW.DCF.STATE.FL.US/PROGRAMS/ADOPTION/ADOPTBENEFITPROGRAM.SHTML](http://www.dcf.state.fl.us/programs/adoption/adoptbenefitprogram.shtml)

LEAVE FOR COURT PURPOSES



The College encourages employees to fulfill their civic responsibility of serving as a witness and on a jury. All regular full-time and part-time employees who are subpoenaed as a witness, not involving litigation in which the employee is a principal, or summoned as a member of a jury panel will be granted leave. The employee will be paid by the College for the days the employee is scheduled to work, as shown in the following example:

A part-time employee works for the College Mondays, Wednesdays and Fridays. The employee served on the jury on Monday and Tuesday. The employee will be paid by the College for Monday as this day is part of the employee's work schedule. The College will not reimburse the employee for Tuesday.

As with all leave time, an employee who is required to attend court as a witness or for jury duty will submit for approval a leave form prior to the date of the court session and will attach a copy of the subpoena or summons to the form. Upon completion of witness or jury service, the employee is required to contact the supervisor regarding returning to work and will provide the receipt from the court for services rendered for hours covered by the leave.

The College will not reimburse the employee for meals, lodging and travel expenses incurred while serving as a witness or juror. Juror compensation issued by the court will be retained by the employee. For additional information, refer to the Board Policy 6Hx-18-5.38, *Leave for Court Purposes* at <http://intranet.pbcc.edu/boardpolicies/index.asp>.



WORK HOURS: REGULAR PART-TIME, TEMPORARY AND STUDENT EMPLOYEES

Employees in a classification of regular part-time, OPS/temporary and student worker are subject to work within the hours stipulated in our College standards and within state and federal guidelines. The approved hours must be met whether the position is paid by the College or is grant-funded. Adhering to federal regulations and College guidelines is essential in preserving the classification of the position.

Regular part-time Employees

Regular part-time employees can only work budget approved hours, which vary from 10 to no more than 30 hours. Working over 30 hours, on a frequent basis, jeopardizes the part-time classification, goes against the budgeted approved hours and infringes on the College's budget. Under unusual circumstances to fulfill college needs, exceptions may be made for regular part-time employees to exceed 30 hours per week on a temporary basis only with prior approval from the Supervising Administrator and the Executive Director of Human Resources.

OPS/Temporary Employees

Temporary employees are required to work up to the hours approved on the Personnel Action Form (PAF), not to exceed 40 hours per week. If the incumbent has more than one temporary assignment, the combined hours for all of the assignments cannot exceed 40 hours. In addition, temporary employees cannot be employed in the same assignment for more than six months.

Student Workers

Student workers are either work study students or student assistants. Any part-time or full-time student can apply for a regular part-time or full-time positions at the College. However, a work study or student assistant cannot hold a College OPS/temporary, part-time or full-time position concurrent with a work study or student assistant position.

During the Summer terms, a work study student may be employed up to 30 hours a week and may work no more than 20 hours a week during the Fall and Spring terms. During the Summer terms, a Student Assistant may work up to 30 hours per week and may work up to 25 hours a week during the Fall and Spring terms.

International students, with proper documentation, are eligible to accept employment on campus up to 20 hours per week when they are actively enrolled in classes. The International student may work up to 40 hours per week when they are not actively enrolled in classes or during College holidays or closings.

For additional information, refer to the Salary Schedule at http://www.palmbeachstate.edu/documents/Human_Resources/salaryschedule.pdf

Office of Human Resources

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

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



FOUR-DAY SUMMER WORKWEEK

Last year the College piloted a four-day summer workweek. Based on the results of last year's pilot program and feedback from employees throughout the College, we will continue to operate on a four-day summer schedule. The summer schedule will begin May 10, 2010 and end on August 5, 2010.

How will my lunch break be impacted during the summer schedule?

Full-time staff will receive a 1/2-hour paid lunch break Monday through Thursday. Individual supervisors may approve longer lunch breaks, but any break time over 1/2 hour will be unpaid. The college will return to the one hour unpaid lunch break on August 7, 2010.

There is not a 1/2-hour paid lunch break for part-time employees.

How will I be paid for the 2010 Memorial Day and July 4th holidays?

Memorial Day is a Monday and will be paid as 8 hours of holiday leave for 40 hour employees and 7 hours of holiday leave for 35 hour employees. Full-time 40 hour employees will make up 2 hours Tuesday through Thursday of that week, and 35 hour employees will need to work an extra 1 3/4 hours that week to make up the time.

The Fourth of July is a Sunday, and in accordance with College policy will not be a paid holiday.

Am I able to opt out of the four-day workweek?

During the summer of 2010 the College is officially closed on Fridays, Saturdays and Sundays. All employees must work the four-day schedule. Based on specific need, exceptions may be approved by the Vice President, Administration & Business Services.

If I take leave, how many hours will be deducted from my leave time?

If an employee requests a full day of annual leave, sick leave, or personal paid leave, the 40 hour employee will need to use 10 hours of leave for that day. The 35 hour employee will need to use 8.75 hours for the day.