
This Issue:

Professional Development	P.1
Law Series	P.2
Consensual Relationships	P.2
Age Discrimination in Employment Act	P.3
Employee Assistance Program (EAP)	P.3
4½ Day Summer Workweek	P.4
Overload /Adjunct Payments	P.4
Estate Planning, Wills & Trusts	P.4

FOCUS



PROFESSIONAL DEVELOPMENT NEEDS ASSESSMENT UNDERWAY

Recognizing that professional development is an essential part of our institution's continued success, we are excited to share that The Institute of College Learning has partnered with Dr. John Pisapia and the Strategic Leader Network to conduct an institution-wide Professional Development needs assessment. This needs assessment will assist us by:

- Creating an inventory of professional development offerings throughout the College
- Evaluating the effectiveness of current offerings
- Identifying areas in which new professional development is needed, where there is duplication, and where there are barriers to access
- Ensuring that our professional development programs align with the strategic goals of the institution

Hopefully, you had the chance to take part in one of the focus groups recently held on your campus. Those focus groups provided great insight and will serve as the basis for an upcoming online survey. This brief survey has been distributed to all faculty and staff members during the month of February and will ask specific questions regarding professional development needs and opportunities. We hope you have taken a few minutes to complete the survey. Feedback from faculty and staff will be heavily factored into the consultants' final recommendations. Once the survey is completed, Dr. Pisapia will be meeting with those of you who are coordinating professional development offerings.

If you provide training or professional development of any type, please send an email to CollegeLearning@palmbeachstate.edu. This will help us ensure that we include all professional development in our study.

The needs assessment will be completed by the end of the Spring term, and we look forward to rolling out exciting changes this fall.

LAW SERIES

VIOLENCE AGAINST WOMEN ACT

The Violence Against Women Act (VAWA), initially passed in 1994 in response to the high rates of sexual assault and domestic violence experienced by women, in particular, across the country. Statistics shows a high incidence of dating violence among college students. Young women aged 16-24, experience the highest rates of rape and sexual assault, while 1 in 5 will be a victim of sexual assault during College. The law swiftly eradicated the social practices that justified these acts and legislated them as crimes.

VAWA has been expanded to cover stalking and dating violence. Through VAWA, federal funds have been allocated in response to combating violence and supporting community based programs, including legal assistance for victims. VAWA has been reauthorized several times over the last 20 years to continuously improve resources to victims and now includes preventive programs, housing and protection for survivors and culturally-and-linguistically specific services. On March 7, 2013, the President signed a bill reauthorizing VAWA for another five years. The aim is to ensure the continuity services and programs to victims.

A provision of the 2013 VAWA required schools to provide additional protection for students including:

- Creation of a prevention and awareness program for students and employees
- Implementation and maintenance of a reporting procedure to record incidents of domestic violence, dating violence, stalking or sexual assault on their campuses. The law also requires the provision of timely notices
- Provision of a fair, prompt and un-biased investigatory and disciplinary proceeding
- A description of the protective measures that the College may offer

Victims of these crimes are encouraged to first get to a safe place and seek medical help. A timely report should then be made to law enforcement officials or to campus security officials. If a report is made to campus security, they will contact law enforcement. It is important to note that a victim will not be forced to cooperate with prosecution if a police report is filed.

Be aware of your surroundings and any suspicious activities. The Rape and Defence System (RAD) self-defence techniques program is offered periodically by the College and you are encouraged to participate in this training.

CONSENSUAL RELATIONSHIPS

INTEGRITY AND RESPONSIBILITY

A consensual relationship is defined as a relationship that is of a romantic and/or sexual nature between faculty members and students they currently teach or supervise or between supervisors and subordinates.

Consensual relationships are prohibited. It may compromise the integrity of exercising institutional responsibilities, may create potential abuse of authority or cause problems due to third party perceptions. Integrity may be compromised when the work or academic performance of other individuals with whom they have a consensual relationships are evaluated. This policy applies to all full-time, part-time and temporary employees.

The College will take prompt disciplinary action against individuals at any of our locations who engage in actions that violate this policy. This policy is not intended to discourage the interaction of employees and members of the College community where it is appropriate and ethical. However, consensual relationships are inappropriate because they may lead to sexual harassment issues, as well as conflict of interest, favoritism and low morale.

In instances where allegations of sexual harassment are raised within the context of what was once a consensual relationship, those allegations will be handled according to the procedures outlined by the College's harassment policy.

AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA)

Age discrimination involves treating someone (an applicant or employee) less favorably because of his age.

The Age Discrimination in Employment Act (ADEA) of 1967 only forbids age discrimination against people who are age 40 or older. It does not protect workers under the age of 40, although some states do have laws that protect younger workers from age discrimination.

Discrimination can occur when the victim and the person who inflicted the discrimination are both over 40.

Age Discrimination & Work Situations

The law forbids discrimination when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

Age Discrimination & Harassment

It is unlawful to harass a person because of his or her age.

Harassment can include, for example, offensive remarks about a person's age. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that aren't very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

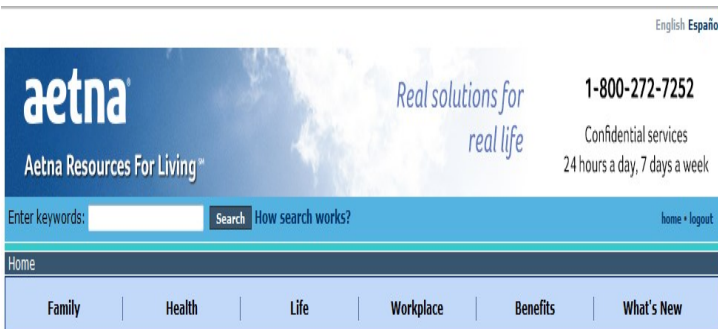
The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Age Discrimination & Employment Policies/Practices

An employment policy or practice that applies to everyone, regardless of age, can be illegal if it has a negative impact on applicants or employees age 40 or older and is not based on a reasonable factor other than age.

(Source: Equal Employment Opportunity Commission)

EMPLOYEE ASSISTANCE PROGRAM (EAP) OTHER SERVICES



Most employees think of counseling services when the employee assistance program is mentioned but our current provider also has other services. All full-time and regular part-time employees have access to legal and financial forms and tools. The [web link](#) on the employee assistance program page under benefits using "PBSC" as the username and password allows entrance to "Aetna Resources for Living" portal. Once there, employees can navigate webinars, discounts, and can create simple legal documents at no charge through Legal Zoom.

Finding and Changing Providers on Insurance Plans

The [benefits](#) home page has a link and phone numbers to our current insurance providers. There has been some issues with searching the Florida Blue website www.bcbsfl.com using Internet Explorer. We recommend you use another browser such as Google Chrome or Mozilla Firefox.

If you participate in the medical or dental HMO plans, changing your provider can be done by calling the customer service number. Recently, Florida Blue representatives have referred callers to human resources to change the primary care physician. However, after your enrollment is activated for medical with Florida Blue or dental with Delta Dental, we do not have access to change your provider.

Insurance Card Tip – No App Required

Enter the customer service number, billing address, and picture of your insurance card as a contact in your smartphone. If your dependents have smartphones, have them do it as well.

4½ - DAY SUMMER WORKWEEK

Every year, the summer schedule is evaluated to determine if it is still a viable and relevant schedule. The College continues to reduce energy during the summer months; however, to meet academic and business needs, the number of requests for exceptions to the 4-day schedule have increased throughout the past few years. To continue to provide quality service, the summer schedule for 2015 will revert back to a 4½-day schedule. There will continue to be exceptions in areas such as the Center for Early Learning, Facilities, and Security.

Scheduling and Leave

- The College will operate Monday-Friday, with Friday being a half day starting May 11 and ending on August 7.
- Campuses will open Monday – Thursday from 7:00 am to 10:00 pm and Fridays from 7:00 am to 12:00 pm. The College is officially closed from 12 pm on Friday to 7 am on Monday.

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

- Meal periods will not be paid by the College. Employees working a minimum of 5½ hours a day must take at least a 30 minute unpaid meal period.
- Full-time employees working 40 hours per week are scheduled for 9 hours from Monday – Thursday, not including meal periods, and 4 hours on Friday.
- Full-time employees working 35 hours per week are scheduled for 7.75 hours from Monday – Thursday, not including meal periods, and 4 hours on Friday.
- Part-time employees will work up to their allowable hours per week based upon the need as determined by the supervisor.
- Employees may not work from home for any part of their normal working hours.

Memorial Day and July Fourth

Memorial Day is a Monday and will be paid as 8 hours of holiday leave for 40 week employees and 7 hours of holiday leave for 35 hour employee. Full-time 40 hour employees can make up 1 hour Tuesday through Thursday of that week or utilize annual or paid personal leave time, and 35-hour employees are responsible for ¾ hours.

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

OVERLOAD/ADJUNCT PAYMENTS

Due to drop and add time constraints, all credit adjuncts and full time faculty overloads will be paid the second pay period of the term. These payments are divided by the number of pay periods in the semester. For example: Spring 2015-2, first payment would start on January 30th and would go to the end of term which would be May 11th. Therefore, the total base salary would be divided equally between 8 paychecks.

UPCOMING BENEFITS SEMINAR

Wednesday, April 22, 2015, 10:00am - "Estate Planning, Wills and Trusts."

Estate Planning, Wills and Trusts go hand in hand. Identify the reasons for Estate Planning, define Wills/Trusts and their differences, and learn the Estate Planning process as well as developing strategies for communicating with family members.

Employees can sign up at www.palmbeachstate.edu/EmployeeWeb under Professional Development and activity type "Benefits and Wellness".

Questions? Please contact benefits@palmbeachstate.edu.

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, 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.

OFFICE OF HUMAN RESOURCES
www.palmbeachstate.edu/HR