

Human Resource *focus*

FALL
2012

this issue

Benefits Open Enrollment P.2

Roosevelt Junior College History Project P.3

2012 Benefits Fair P.4

Safety - Slip, Trips and Falls P.6

Onboarding for New Employees P.7



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 foster student success.

Communication Update

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

Dear Colleagues:

On behalf of the Office of Human Resources, Safety and Risk, I warmly welcome you back to another exciting academic year, full of new activities and challenges. In our Office, we are pleased to offer two new programs. Our Onboarding Program for New Employees (p.7) will help new personnel to quickly assimilate into the College. Even existing employees will find helpful information on our new [Onboarding Resources](#) webpage. Another new program is our [Emerging Leaders Program](#) (p. 5). This 12-month training Program will be for employees who are not currently supervisors but who would like to strengthen their skills to be ready to transition to supervisory positions.

Be sure to come to our Benefit Fairs to be held at each campus (p.4). We will have new Dental and Vision coverage effective January 1, 2013, and we are adding a voluntary benefit from Aflac – Accident Indemnity Advantage (p. 3).

Have a wonderful semester and stay safe and well by following our Slips, Trips and Falls prevention advice and by continuing your wellness activities (p.2).

Ellen

BENEFITS OPEN ENROLLMENT - FULL-TIME EMPLOYEES



The college's employee benefits open enrollment will begin on October 15. There will be no rate increases or plan changes to the current health insurance plan. The college will be changing its dental provider to Delta Dental effective January 1, 2013. All full-time employees will be required to complete a dental form in order to choose between the DHMO and DPPO plans or to decline coverage. The college will also be changing the voluntary vision provider for next year to VSP Vision. Information about the changes, rates, and other details will be sent in the next few weeks via email, available on the open enrollment webpage, and in information packets sent to your mail station.

Reminders.....

Health Trackers
Chart your health stats!

Be Healthy.
Live Well.
Get Rewarded.

FLORIDA
BlueRewards
Earn Points ▶

You can still take advantage of BlueRewards, our wellness incentive program. BlueRewards is a positive way to help you improve your health while you:

- Reshape your health habits with [Lifestyle Improvement Programs](#).
- Shop smart with [Member Resources](#).
- Chart your stats with [Health Trackers](#).
- And much more!

Lifestyle Improvement Programs
Reshape your health habits!

Be Healthy. Live Well. Get Rewarded.

FLORIDA
BlueRewards
Earn Points ▶

Member Resources
Take advantage of free tools and resources!

Be Healthy.
Live Well.
Get Rewarded.

FLORIDA
BlueRewards
Earn Points ▶

Remember, the more activities you complete, the more points you earn! Check your points on the [Earn BlueRewards](#) page by clicking on **Health & Wellness** and then **Discounts & Rewards** on MyBlueService. As you work toward your wellness goals, you'll earn points redeemable for rewards! Visit our [Employee Wellness](#) webpage for additional information.

As a new benefit available during Open Enrollment October 2012, Aflac will be offering Accident Indemnity Advantage - 24hour Accident-Only Insurance. The effective date of coverage will be January 1, 2013. Aflac Accident Indemnity Advantage is designed to

provide you with cash benefits for accidental injuries and provides you with cash benefits throughout the different stages of care, regardless of the severity of the injury.



REPORTING WORK-RELATED INJURIES AND ILLNESSES



It is important for all employees to stay current on the procedures for reporting work-related injuries and illnesses, as they will be called upon to do so if one occurs. Job related employee injuries and illnesses fall under workers' compensation. Please refer to the College's workers' compensation [website](#) on the proper reporting procedure. Failure to report properly or promptly, or not completing timely post-accident drug screening, could delay or even negate

benefits by the workers' compensation insurance carrier.

ROOSEVELT JUNIOR COLLEGE ORAL HISTORY PROJECT

Under the direction of President, Dr. Dennis Gallon an oral history of Roosevelt Junior College is being created. Juanita Benjamin, Assistant to the President for Equity Programs, and Brian Kelley, Library and Learning Resource Center Director, are currently coordinating the making of this oral history. The purpose of the Roosevelt Junior College Oral History Project is to record and preserve the history of Roosevelt Junior College and its link to Palm Beach State. This project will help create a permanent record of the oral histories and stories of individuals whose lives were changed by their connection with Roosevelt Junior College and by its merger with Palm Beach State College in 1965 (Palm Beach Junior College at the time). In-depth interviews were conducted in August and recorded with students and staff of Roosevelt Junior who worked or attended the college from 1958-1965. The next interview sessions will take place in late September. The final digital product will become a part of the Palm Beach State Archives, and will be shared with various state and national historical agencies including: The State Library of Florida, The Historical Society of Palm Beach County, and The Internet Archives and History Makers - The Nations' Largest African American Video Oral History Collection.

Benefits Fair

Save The Date!

DATE	CAMPUS	TIME	ROOM
10/15/12	Belle Glade	11:00am - 3:00pm	Dolly Hand Theatre
10/16/12	Palm Beach Gardens	11:00am - 3:00pm	SC127
10/17/12	Boca Raton	11:00am - 3:00pm	HT103
10/18/12	Lake Worth	11:00am - 3:00pm	CE119

PALM BEACH STATE COLLEGE RETALIATION POLICY

Discrimination claims hit record levels in 2010 with retaliation claims surpassing race claims for first time since the creation of the EEOC in 1965. Retaliation claims made up over 36 percent of claims filed that year and held at that rate for 2011.

As stated in Board Policy #6Hx-18-5.86 - Harassment Policy Including sexual Harassment and Complaint Procedures for all Types of Harassment or Discrimination, retaliation against individuals who have filed a charge or participated in an investigation or opposed any unlawful practice is prohibited and will subject the person who retaliates to disciplinary action.

The definition of retaliation states that it is illegal to fire, demote, harass, or otherwise "retaliate" against people (applicants or employees) because they filed a charge of discrimination, because they complained to their employer about discrimination on the job, or because they participated in an employment discrimination proceeding (such as an investigation or lawsuit).

The law also forbids retaliation 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.

DID YOU KNOW?.....



As a full-time employee you have available through our EAP provider, Corporate Care Works, online resources in the areas of mental health, balanced life, finance, health, legal, personal growth and stress. These resources are available in the form of articles, online courses, websites, eBooks, and videos. Access is available on an unlimited basis, at no cost, 24-hours a day. Visit [Corporate Care Works](#) website or call the 24-hour helpline (800) 327-9757. For information on how to set up access to online services, please visit our [Employee Assistance Program](#) website.

Emerging Leaders

Leadership Development Program



The Professional Development Department is excited to announce the rollout of our new **Emerging Leader Program**. The purpose of this program is to strengthen the leadership pipeline within Palm Beach State College by equipping professional level individuals already employed by the College for management level positions. A professional level employee, who does not currently have direct supervision of staff, but whose next logical career step would be a supervisory or management level position, is encouraged to apply for the program.

Approximately fifteen (15) employees will be selected for this 12-month cohort program, which will include monthly leadership development workshops and activities, a mentorship experience, and the opportunity to work on a unique project that will benefit a college department. Participants have the opportunity to gain an in-depth knowledge of the various functions and operations within the College, network with your peers and College Administrators, and develop leadership skills that will help transition successfully to a supervisory position with Palm Beach State.

For additional information, visit our website at <http://www.palmbeachstate.edu/hr/professional-development/emerging-leaders.aspx>.



AWARENESS AND PREVENTION

Did you know that slips, trips and falls account for almost 50% of the injuries that have occurred to Palm Beach State College staff and faculty over the past five years? The keys to preventing a slip, trip or fall that could result in an injury are:

- Be aware of your surroundings, where you are walking and what you are doing. If your attention is being diverted by a cell phone conversation or a text message, you might not see that crack in the sidewalk or the electrical cord stretching across your path.
- Do not do anything foolish, like trying to use a waste basket, chair or desk as a step ladder to get to objects at heights outside your reach. You risk losing your balance and falling while trying to get up or down.
- Practice good housekeeping by placing trash in a waste container and returning equipment to its proper storage location after use. Clutter creates conditions that are ripe for a trip and fall. Especially keep exits clear of obstructions.
- Keep electrical, telephone cords and computer cables organized and out of areas where people may walk and trip over them. If you need assistance tidying up loose cords or cables, contact the Help Desk at x3100 for assistance.
- If you see something that could result in a slip/trip/fall, like a puddle of water on the floor, or a pot hole in the parking lot, or a wrinkled carpet, do something about it. Take the responsibility to report it to Facilities or submit a Facilities Work Order to have it repaired.
- Ensure that you are wearing the proper footwear. Wearing of flip-flops and high heels has been the cause of many slip/trip/fall incidents. Avoid walking on wet surfaces with leather-soled shoes.
- Hold on to the handrail when using stairs to prevent a fall in case you slip or trip on a tread.
- If you are coming in from the outside and it's rainy, try to wipe your feet on the walk-off mat at the entrance to the building in order to avoid slipping on the tile floor (if present) because your shoe soles are wet.

If you use common sense you won't become a slip/trip/fall statistic, and the only thing falling at the College will be the number of injuries.

ONBOARDING FOR NEW EMPLOYEES



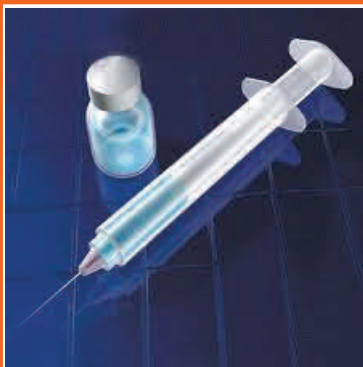
The Professional Development Department has redesigned our one-day New Employee Orientation program with a new program entitled Onboarding, which began in September 2012. Onboarding reflects the ongoing nature of the employee's first year introduction to Palm Beach State. The new program focuses less on the procedural aspects of becoming an employee of the College and more on who we are as an institution, our programs, services, and culture. Onboarding will now begin before the new employee arrives on their first day and continue through their first year of employment. The changes will help each new employee assimilate more quickly into their new role, department,

campus, and institution.

The first working day of each month will continue to be reserved for a **College-wide Onboarding** informational session. The material presented in this session has been completely recreated to provide new employees with an understanding of the various functions of the College and their role in them. The **Campus Onboarding** session will begin in January 2013. This will allow new employees to become familiar with the campus on which they will work and key staff members and/or departments on campus.

In order to ensure that new employees receive and retain all of the information they will need to be successful in their new roles with Palm Beach State College, an Employee Roadmap has been created. The Employee Roadmap outlines the ongoing steps that comprise the year-long Onboarding program, including informational sessions, performance management, training, and recognition activities. Additional information can be found on the [Onboarding Resources](#) webpage.

Shingles and Pneumonia Vaccines are now covered!



Effective September 1st the College's health plans are covering shingles and pneumonia shots for those over 50 years of age at participating pharmacies with a \$45 copay. Other details will vary according to the pharmacy's policies. Employees should inquire with their pharmacist of the pharmacy's requirements. Not all pharmacists are certified to administer shots and some pharmacies may require you to present a doctor's prescription. Doctors can administer the shot but in order to pay the \$45 copay, in addition to the visit copay, the doctor must obtain the

vaccine through CareMark. For more details or information regarding participating pharmacies please call Florida Blue customer service on the back of your insurance card.

Office of Human Resources, Safety & Risk

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Fax (561)868-3131

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

ROADSIDE ASSISTANCE Student Activities College Vehicles



While you hope that you do not have any breakdowns or other mechanical problems whenever you are using a College vehicle for off-campus travel, it's good to know that help is only a telephone call away if that does happen.

Every Student Activities vehicle has a Roadside Assistance and Emergency Procedures packet in the glove compartment. Included is the vehicle's registration, an insurance I.D. card, a membership card for *RoadAssist*, which is our roadside assistance vendor, and an explanation of covered emergencies and instructions on how to contact *RoadAssist* in the event you need their service. Also included in the packet is a listing of Hotels/Motels and Car Rental companies, which offer discounts from 10% to 40% if the need arises for these services.

The College is covered for the first \$100 in costs, and *RoadAssist* will bill us for any amount due greater than \$100, rather than demand payment from the vehicle user.

A recap of the procedure:

- Dial 911 if you are involved in a physical accident and/or if someone is injured.
- Call your campus Security Office to report the problem, or the Lake Worth campus Security Office which is staffed 24/7.

If emergency roadside assistance is required, refer to the *RoadAssist* membership card and pamphlet in the glove compartment and follow the instructions.

Office of Human Resources, Safety & Risk Monday through Friday 8:00am to 5:00pm

College Closings
Thanksgiving Break November 22 & 23
Winter Break December 20 through January 1