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Our Commitment

In wake of #MeToo, Palm Beach State College reiterates the college’s commitment to an academic and working environment free from harassment, sexual harassment, discrimination and retaliation. We recognize it is our responsibility to continue to build and maintain a respectful workplace. The college also recognizes that prevention is the best tool for the elimination of sexual harassment and any types of harassment, discrimination or retaliation. We must continue to be aware and conscious of our behaviors and how our behavior affects others. It is equally important to read and understand the college’s harassment policy, conduct ourselves with professionalism and report all incidents immediately to the Equity Officer.

Complaints of harassment, sexual harassment, discrimination and retaliation are not taken lightly and will be investigated and resolved in accordance with District Board of Trustees Policy 6Hx-18-5.86 [Harassment, Sexual Harassment, Discrimination, and Retaliation](#).

Be Prepared In An Emergency Situation

Emergencies can occur at any time, without warning. Careful planning, with an emphasis on safety, can enable members of the Palm Beach State College community to respond appropriately to crises and emergencies and may prevent injury and save lives. Every member of the College community is responsible for emergency preparedness.

One way the college prepares for an emergency is by conducting Lock-Down Drills. When an announcement is made to initiate Lockdown procedures, do not avoid or ignore them.

The objective of Lockdown is to remove personnel from exposure to possible violence by taking them from places where they are may be exposed targets to locations that can be locked and that present a barrier to, as well as offer protection from, violent intruders.

Have a plan and be ready to exercise it. In a Lock-Down, stay out of sight, maintain silence, seek cover (A secure spot) and silence your cell phone.

For additional information for emergency preparedness, please refer to the [Emergency Operations Plan](#).

Civility & Respect Through Communication

Every individual desires communication that includes civility and respect. At Palm Beach State College we are brought together to accomplish the goals of the college while enhancing our own professional and personal growth. To these objectives, communication becomes key. With improved communication, quality conversations allow the building of trust, understanding and clarity in development of positive relationships. These positive relationships in turn foster achievement of our mutual goals.

We all understand that miscommunication and lack of communication can occur in the workplace. The result is an impact on both employee morale and productivity. This is among the road blocks to employee engagement. There is tendency at times to attribute the problem to others rather than ourselves. Ownership of one's part in the communication pendulum in itself does not diminish one's sense of self-worth; in fact this concession is an enrichment to one's willingness to grow.

The fact is both individuals in communication own the interaction. The components of communication include the individual sending the message, context of the message, person receiving the message, delivery method chosen, and content of the message. For communication to be effective there must be clarity and detail.

Equally important is nonverbal communication via body language, gestures, facial expressions and tone of voice. Another element of context is the emotions of both parties in the communication. Listening in communication is always vital and at times rephrasing by the receiver helps to ensure that the message is understood. The method and content of the communication are relevant considerations to the impact of enhancing our interactions. Below are the Do's and Don't's for email communication:

USE TECHNOLOGY	DON'T USE TECHNOLOGY
Logistics and simple directives	Respond to criticism
Share appreciation	Emotional response
Touch base on plans	Connect on a deeper level
Share an accomplishment	Coach
Summarize a conversation	Convey anger or other complex emotions
Talk through simple scenarios	Attack, blame, confront

As we seek to enhance our communications we can look for our common ground in tandem with accepting our differences. How you handle conflict can make or break your relationships at work. Some available tools to enhance our communication is located on our Employee Assistance Programs (EAP) website under [Workplace Dealing with Tough Situations](#). This tool offers guidance to workplace communications in addition to other personal assistance. Both the login and password is PBSC.

The Office of Human Resources also facilitates workshops on communication to include: [Interpersonal Communication](#), [Learn Your Communication Style](#) and [Effective Workplace Communication](#).

The Employee Engagement team is a resource for guidance with difficult conversations.

Employee Wellbeing



Introducing Better You Strides powered by CafeWell®, an online personal wellness program that can help members reach their health goals.

Better You Strides focuses on the needs and interests of each member to design a personalized path toward better health. With Better You Strides, each member gets:

- An online health assessment that provides a picture of their overall health
- A Personal Health Itinerary®, a custom-made plan to help them reach their personal health and wellness goals.
- Access to online activities, challenges, articles, videos and coaching sessions.
- Tools to help track their progress toward success. Many connect with popular fitness apps and wearable devices to make tracking even easier.
- Program support anytime, anywhere through the

Who can participate in Better You Strides?

All full-time benefit-eligible employees that have opted into Florida Blue medical plan through the college, 18 and over, are

encouraged to participate.

Is this part of the BlueRewards Program?

No. *Better You Strides* replaces the Blue Rewards Program and focuses on helping participants reach their personal health and wellness goals.

Is the gym utilization incentive available for 2018?

No. The gym utilization incentive has been discontinued for 2018.

Am I able to earn points?

Better You Strides allows you to earn points by completing an online Health Assessment and onsite Biometric Screening. If you complete both activities, you will earn 150 points, which you can redeem for a \$15 gift card. Biometric Screenings will take place October 2018.

How do I get started?

Register with Better You Strides by downloading the CafeWell app to your smartphone or other device and enter the code [betteryoustrides](http://betteryoustrides.com). You can also log into your Florida Blue member account at www.floridablue.com and click "Get Started" under "Your Guide To Better Health."



TELADOC

Available to employees who participate in the College's Florida Blue HMO and PPO plans. Teladoc's U.S. board certified doctors are available 21/7/365 to resolve many of your medical issues through phone or video consults. Set up your account today so when you need care now, a Teladoc doctor is just a call or click away.

SET UP YOUR ACCOUNT

It's quick and easy online. Visit the Teladoc website at Teladoc.com, click "Set up account" and provide the required information. You can also call Teladoc for assistance over the phone.

REQUEST A CONSULT

Once your account is set up, request a consult anytime you need care.

PROVIDE MEDICAL HISTORY

Your medical history provides Teladoc doctors with the information they need to make an accurate diagnosis.



Online: Log into Teladoc.com and click "My Medical History".

Mobile app: Log into your account and complete the "My Health Record" section. Visit Teladoc.com/mobile to download the app.

Call Teladoc: Teladoc can help you complete your medical history over the phone.

Talk to a doctor anytime for \$10



Teladoc.com



1-800-Teladoc



[Facebook.com/Teladoc](https://www.facebook.com/Teladoc)



Teladoc.com/mobile

Thinking about Retirement?

Retirement will be here before you know it and it is never too early to start planning. Members of the Florida Retirement System have an abundance of resources available to them to help plan retirement throughout their career. Regardless of where you are in your retirement plan, here are some things you should review on a yearly basis:

- ◆ FRS Member Annual Statements
- ◆ Quarterly brokerage, deferred compensation, 457 and 403b statements
- ◆ Social Security statements
- ◆ Review your personal retirement plan and estimate your income at retirement. Call the MyFRS Financial Guidance Line 1-866-446-9377 or visit MyFRS.com to take advantage of the free retirement planning resources
- ◆ Maximize all contributions to deferred compensation and/or savings plans

When can I retire?

Pension - If you enrolled in the FRS prior to July 1, 2011, normal retirement is age 62 with at least 6 years of service or 30 years of service, regardless of age. If you enrolled in the FRS on or after July 1, 2011, normal retirement is age 65 with at least 8 years of service or 33 years of service, regardless of age. You can also enter DROP at this time.

Investment - An employee is vested after earning one year of creditable service and there are no age or service requirements that must be met for you to receive a benefit under the Investment Plan.

If you meet the Investment Plan normal retirement requirements, you can take a one-time distribution of up to 10% of your account value after being terminated for 1 calendar month and the remaining balance after 2 additional calendar months (totaling 3 calendar months), if you have not returned to employment with an FRS-participating employer.

Have Questions?

Visit www.myfrs.com or call FRS at 1-866-446-9377. You can also meet with your Benefits Team by contacting benefits@palmbeachstate.edu.

Overtime

The Fair Labor Standards Act (FLSA) provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. Employees not covered by this act are considered exempt. Non-Exempt employees are covered under the overtime provisions of the FLSA. Such employees are entitled to receive overtime for all productive hours worked beyond 40 in a workweek. Alternatively, provisions for public employers allow for hours in excess of 40 per week to be paid in the form of compensatory time. Exempt employees do not receive compensatory time unless the time was worked during a Holiday College Closing or an Emergency College Closing.

How do you know if additional hours worked are considered time and a half (1.5) or straight time (1.0)?

Time and a half (1.5) is paid to non-exempt employees who work in excess of 40 hours per week in productive hours. Straight time (1.0) is paid to non-exempt employees for non-productive hours such as paid time off (eg.; sick, vacation, jury duty, holiday, Board approved college closing, etc.). The department administrator or designee must schedule and approve all overtime in advance.

Updated Talent Review Tools

The Talent Review form have been revamped. While the new tools featured a more meaningful rating scale, several aspects needed more clarification and some consolidation. A significant change was the transition from three versions of the form to two - one for administrators and supervisors and the other for staff. The number of competencies were reduced, as well as the number of related behaviors. The corresponding set of instructions went from 27 pages to only 19. These tools give us a consistent platform for providing performance feedback college-wide. When used correctly, staff will have a clear understanding of their responsibilities and what is expected of them at all times.

Workshops to update supervisors on the changes and how to use the tools were conducted on every campus. The training also included information on the recently adopted policy for a 90-day probationary review period. Supervisors were encouraged to discuss the job description and talent review tool with all staff in each new position to ensure that new employees know how to be successful in their new role.

This just in...Our talent review tools now include a reference to the outcomes stated in our 2023 strategic plan. This will allow individual employees to be intentional about aligning their goals with those of the College.

Supervisors and employees with questions on the Talent Review process for 90-day, 6-month, or annual reviews may contact the Learning and Professional Development team for more information.

Did you Know...

How To Search for Open Positions

Type "Find Jobs" in the Workday search bar for a list of open internal positions? It's easy to apply to positions advertised internally. As a current PBSC employee, please follow these steps to view and apply for open positions in Workday:



- Type Find Jobs in search bar to view a list of open positions
- Select the position of interest and click apply
- Please ensure that you meet the requirements for the position before applying
- Hiring Managers review and make selection for interviews
- Prepare, prepare, prepare

