Human Resource focus

The Importance of Communication

a message from Dr. Ellen Grace, Human Resource Director

Effective communication is at the core of all human resource programs. In an attempt to stay connected with employees, our departmental philosophy has been to communicate with college personnel in as many ways as possible. Because we have four campuses and a large number of employees with whom we want to stay connected, we are definitely large users of college e-mail and put all important information on our website. We also send out hard-copy materials when we need to communicate very important information, such as benefit enrollment, training schedules, and college-wide initiatives, including the classification/compensation study with Evergreen Solutions. Please know that we never want to lose the personal touch and are always available for face-to-face communication, either through meetings at Lake Worth or through HR on the Road at other campuses.

In an effort to further enhance employee communication, we have created an HR newsletter, *Human Resource Focus*, which we will send out on a semester basis to all employees. The purpose of this newsletter is to focus on information that affects employees, whether it be a new program or an explanation of existing programs or policies and procedures. In this issue we are focusing on benefit enrollment for 2007, employment advertising and PeopleAdmin. Since we have so many questions about "rules and regulations" regarding OPS employees, we also have a section on what it means to be an OPS employee and the 2080 hour rule. For your handy reference, we have included a calendar for the balance of the semester.

I hope *Human Resource Focus* will help bridge some of the communication gaps about important HR issues. Do let me know what topics would be of interest to you for future issues. Please know that we never want to substitute the written word for important "face-to-face" communication. All of us in HR are available for individual or group meetings -- just contact us!

On behalf of our HR Team, I wish you all the best.

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.

Office of Human Resources

Left to right: Adrianna Monsalve, Claudette Grindley, Cheryl Hare, Ardease Johnson, Shelley Hill, Danielle Olson, Ann Tierney, Ellen Grace, Barb Matias. Front row: Shirley Sullivan, Donna Agard-Harvey, Norma Medina and Terri Chambers (not pictured, Antoinette Diaz)

pbcc
Palm Beach Community College

Attention all full-time employees:
New On-line Open Enrollment for Insurance Benefits

OCTOBER 3 — 31

** IMPORTANT **

Every existing employee enrolled with medical insurance benefits must enroll on-line, regardless if they are making changes to their plan or not.

Call Donna Agard-Harvey, Cheryl Hare or Shelley Hill for assistance.

In September 2006 all full-time employees were provided with written communication regarding the benefit Open Enrollment period. This information included changes to existing plans, introduction of the new HRA plan, premium costs and the announcement of NEW on-line insurance enrollment. We are excited about moving to the on-line enrollment system as it will provide greater access to information for employees. **However, in order for this change to be effective every existing employee enrolled with medical insurance benefits must enroll on-line, regardless if they are making changes to their plan or not.**

You must enroll through MyBlueService at www.bcbsfl.com during our open enrollment period from October 3, 2006 through October 31, 2006. To enroll, you will need to be registered for MyBlueService. You can register today by going to the website as seen above, clicking on MyBlueService.

You will need your social security number and your date of birth. You may then create a user ID and PIN. If you have already registered, you just need to enter your user ID and PIN, then follow the instructions. If you cannot remember your ID and PIN, enter your social security number and date of birth. The website to select your choice of plan will be available for open enrollment from October 3, 2006 through October 31, 2006.

We hope you will be pleased with our benefit options offered during our open enrollment period. Please do not hesitate to call the Office of Human Resources with any questions.

The Employee Web: View & Update Your Personal Information On-line

- Update your emergency contacts
- View your payroll history
- View your leave balances
- Change your home and work mailing address and contact information

http://www.pbcc.edu/employeeweb.xml

PAYROLL   BENEFITS   PERSONAL INFORMATION

Employment Advertising & Marketing

The goal of Employment Department within the Office of Human Resources is to attract and hire a well-qualified, diverse workforce in a timely manner. In a county with low unemployment and the nation-wide competition for applicants, we are reviewing our recruitment strategies.

We have been working with representatives from Nationwide Advertising Services (NAS) to develop marketing strategies to enhance the recruitment of qualified personnel. NAS has updated the look of our advertisements that are placed in local newspapers and national publications, and we are working on a marketing strategy of name branding. When a vacancy occurs hiring administrators are encouraged to speak with Employment to discuss alternative employment advertising efforts, to include professional and/or trade journals or websites.

To improve the cost effectiveness of our employment advertising efforts we have included on-line resources, as more and more applicants go to the web, rather than print media. The most recent addition to our on-line resources includes www.Jobing.com. PBCC is a featured employer on this site, including a company profile and our mission statement. A focus of Jobing.com is to attract web traffic from Palm Beach County job seekers. Additional on-line recruitment resources are also being considered. This type of advertising should help us toward our goal to accomplish employment advertising that is effective with respect to its cost and ability to attract qualified, interested candidates.

PeopleAdmin, the Employment Job Line & You!

PeopleAdmin, introduced in the Spring 2006, is an on-line hiring process that enables us to streamline the total employment process for the hiring managers and for applicants who apply for positions at the College. Some of the on-line features for hiring administrators, managers, screening committee members and applicants include:

Hiring Administrators, Managers & Screening Committee Members:

- Create position vacancy requests and submit them for approval electronically.
- View approval paths on-line.
- View the status of the position vacancy requests.
- Review applications and attached documents of applicants who meet minimum qualifications.

Applicants:

- Create applications, and send resumes, transcripts and other documents.
- Apply to multiple positions without having to re-enter data.
- Check the status of an application.

Using the PeopleAdmin System

Hiring Administrators & Managers:
- Log-in at https://employment.pbcc.edu/hm .
- Human Resources provides "User accounts" (I.D.'s) to hiring managers. The accounts are used to access the system and to submit position vacancy requests and/or approve position vacancy requests.

Screening Committees:
- Human Resources provides separate "guest user accounts" to members of screening committees and are used to view applications and documents electronically.
- Hiring managers are advised not to use their personal "user accounts" to access applicants' information. Instead, use the assigned "guest user" accounts that are assigned to specific positions.

For assistance with and/or training on the PeopleAdmin system contact Human Resources at 868-3115.

Human Resources

- Get to know your Human Resource team at "About HR"

- "Benefits" will provide you information about College Closings, Education Benefits, the Employee Assistance Program, Insurance Programs, Leave Policies, Retirement Plans (FRS, 403(b) and more), and various work & life resources.

- "Classification" includes new position, replacement and reclassification of positions. Resources such as the Salary Schedule, Job Activity Dictionary, JAQ and Job Description Request form can be found on this site.

- The "Employee Resource Center" may just be your one stop shop in terms of HR information. This site includes
  > Forms & Documents
  > HR/Payroll Submission Dates
  > Instructor Resource Management
  > Manager's Toolkit
  > New Employee Toolkit
  > Policies & Procedures
  > **Recruitment & Hiring Process**...*Key Resource for Screening Committees*

- Take a moment to review all of the information on-line including Professional Development for training opportunities, e-News & Events, Employee Recognition, Diversity and Organizational Charts.

On The Web

If you have not had an opportunity to checkout our website, please do so. We are excited about the changes and are certain that you will find the information provided helpful.

If you are unable to find what you need, or have any suggestions, please do not hesitate to contact any member of the Office of Human Resources team.

BRAVO! *Catch someone doing something spectacular!*

Fourteen employees have been nominated for the 2005/2006 Bravo! Award. Join us at Development Day on October 18 for the presentation of the first annual Bravo! Award winners!

2005/2006 Bravo! Award Nominees are:

Quan Cao	Lisa Macmullen	Group Nomination of:
Elizabeth Caulfield	Rene Milici	Randy Barger, Jonathan
Lori Crane	Phillip Mrozinski	Mann, Don Ulbricht, Michael
Betty Dente	Ken Myers	Sullivan, David Olerich, Bill
Joe Hernandez	Emily Oliver	Whitten
Donald Keller	Panama Red	
	Susan Yeats	

Find out more about the Bravo! award on-line at http://www.pbcc.edu/x3871.xml

What does it mean when a temporary (OPS) employee accumulates 2080 hours?

What is an OPS employee?
As you know, hiring OPS personnel must be approved by either a Provost or Vice President. Personnel employed on an OPS/temporary basis, as defined by the Florida Retirement System Rules, are not eligible to receive employee benefits and will be paid according to the Temporary Salary Schedule. Personnel in this category are paid from general ledger 56500 and 57000 accounts.

Employees in an OPS position working on a temporary basis cannot be employed in the same assignment for more than six (6) months. The intentions behind the use of OPS positions should be for a one time need basis and such positions or assignments can not be repeated. OPS positions do not reoccur for the same assignment; therefore a different individual can not be hired into the same assignment. One individual may work in different consecutive approved OPS assignments, following the six (6) month or less assignment length provision. An example of this would be a person employed within Academic Affairs as an OPS Office Assistant for three months, then hired as an Office Assistant in Student Services once their first assignment ends. The titles may be the same, but the jobs are different as they are within different departments.

What happens when they work more than 2080 hours?
According to FRS enrollment provisions, a temporary person who is employed in a non-instructional capacity (therefore excluding adjuncts and tutors) beyond 2,080 total aggregate hours within a community college is a compulsory member of the FRS.

The example above will be used to further explain OPS and FRS provisions.   If the person in the Office Assistant position within Student Services has worked at the college in multiple temporary positions and has accrued at least 2,080 work hours during the course of their temporary assignments, they will be enrolled in and receive FRS benefits. This does not mean that their position becomes regular part-time. Actually, the position itself does not change at all. Simply, the hours the person works going forward count toward their FRS retirement benefit which is paid by the College.

Medical Insurance Option:
Health Reimbursement Arrangement (HRA)

BlueCross BlueShield of Florida
An Independent Licensee of the
Blue Cross and Blue Shield Association.
Serving Residents and Businesses of Florida.

In September 2006 every full-time employee received information regarding open enrollment and changes to the insurance plan offerings.   Effective January 1, 2007, the College will be offering a new plan entitled an HRA (Health Reimbursement Arrangement) which is a PPO with a high deductible. The College will upfront $500.00 for single coverage and $1,500.00 for dependent coverage each year to be used for qualified medical expenses. After the amount of $500 or $1,500 is met, additional expenses will be subject to the HRA/PPO coverage as indicated in the plan documents. Detailed information was provided in September, but additional copies may be obtained from the Benefits Department within Human Resources.

The calendar year deductibles (CYD) for the HRA as follows:
- Calendar year deductible per individual is $1,000
- Calendar year deductible per family aggregate is $3,000.
- The prescription co-payments remain the same as the HMO and PPO Blue Options Plan
- including the mail order program.
- The money in the HRA is available from the start of the plan year.
- Any funds left over at the end of the year carry forward to the next year and are added to the next year's contribution, if you stay in the HRA.

For additional information, please contact the Benefits Department within Human Resources or review the following presentation on-line:

http://www.brainshark.com/bcbsf/vu?pi=12408706

Office of Human Resources

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

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

Calendar

Upcoming Events & Holidays

View schedule information and register for training workshops on-line at
http://www.pbcc.edu/x3007.xml

Name/ms#

OCTOBER

2— 16:	Job Assessment Tool (JAT) to be completed (all full-time and part-time staff)
3—31:	Benefit Open Enrollment
3:	New Hire Orientation
5:	Legal Issues in the Workplace for Supervisors
6:	• Brown Bag Workshop: National Dental Hygiene • Panthernet Purchasing Training at Lake Worth • Training: MS Outlook—Options, Rules & Archiving
17— 23:	Supervisory review of the JAT
17:	Panthernet Purchasing Training at Palm Beach Gardens
18:	Development Day to include: The Bravo Awards & Length of Service Awards
20:	Training: PowerPoint 1.1 & 1.2
25:	Adventures in Leadership: Team Building
27:	Training: PowerPoint 2.1 & 2.2
31:	Adventures in Leadership: Leadership Mindset II

NOVEMBER

1:	New Hire Orientation
8:	Adventures in Leadership: Leading in Times of Change
6:	Brown Bag Workshop: The Family Love Letter
10:	Panthernet Purchasing Training at Boca Raton
13—17:	Adjunct Appreciation Week
23—24:	Thanksgiving Holiday

DECEMBER

1:	New Hire Orientation
20 - Jan 1:	Winter Break