

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:

It has been a very busy year for everyone at the College, and, like all departments, the Office of Human Resources has been occupied with a multitude of projects. Because so many of you have been affected by it, I would like to talk briefly about our "SACS Transcript Project." For many months, we have been reviewing all full and part-time faculty transcripts to ensure that we have official transcripts on file. In preparation for our SACS visit, we are creating a hard copy file for each full and part-time faculty member with official transcripts, any required certifications, and observations/performance appraisals.

We have had to obtain official transcripts from a large number of our full and part-time faculty members. Many employees have questioned the need to request new transcripts having already submitted transcripts upon hire. Our request for new transcripts results from either not having an official transcript(s) sent directly to the College, or not having all transcripts that reflect the courses listed on the academic credentialing rosters. In the past, the College accepted student issued transcripts delivered to Human Resources in sealed envelopes. This is no longer acceptable to SACS. All transcripts must be sent directly to the College and we must have official transcripts which reflect all coursework that is used as a basis for credentialing faculty to teach specific subjects.

I know that getting transcripts is not always an easy process. Sometimes schools delay in sending them; other times the schools send them to the Registrar's Office and our employees transcripts are mistaken for student transcripts. We are working with the Registrar's Office to ensure that we have access to those transcripts. Please follow up with Claudette Grindley at 868-3130 a couple of weeks after requesting your transcript(s) to ensure it has arrived. Please bear with us! We are getting there, and the good news is that we will be ready for SACS.

I hope that the information in our newsletter will be of interest to you. Please do not hesitate to contact us with any questions that you may have. On behalf of everyone in Human Resources and our Safety and Risk Management Office, I wish you a wonderful Thanksgiving and Winter Break.

APPLYING FOR ANOTHER POSITION AT THE COLLEGE?

HERE ARE SOME TIPS.....



- Read the posting requirements in their entirety. You must meet all of the minimum requirements in order to be considered for the position.
- Complete the online application completely. If you have already created an application, please be sure to update your work history information and personal contact information. If you created the application before you were a Palm Beach State College employee, please update your application to indicated that you are now a present employee of the College. If you need assistance during the process, please call Employment.
- Do not state “see resume” for experience or job duties. The resume should elaborate on your experience and duties in your work history.
- Attach a resume and cover letter.
- If applying for a Faculty position, an official copy of your transcript MUST be attached, or your application will not be considered.
- If you are applying for a position within your own department, it is still important to be diligent in providing information on the application and attachments. Not everyone on the screening committee will have knowledge of your accomplishments.
- Please remember that your personnel file information (including transcripts) is NOT available to the committee at any time during the process, so you must include on your application all information you would like the committee to consider during the Recruitment and Selection process.

Palm Beach State College Board Policy 6Hx-18-5.12

Holidays and Other Paid Non-Duty Days

1. All employees will be granted holidays and non-duty days that have been approved by the District Board of Trustees. Dates for the observance of these days shall be published on a fiscal year basis. See [College Closings](#)
2. Twelve-month, full-time employees will be paid for holidays and non-duty days as follows:
 - a) Holidays which fall on a weekend are not observed and are unpaid;
 - b) For a single day holiday or paid non-duty day, the employee must work or be in approved paid status for the full scheduled workday preceding and following the holiday;
 - c) For multiple day holidays and/or paid non-duty days, the employee must work or be in approved paid status for the five (5) scheduled workdays preceding and following multiple day holidays.

The Mystery Behind Exempt vs. Nonexempt

What does it mean to be classified as exempt or nonexempt? These terms are covered under the Fair Labor Standards Act (FLSA), which covers many provisions including minimum wage, recordkeeping, child labor standards, and overtime. The terms exempt and nonexempt come from the overtime provision. By law, employers are required to classify positions as either exempt or nonexempt using the standard federal guidelines to make the determination.

Nonexempt employees must be paid for all time worked; therefore, nonexempt employees are entitled to overtime, recordkeeping and minimum wage provisions. As a public institution, the College may offer compensatory time in lieu of overtime pay. Exempt employees are not required to be paid overtime under applicable laws for work in excess of forty hours per week; hence, they are "exempt" from the overtime provisions.

There are misconceptions about the exempt and nonexempt classification. The following are important myths and facts on the topic.

MYTH: The employee can choose whether a particular position is classified as exempt or nonexempt.

FACT: The employee cannot choose to be classified as exempt or nonexempt. Federal law provides the guidelines for employers to classify a position exempt or nonexempt.

MYTH: All employees who are paid a salary are entitled to receive overtime pay.

FACT: There is a misconception that salaried employees are exempt. A nonexempt employee may be "salaried" in terms of payroll purposes; however, the employee is paid based on hours worked. Exempt employees are paid a salary and follow different regulations than nonexempt employees.

MYTH: Employees are paid overtime for hours worked over their normal work schedule.

FACT: Exempt employees do not receive overtime pay. Nonexempt employees are covered under the overtime provision which states that overtime applies when hours worked is in excess of forty hours per week.

MYTH: Classifying a position as exempt or nonexempt is based on the pay grade of a position.

FACT: The pay grade of the position is not a determining factor in classifying a position as exempt or nonexempt. In fact, an exempt position may be the same pay grade as a nonexempt position. Federal law provides the guidelines for employers to classify a position exempt or nonexempt.



Office of Human Resources

Office Hours

Monday - Friday 7:30am to 5:00pm

College Closings

Thanksgiving Break November 25 - 26

Winter Break December 21 - 31



NAVIGATING BLUECROSS MANAGED CARE

In the recent months, we have received reports of some of the network providers not renewing contracts, being bought out by other entities, etc. To ensure that you are getting the most out of the BlueCross HMO and PPO networks, when you are referred to a physician or provider, do not forget to ask the following:

- Is the provider an in-network provider for your BlueCross plan?
- Did the office obtain pre-approval from Blue Cross? (More expensive procedures such as MRIs, CT scans etc. require pre-approval)
- How much will your co-pay be? or How does the office bill? You can ask this when you set or confirm the appointment. Medical providers charge according to their affiliations and contract with BlueCross. Independent offices and clinics have lower co-pays than those with a hospital affiliation. You could pay as much as \$200 for a visit if it is billed through a hospital. If the person scheduling the appointment can't answer the question about your co-pay, ask to be transferred to the person who does the billing for their office. Remember, the College plan is unique due to our participation in the consortium; therefore the provider must check our specific plan to let you know what the co-pay will be.

Don't know what avenues to take regarding your care?

- Assistance for coordination of care for an existing medical condition or planning for major surgery or extensive treatment can be reached by calling 888-476-2227, Monday through Friday from 8am to 4pm or log in to [MyBlueService](#) to schedule a call.
- Nurse care line (24 hours) can be reached by calling 877-789-2583.

Employees and family members on our plan diagnosed with critical illness can contact Human Resources for referral to a health care coordinator specifically assigned to our group. If you have any questions, always feel free to contact Cheryl Hare or Donna Agard-Harvey to help you.

Benefits Reminders.....

*Changes made during open enrollment become effective January 1, 2011. The last pay-check of the year, December 20, 2010, will reflect any benefit premiums and/or changes for January 2011.

*In preparation for the distribution of W-2 forms in early 2011, please make sure we have your correct address on record. Please log in to your [Employee Web](#) and verify your address.

PREVENTING SLIPS, TRIPS AND FALLS

Having a safe work environment should be a concern for employees, as well as employers. It is everyone's job to follow safe practices, and everyone needs to work together to ensure an injury-free workplace. Getting hurt on the job affects not only you but also your co-workers who may be required to cover for you if you are forced to take time off due to an injury.

One of the biggest sources of workplace injuries is the category of slips, trips and falls. These can result in a multitude of injuries, such as sprained muscles, back injuries, broken bones and worse. Some of the common sense safety tips to avoid slips, trips and falls include:

- Walk to where you are going, don't run.
- Watch where you are walking.
- Don't read while walking.
- Always hold the handrail when using stairs.
- When carrying boxes, use an elevator if available, and don't stack whatever you are carrying so high that you can't see directly in front of you.
- Go slowly if the floor or sidewalk is wet or otherwise slippery.
- Take care to know where your foot is landing when stepping off curbs or stairs.
- Make sure all walkways are free of clutter and wires to avoid tripping.
- Keep all trash cans and equipment under your desk and out of other employees' way.
- Close your desk or filing cabinet drawers before walking away so others do not run into them.
- If you see anything that might cause a tripping hazard, such as damaged carpet or tiles or an extension cord lying across a walkway, report it to Facilities or your supervisor so that it can be corrected.

By following these simple safe practices, you can reduce unnecessary accidents and prevent injury to yourself and others.



Outdated HR Forms

Are you using forms that are obsolete? If you print and stockpile HR forms for your department, the forms may be outdated. As the most recently revised versions of our forms are always available on the *Forms & Documents* web page, <http://www.palmbeachstate.edu/hrforms.xml>, we recommend that you download forms as needed. If you are using a document from the supply in your office, check the revision date to ensure that it is the current version of the form.

HR Directory	Functional Area	Title	Number
Dr. Ellen Grace		Exec Director, Human Resources	(561) 868-3135
Melissa Solla	Employee Relations, Medical Leave, New Employee Orientation, Assistance in Employment and Classification	HR Generalist	(561) 868-3134
Shirley Sullivan	IRM Acknowledgement Forms, Adjunct and Temporary Employment Packets, Personnel Action Forms (PAF), Tuition Reimbursements, Degree Recognition	IRM & Personnel Data Processing Specialist	(561) 868-3132
Claudette Grindley	Transcripts, Employment Verifications, Recordkeeping	Human Resource Rep I	(561) 868-3130
Maribel Lozano	Adjunct and Temporary Employment Packets, Transcripts, Employment Verification, Recordkeeping	Human Resource Rep I	(561) 868-3616
Benefits			
Cheryl Hare	Medical, Dental, Life Insurance, Vision, Retirement, Employee Wellness, Worker's Compensation, Disability, Medical Leave, Other Insurances	Manager, Benefits	(561) 868-3153
Donna Agard-Harvey	Medical, Dental, Life Insurance, Employee Wellness, Vision, Worker's Compensation	Benefits Specialist	(561) 868-3133
Classification, Professional Development, & HRIS			
Barb Matias	Classification, Professional Development, System Reporting, Employee Relations	Manager, HR Programs	(561) 868-3110
Shannon Whitman	Professional Development, Classification, Employee Relations	HR Generalist, Senior	(561) 868-3113
Norma Medina	Classification, System Reporting	HR Specialist	(561) 868-3116
Margo Warner	IRM Acknowledgement Forms, Professional Development, Personnel Action Forms (PAF), Adjunct and Temporary Employment Packets	Human Resource Rep II	(561) 868-3889
Employment & Equity			
Juanita Benjamin	Employment, Discrimination and Sexual Harassment Complaints, State Equity Report	Manager, Employment & Assistant to the President for Equity Programs	(561) 868-3111
Terri Chambers	Employment	Employment Specialist II	(561) 868-3115
Monique King	Employment	Employment Specialist I	(561) 868-3043
Safety & Risk			
Larry Leskovjan	Public Safety, Disaster Recovery, Ergonomics, Environmental Compliance, Insurance Risk Management, Liability and Property Loss	Manager, Safety & Risk	(561) 868-4015
Ginny Rizzo	Liability and Property Loss Claims, Insurance Risk Services	Risk Services Rep	(561) 868-4014

Office of Human Resources

District Offices
Lake Worth Campus
Mail Station #10
(561)868-3114

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



CELL PHONE AND ELECTRONIC DEVICE USE - NOT JUST A DRIVER'S DISTRACTION

It's not just drivers of vehicles who pose a danger when operating an automobile while talking on their cell phones. Pedestrians using cell phones and other electronic devices also pose a danger to themselves and the vehicle drivers around them.

Working on a college campus, we have all seen students, and other pedestrians, walking through the parking lots unaware of their surroundings as they focus their attention on their cell phones, I-Pods and other electronic devices instead of the street or parking lot in which they are walking.

Definitely a sense of safety is lost while engaging in these activities, and it just might cost someone serious injury, or even their life. Whether walking or driving through the College roads and parking lots, please remember some basic practices that will keep us all safe:

- Pay attention to where you are going!
- If using earphones, turn down the volume so you can hear what's going on around you.
- Stay alert and aware of your surroundings, whether you are walking or driving on campus.
- Cross the street at walkways only.
- Never enter traffic from in between parked cars.
- Be alert to back-up lights, engine noise and moving vehicles while walking through parking lots.

By maintaining your focus on your surroundings, rather than on cell phones, I-Pods or other devices, you will be better able to get to where you are going safely without incident or injury.