Dear Colleagues:

This has been a very busy year for everyone at the College, and HR is no exception. In preparation for SACS, we have spent a lot of time ensuring that we have official transcripts not only for all full-time faculty but also for all adjuncts. The good news is that we are almost there, thanks to the efforts of Shirley Sullivan, Maribel Lozano, Claudette Grindley, and Sandi Canevari. Thanks to the efforts of our hard-working screening committees and Employment staff, we are on-track for recruiting 24 new/replacement faculty members for the 2011-2012 Academic Year.

This year it has been great to have Safety/Risk Management on our team. Larry Leskovjan and Ginny Rizzo have been very busy with updating policies and procedures, safety training, ergonomic assessments, a vehicle check-out procedure, and a host of other activities. Be sure to check out their article on some helpful office ergonomic tips. Also new to our team this year is Margo Warner, HR Representative II, who helps with training, IRM and other system processing.

Aside from our normal duties, our District Diversity Committee was able to raise over $2,000 for the Dollar for Haiti Project; the proceeds will help replace computers at a school destroyed in last year’s earthquake. The Employee Recognition Committee also organized our first Faculty & Staff Appreciation Week, held at all four campuses. We also implemented a new Wellness Incentive Program. Be sure to check out the article on the BlueRewards program.

All the best, as we finish this academic year, and never hesitate to contact us with questions, suggestions, or concerns.

Ellen
Blue Cross and Blue Shield of Florida is partnering with the Florida College System Risk Consortium to offer the Blue Rewards Incentive program. This program is designed to drive participation and engagement in wellness activities through tangible, relevant rewards. The first step was the Personal Health Assessment (PHA) that took place in February at each of our campuses. The table below shows the participation level at each campus.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Number of Full-time Employees</th>
<th>% Participating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belle Glade Campus</td>
<td>48</td>
<td>45.8%</td>
</tr>
<tr>
<td>Lake Worth Campus</td>
<td>704</td>
<td>34.3%</td>
</tr>
<tr>
<td>Palm Beach Gardens Campus</td>
<td>183</td>
<td>34.9%</td>
</tr>
<tr>
<td>Boca Raton Campus</td>
<td>139</td>
<td>43.2%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1074</td>
<td>36.1%</td>
</tr>
</tbody>
</table>

Full-time faculty and staff who are not participants in the College's health insurance plan AND took part in the health assessment conducted in February at each campus by BCBS are eligible to receive $25 from the College through payroll.

Part-time employees are eligible to receive $25 after submitting a completed Completion of Health Screening form to Human Resources from their physician indicating the criteria of the assessment were conducted with their medical provider. You have through December 31, 2011 to submit your form.

Full-time faculty and staff who are covered by the College’s health insurance are eligible to receive two gift cards of $25 each and a payout of $100 through payroll, depending upon their level of participation. If you missed the on campus PHA you still have the opportunity complete a WebMD Personal Health Assessment at MyBlueService. Completing a Personal Health Assessment will help you understand your individual health status and will let you know which health areas you can improve through Lifestyle Improvement Programs. These programs are available in Emotional Health, Exercise, Nutrition, Smoking Cessation, Stress Management, and Weight Management. Every program you complete will earn you 200 points toward reward certificates. You also have available to you Health Trackers to chart your success for Blood Pressure, Cholesterol, Exercise, Stress, Weight and more! You can earn up to 250 points for using these Health Trackers.

Reward certificates can be redeemed for gift cards to a variety of restaurants and retailers and are earned as follows:

- 250 points (1st time) = $25 reward certificate
- Earn 250 points (2nd time) = $25 reward certificate
- Earn 250 points (3rd time) = $100 through payroll
What do I need to register or login? It’s easy! All you need is your Social Security Number, a valid email address and your Member Number (located on your Member ID card). Once you register for MyBlueService, you will receive an email from Blue Cross and Blue Shield of Florida. Click on the link in the email and login to MyBlueService to complete your registration and confirm your email address –so you can receive emails about BlueRewards.

How many points do I need? The more activities you complete, the more points you earn! You will benefit from each and every activity you complete and we encourage you to participate in as many activities as possible.

When does BlueRewards end? The program runs through December 31, 2011.

If I have questions, who should I ask? If you have a question about BlueRewards, please call a Care Consultant at 1-888-476-2227. If you have a benefit or claim question, please call the toll-free number on the back of your Member ID card.

Benefits Reminders………..

- WORKERS’ COMPENSATION - Please remember if you or any employee is injured on the job and need emergency medical attention, call 911 and/or security and follow up with Human Resources as soon as possible. If you do not need emergency care but need medical care DO NOT GO TO YOUR PERSONAL PHYSICIAN OR HOSPITAL EMERGENCY ROOM. Contact the office of Human Resources, and we will complete a Medical Referral form to use at our Managed Care facility.

- URGENT CARE CENTERS - After hours medical attention or non-emergency care can be obtained at an urgent care center in lieu of a trip to the emergency room or a visit to your doctor’s office. They are open on weekday evenings and most weekends to assist you with non-emergency care.
OFFICE ERGONOMIC SOLUTIONS:
MONITOR PLACEMENT AND ADJUSTMENT

Poor placement of your desktop monitor can result in a number of problems, including neck pain, tension and eye strain. Because our bodies follow our hands and eyes, it is critical to properly position the things we look at during the workday. Here are some steps you should follow to ensure proper placement and adjustment of your desktop monitor.

Center your monitor.
For most workstations, the best position for your monitor is directly in front of you. Putting the monitor off-center (to the left or right of your body) can cause neck and shoulder pain due to twisting and awkward posture. **Exception:** If you only occasionally look at the screen, it's acceptable to place the monitor to the side. People who frequently interact with others across a desk may want to keep the monitor to the side so that it doesn't interfere with their communication. A good solution for these situations is a monitor swivel arm.

Sit an arm's length away from your monitor.
Your monitor should be about arm's length away when you're sitting back in your chair. (Sitting too close or too far from your screen can cause eyestrain). If you have a large monitor (20" or larger), you should sit slightly further back.

Position the top of your text on the screen level with your eyes.
While much discussion has surrounded the proper placement of the monitor, researchers overwhelmingly agree that the top line of text on the monitor should be at or slightly below eye level. If your screen is too low, you'll find yourself tilting your head forward to view the monitor (a common cause of neck pain). If it's too high, you may have to tilt your head back, leading to neck and shoulder pain, and increasing the likelihood of glare from overhead lights (a common cause of headaches). You can adjust the height of your monitor in relation to your eye level, either by lowering or raising your monitor or raising or lowering your chair. But try adjusting the monitor first - extreme adjustments to your chair can result in other ergonomic issues. If your monitor is too high because it rests on top of the CPU, you should consider moving it below the desk. Placing the CPU below the desk not only allows for better positioning of the monitor, but also creates additional desk space. If the monitor is positioned too low, consider using spacers or an adjustable monitor swivel arm to lift it off the desk. Many flat panel monitors have a height adjustment that will allow the viewer to move it up or down to achieve the proper viewing angle.

**Exception 1:** If you wear bifocals or trifocals while using your computer, it may be appropriate to position your monitor a few inches lower than otherwise recommended to accommodate comfortable viewing through your lower lenses.

**Exception 2:** If you use a large monitor (20" or larger), position your monitor so that the top of the viewing area is about 3" above eye level.

Tilt your monitor slightly upward.
Tilt the screen so that the base is slightly closer to you than the top. This enables you to view the entire screen and the display more clearly.
Tilting the monitor downward isn't recommended unless necessary to reduce the glare of overhead lights or if your monitor is too high and can't be adjusted. **Beware:** Tilting the screen too far back may cause reflected glare problems from overhead lighting.

**Beware of your windows.**
Windows are a common source of glare on the monitor. If you work in a room with windows, be sensitive to any reflections (or glare) that may show on your monitor and cause you to squint. A great way to check for glare is to turn your monitor off and examine any reflections visible on it. Also, placing your monitor directly in front of a window can create an uncomfortable viewing situation if the brightness of the window is greater than that of the monitor.

**Balance the brightness of your monitor and its surroundings.**
Using the buttons on your monitor, you should adjust it so that its brightness is approximately equal to the area directly behind it. The goal is to eliminate any contrast between the brightness of the screen and the area behind it. (Make sure, of course, that your workplace is adequately lit!). Uneven brightness can cause headaches and vision issues (such as fatigue and squinting). You may need to adjust your screen brightness throughout the day if your workspace is lit by natural light.

**Adjust your font size and color.**
The size of your text should be about two or three times the size of the smallest text that you can read. To adjust the font size on the screen with Windows 7, go to Control Panel and click on Display. The screen that appears will allow you to select a 100% (default), 125% or 150% font size (or, selecting Set custom text size (DPI) from the menu on the left side of the screen will allow you to increase font size to 200%). The downside of increasing your font size is that the text fills more of the screen, which may reduce the full-page view you once had. Black text on a white background is usually the easiest to discern when word processing.

**Reduce glare.**
If left uncorrected, glare will cause discomfort, eyestrain, and headaches. Try to reposition your monitor so that there's no glare on the screen (but avoid putting it in a position that's uncomfortable to view!). If you can't avoid the glare by readjusting your monitor positioning, consider a high-quality glass anti-glare screen.

**Some other tips for healthy monitor usage:**

**Follow the 20/20/20 Rule**
If you tend to work on your computer for prolonged periods of time, be sure to take a 20 second break every 20 minutes and look at least 20 feet away. This gives your eyes a break and chance to adjust focus - a great way to avoid visual fatigue.

**Keep a clean screen**
Dust gathers easily on monitor screens. Be sure to periodically use a recommended cleaner to remove any accumulated dust or fingerprints, ensuring a clean and visually consistent display.
Confused on whether to use the Personnel Action Form (PAF) or the Position Vacancy Request form?

The online Personnel Action Form (PAF) is completed for temporary assignments and additional temporary assignments for current employees. To use the PAF, the supervisor must identify the incumbent who is to be placed in the temporary position. Due to the temporary status of the assignment, the PAF bypasses the screening committee process. However, the incumbent filling the temporary assignment is required to meet the minimum qualifications of the position. Temporary assignments include current regular employees who will receive an additional assignment, OPS (Other Personal Services) and on-call positions, student jobs, and substitute assignments. In other words, a PAF is submitted for temporary assignments only, and the supervisor has identified the incumbent to be hired into the assignment.

The PAF should be used when one or more of the following occurs to a temporary assignment: new, renewal, change, additional job, or end of a temporary assignment. Refer to the college’s Salary Schedule, page 18, for further details. All approvals must be received prior to the first day of employment. The approvals for the PAF include the direct supervisor, supervising administrator, Vice President and/or Provost, Executive Director of Human Resources, and the Vice President of Administration & Business Services.

The Position Vacancy Request Form (PVF) is located within the People Admin system. The PVF is completed for the recruitment of regular full-time and part-time positions, transfers, and promotions. The PVF is also used in lieu of the PAF for temporary assignments that are recruited by Employment. Refer to the college’s Recruitment and Selection Manual for details on the recruitment and screening committee process. All approvals must be received prior to the classification and selection processes. For replacement of full-time and regular part-time positions, the appropriate approvals include the direct supervisor, supervising administrator, Vice President or Provost, and the Executive Leadership Council. When Employment assists the department in recruiting someone to fill an OPS position, approvals are the same as those outlined above for temporary positions.
FOUR-DAY SUMMER WORKWEEK

This summer the College’s four-day work week will start May 9, 2011 and run through August 4, 2011. Palm Beach State College will be open from 6:00am to 11:00pm and will be closed on Fridays, Saturdays and Sundays during this period. Based on specific needs, exceptions may be approved by the Vice President, Administration & Business Services.

Harassment Policy Including Sexual Harassment and Complaint Procedures for all Types of Harassment or Discrimination

Palm Beach State College is committed to an academic and working environment free from harassment. Harassment of any nature is prohibited whether based on an individual's race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, or disability. Harassment threatens the legitimate expectation of all members of the College community that the campus environment will be conducive to work or study.

Preventing harassment is the responsibility of the entire College. Accordingly, Palm Beach State College encourages all employees who believe they are being subjected to harassment to follow the complaint procedures as outlined in the Board Policy 6Hx-18-5.86. Supervisors and Faculty members also have the responsibility to report any complaint of harassment or discrimination. Failure to do so is in violation of the policy.

In addition, when a student has a complaint of discrimination or harassment against an employee of the College, it will be investigated by the Office of Human Resources.

The College will take prompt action against individuals, including third parties, at any of our locations who engage in actions that violate this policy.
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

---

Step Right Up and Get Your Lock-Down Key!

Starting with the events at Columbine High School on April 20, 1999, it seems that every other month brings news of violence that has caused a school to shut down while law enforcement personnel responds. What would you do if something similar occurred at one of our campuses? Palm Beach State College has developed a response to the possibility of such an incident. It is called the Lock-Down Procedure. Lock-Down does not allow movement within the building and is designed to keep building occupants protected behind locked doors. During Lock-Down, students and visitors are directed to remain in buildings and classrooms, and faculty and staff are directed to lock doors with a lock-down key and to not open them until notified by law enforcement personnel that it is safe to do so. This key will allow a faculty or staff member to go into a classroom or office, along with students and other staff, and lock the door from the inside. Although the door can still be opened from the inside, it is locked to anyone on the outside. All Palm Beach State College faculty, adjuncts, full-time staff, part-time staff and permanent part-time personnel should have one. If you do not currently have a Lock-Down key, please stop to visit the Key Office if you are at our Lake Worth campus or the Facilities Department Administrative Assistant on your campus. Lock-down keys are designed to work on doors at any of our campuses so there is no need to have a different key for each campus if your position requires you to be at different locations. While the probability of ever having to use it may be quite remote, having it may mean that you will be able to call home after you have had to use it to let them know that you are OK.

Does Your Department Have a First Aid Kit?

The Occupational Safety & Health Administration requires that employers have an adequate number of first aid kits in the workplace in the event of injury to their employees. Each Palm Beach State College department is responsible for providing and maintaining first aid kits in sufficient quantities for its employees and at locations that make them readily available. The contents of each first aid kit should follow the recommendations contained in American National Standards Institute (ANSI) standard Z308.1-2009, "Minimum Requirements for Workplace First Aid Kits and Supplies." Departments may elect to include more items in the kits they purchase based on the size of the workplace. However, first aid kits should not include oral medications such as aspirin or ibuprofen. A unitized first aid kit with the ANSI-recommended contents is available (Item # 4EY91 from Grainger Industrial Supply) through Purchasing. Please see the Safety & Risk Management web site for more information on the First Aid Kit Program.