

Human Resource *focus*

SPRING
2013

this issue

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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 ensure student success.

Communication Update

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

Dear Colleagues:

The purpose of our Newsletter is to give you valuable updates, important information and provide reminders. Employees often have similar questions, and we try to make sure to communicate some answers to these commonly asked questions in our Newsletters. So, check the items in this Newsletter. There is information of interest to everyone! Be sure to let us know issues that you would like addressed in future newsletters.

I would like to thank everyone who participated in the Health Assessments. We almost reached the 50% mark. Last year and again this year, there were glitches with redeeming points, but they are now worked out. Be sure to check on the information in this issue about Blue Rewards and its new features. We are most pleased with the participation in the Walking Works Program. Many people have e-mailed and have said how much they appreciate the College's emphasis on wellness. We, in the Office of Human Resources, Safety and Risk, as well as many others at the college, want to expand our wellness programs. These programs are critical to the physical, mental and spiritual health of our employees!

The semester is flying. On behalf of our entire Office, enjoy the rest of the semester and have a great summer.

Ellen

DID YOU KNOW?.....

- o If you are an enrollee with Delta Dental PPO coverage, you do not need an ID card. If you still would like a card, you can print a customized ID card on demand. Just log in to [Delta Dental](#) and go to Online Services, click the “Eligibility & Benefits” tab to view your eligibility and benefits information and to print an ID card. If you haven’t registered for Online Services, click on “Register Today” for an easy three-step registration process.
- o You can estimate the cost of X-rays and MRIs, surgical procedures, office visits to specialists, and more? Visit [floridablue.com](#) and click Medical Services Cost Estimator under “Tools”. Start by selecting the zip code area where the procedure would be performed, then choose a medical procedure from the list to see an estimate. It’s that easy!
- o There are various special offers and discounts available to Palm Beach State College employees with providers such as AAA Auto Club, AT&T Wireless, 1-800-flowers, SPRINT, TicketsAtWork.com, PNC Bank and Verizon Wireless. Visit our [Life and Work Resources](#) website for additional discounts/ services and full details.

WHO IS COVERED BY INJURY INSURANCE AND WHO IS NOT



We are often asked about injury insurance coverage for employees, students and visitors, and the general belief is that everyone is covered for one thing or another. NOT TRUE!

Employees, adjuncts and student workers, are covered by [Worker's Compensation](#) in the event of an injury sustained while performing their job duties. Further clarification may be obtained through the Office of Human Resources.

Students are NOT covered by any insurance except those students who are enrolled in an Allied Health, Criminal Justice, Fire Academy, or other specific hands-on courses as defined in the Student Training Accident insurance policy. A special fee is charged to the student when enrolling in such classes. Identifying this special enrollment fee by the student is the easiest way to determine coverage on an individual basis. The student is only covered while taking part in the covered class or clinical activity. If an injury occurs outside of the class or clinical setting, then the student will be responsible for any medical and/or emergency transport charges incurred.

Visitors, as well as students, have no College-provided insurance coverage for personal property or injury. We are a public institution, and, as such,

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visitors are accessing our property at their own risk. This is especially true for damage, vandalism or theft to personal property. Personal injury due to one's own negligence is also the sole responsibility of the individual with respect to potential medical expenses.

If you have any questions or concerns not addressed here, please feel free to contact the Safety and Risk Management Office on the Lake Worth campus for further assistance at 561-868-4014 or 561-868-4015. You may also email us at rizzov@palmbeachstate.edu or leskovjl@palmbeachstate.edu.

Federal Law Series

1. Title IX and the Sex Discrimination Act

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs and activities that receive federal financial assistance and states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance.

Some examples of Title IX violations are sexual harassment including sexual violence, sex based inequities in athletics and discrimination based on pregnancy. Title IX is covered in the College's Board policy for Harassment (#6Hx-18-5.86) which stresses that everyone in the College community should play a part in preventing and reporting any incidents of harassment, sex based discrimination and sexual violence.



Office of Human Resources

Summer Hours

May 13- August 9

Monday- Thursday 7:30am to 6:00pm

Friday Closed

College Closings

Spring Holiday March 29

Memorial Day May 27

Independence Day July 4

Labor Day September 2

Emergency Response Measures

The typical emergency response measures that would be followed in the event of a campus emergency, such as an Active Shooter, a severe weather event or a fire depend on the nature of the emergency. These responses will be one of the following: Lockdown, Shelter in Place or Evacuation.

LOCKDOWN

Lockdown is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure in order to protect themselves from an imminent threat of violence believed to be on the premises.

During Lockdown, students, visitors, faculty and staff are to remain in classrooms or offices and lock all doors and windows. They are not to open them until directed by Security or law enforcement personnel. During a Lockdown, the following should occur:

- Although you may leave if you believe it is safe to do so, everyone should stay on campus.
- Everyone seek concealment and keep quiet.
- If outdoors, go into the nearest building or proceed to an area that can be secured.
- If inside a building, enter the nearest classroom, office or secure space and use Lockdown keys to lock doors from the inside.
- Faculty/staff should direct any students or others outside their classroom/office into the room immediately. Anyone in a hallway, restroom, gym or cafeteria should move to the nearest secure area immediately.
- Secure and lock windows of classrooms and offices and close window coverings.
- Turn off lights and computer monitors. Silence cell phones; if used, text only.
- Do not open doors during a Lockdown, even in the event of a fire alarm.

SHELTER IN PLACE

Shelter in Place is an emergency response wherein building occupants and persons outside buildings are to seek refuge in areas of the facility that offer protection from an environmental event occurring outside, e.g., a hazardous material spill, severe weather or when evacuation of a building might place the occupants at greater risk than sheltering them within the facility. The basic concept of Shelter in Place is to use a building as a **barrier** between yourself and the phenomenon posing danger. When directed to Shelter in Place:

- Go inside as quickly as possible.
- In the case of a tornado warning, avoid seeking refuge in auditoriums, gymnasiums and other buildings with large roof spans.
- Move to an interior room with no windows on the lowest floor possible of the building. Use the stairs, not the elevator. Move to an interior stairwell or a hallway not directly connected to the outside if all rooms have windows. Otherwise stay away from windows and glass.
- Close and lock all windows and stay in the center of the room. Close window coverings (e.g., blinds, drapes, shades) if present and if there is time.
- Close doors and lock them if so advised.
- Use the phone only for emergencies.
- Stay in place until the danger has passed or until you are told it is safe by Security, College official or law enforcement personnel.

EVACUATION

An evacuation may be required in the event of a power outage, the fire alarm sounds, and when an evacuation announcement is made. Upon hearing the alarm or announcement:

- Leave the building immediately in a calm, orderly manner. Walk; do not run.
- Take all your belongings with you. **CLOSE DOORS on the way out!**
- Follow your evacuation route. Leave the building through the nearest safe exit. **DO NOT USE ELEVATORS.**
- Listen for instructions from the Building Coordinators, Security personnel and Emergency Responders.
- Move away from the building and report to the building's designated Safe Assembly Area.
- Report any missing or trapped people to Emergency Responders.
- Remain at the Safe Assembly Area until the "All Clear" signal is given and do not reenter the building until Emergency Responders indicate that it is safe to do so.

Please review the College's Emergency Operations Plan at <http://www.palmbeachstate.edu/safety/Documents/EmergencyOperationsPlan.pdf>

Protection of Vulnerable Persons

The Protection of Vulnerable Persons Act became effective on October 1, 2012. It is labeled as the nation's toughest mandatory reporting requirements for child abuse violations on school campuses.

Institutional Responsibility

The regulations state that college administrators and its law enforcement agency (Security Department), upon receiving information from another college employee, must report to the Department of Children & Family Services any known or suspected child abuse, abandonment, and neglect committed on the property of the institution or during a college sponsored event. Failure to report, or knowingly and willfully prevent another person from doing so, is subject to a one million dollar fine for each failure.

Individual Responsibility

The law also states that in addition to the institutional requirements, all persons in Florida have an independent obligation to report known or suspected child abuse, abandonment, and neglect, regardless of where the incident occurred. Knowing and willful failure to report constitutes a third-degree felony.



Report to the Florida Abuse Hotline

Call (800) 962-2873

Fax (800) 914-0004

Web Reporting – <https://reportabuse.dcf.state.fl.us>

The Florida Department of Education will provide the Florida College System additional guidance. Employees will be informed of any new policies and procedures to ensure the College is in compliance with the state laws.

Employee Wellness Highlights



As part of our College's Wellness Initiative Program, a 12-week walking challenge took place from November 5, 2012 through January 28, 2013. The challenge was open to all full-time and part-time employees. A total of 106 employees actively logged steps during the 12-week period for a total of 13,385 miles walked. Prizes were given to the top walker and top 3 teams college-wide. Congratulations to all our winners!

Top Walker	Lindsey Swann - Palm Beach Gardens
1st Place Team	Academic Affairs - Belle Glade
2nd Place Team	Student Services - Palm Beach Gardens
3rd Place Team	Business Services Lake Worth



Blue Rewards

How would you like to...

Be happy
Get in shape
Eat better
Be stress-free
Quit smoking
Lose weight

... and get rewarded for it?

You'll be able to with BlueRewards
It's a new wellness incentive program we've developed in partnership with Florida Blue.

And here's the best part!
As you work toward your wellness goals — you'll earn points redeemable for rewards!

Log in or register at floridablue.com
Earn BlueRewards under Health & Wellness

Florida Blue 
In the pursuit of health™



In 2012, the [Blue Rewards Program](#) was once again offered to all full-time Palm Beach State employees. The program is for full-time employees covered by the College's health insurance plan. Depending on their level of participation employees can earn incentives as follows:

Earn 250 points (1st time) = \$25 gift card

Earn 250 points (2nd time) = \$25 gift card

Earn 250 points (3rd time) = \$100 through payroll

This past year, a total of 237 employees redeemed points for gift cards at varying levels and 38 employees reached the third tier, \$100 through payroll. The College also received a \$5,000 incentive from the Florida College System Risk Management Consortium for wellness programming for earning the highest number of activity points of any participating college.

Blue Rewards 2013

Blue Rewards will continue this year with some exciting changes. Full-time employees can earn points by using the online Blue Rewards program available at the [Florida Blue](http://floridablue.com) website. In addition to an online Personal Health Assessment and various Health Trackers, you will now have available My Health Assistant – an interactive behavior change application that allows users to create a weekly plan of activities to work toward goals in the following areas: **Exercise, Nutrition, Weight Loss, Stress, Tobacco Cessation and Maintaining a Positive Mood.** The new online behavior change program will allow you to create a personalized plan to improve risk factors making it easy to set goals, choose actions and track progress. The program is more interactive and provides a more holistic view of your health. You can still utilize the health trackers to earn more points.

Stress less, stop smoking,
lose weight, eat healthier,
exercise more, be happy!

Reshape your health habits with
My Health Assistant.



Earn points and
get rewarded!



Florida Blue 
In the pursuit of health®

Also new this year, when a participant reaches 250 points, those points will be automatically redeemed. Employees will then receive an email from Hallmark Business Solutions which will include a link to the website where they can choose a \$25 gift card from a list of participating vendors. Please visit our Blue Rewards [webpage](#) for additional information on how to access the program, create an account, and a listing of participating vendors.

PERSONAL HEALTH ASSESSMENTS 2013

Thank you all who attended the [Personal Health Assessments](#) this year. We came very close to meeting our 50% participation goal to receive a \$10,000 incentive from the Consortium to be used for wellness programming, but alas, fell short by only 62. We are confident we will reach our goal next year. Participation rates by campus were as follows:

College-wide			
CAMPUS	# of FT employees	# attended	% attended
Belle Glade	51	24	50.0%
Lake Worth	697	299	44.1%
Palm Beach Gardens	198	80	41.5%
Boca Raton	139	60	43.9%
Total	1085	463	42.9%

Office of Human Resources

District Offices
Lake Worth Campus
Mail Station #10
Phone (561)868-3114
Fax (561)868-3131

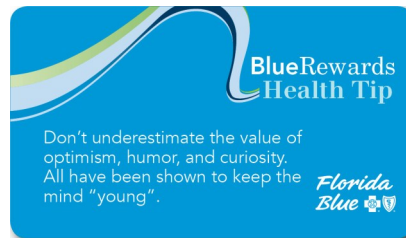
- Benefits
- Classification
- Diversity & Equity
- Employee Relations & Recognition
- Employment
- Human Resource Information Systems
- Professional Development
- Safety & Risk

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Participants at each session of the Personal Health Assessments also had the opportunity to enter a raffle for prizes. Congratulations to our winners:

**Ruth Ann Guerra, Heather Love, Rick Mincey, Amy McDonald,
L. Rylene Stein, Sandra Barrett, Junie Thompson, Paul Tyson, Jernae Thomas,
and Shari MacLachlan.**

Full-time employees who participated in the Health Assessments in February have earned enough points to receive their first gift card under the Blue Rewards program. Points have been loaded and are available as of the beginning of March, so please be sure and visit the [Florida Blue](#) website to see your points balance and explore the new features of Blue Rewards. You can also find detailed information on how to create an account, a listing of participating merchants, how to access the Blue Rewards program, etc. on the College's [Blue Rewards](#) webpage.



FOUR-DAY SUMMER WORKWEEK

This summer the College's four-day work week will begin May 13, 2013 and run through August 9, 2013. Palm Beach State 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.