Competencies are the skills, behaviors and attitudes that lead to high performance. Determining the critical competencies for any one position is like a chemistry equation in that what you put in is determined by what you want the end product to be. If you want salt, you put in a molecule of sodium and a molecule of chloride. If you want water, you combine two molecules of hydrogen and one molecule of oxygen. The same is true for competencies, the critical components of any position will be determined by the mission and purpose of that position.

We are in the first phase of our project, which will identify the overall competencies for the College based on an evaluation of what skills, behaviors and attitudes will be crucial for meeting the emerging needs of the College as a whole. We will then develop competency models for all professional level positions using the same concept. We will identify the critical behaviors, skills, and attitudes necessary for the successful execution of the position’s specific purpose. Although all positions require a wide-range of skills, competency modeling focuses only on those that are critical to the success of the position. For instance, the competency model for a position requires the employee to be able to react quickly to change might include flexibility, independent judgment and the ability to see how all the moving parts impact each other, while a highly regulated position would require attention to detail and the ability to create and communicate policy.

Identifying competency models will allow the College to make more informed decisions when hiring new employees, assessing performance objectively relative to the position’s purpose, creating professional development opportunities tailored to the needs of both the employee and the College, increasing avenues for internal promotion, and reducing turnover.

This competency modeling project will take place over the next year. Our goal is to have the College competencies in place by the end of the fiscal year and the individual competencies completed after the job classification and compensation study.
“With Ethics, you often have to choose not between right and wrong, but between right and right (or right and good). And what is right and what is good are not always the same” according to Webb. In all work-related decisions and actions, if there is any actual or potential conflict of interest, Palm Beach State employees are expected to place the college's interests and the public good above their own personal interests.

At Palm Beach State, we have an Ethics Policy Board Policy 6HX-18-5.90; outlining a Code of Professional Ethics with which all employees are expected to be familiar with and in compliance. This policy includes specific guidelines for supervisors and administrative employees, and information on how to report ethical violations and disciplinary actions that may result. Palm Beach State implemented an online anonymous report system called Ethics Point used to report safety, criminal, unethical, or otherwise inappropriate activity or behavior to the College.

Studies have shown that institutions with a complete ethics program, proper training, and open communication on resources available to employees can protect the institution, its students, and employees. Incorporating the core values (honesty, respect, open communication, professionalism, fairness, and responsibility) into our day to day decision making process will ensure that Palm Beach State continues to operate according to the highest of ethical standards.

Resources: Visit the Center for Applied Ethics website, www.palmbeachstate.edu/cae and the Commission on Ethics website, www.ethics.state.fl.us, for additional information on ethics laws, rules, and opinions.


The Genetic Information Nondiscrimination Act was signed into law on May 21, 2008. Commonly referred as GINA, the law prohibits discrimination based on an individual's genetic information for the purposes of employment and health coverage. Title I of GINA prohibits discrimination in health coverage, while Title II, prohibits discrimination in employment. Genetic information includes an individual's genetic tests, those of family members and family medical history. Genetic information does not include information on an individual's or their family's gender, race, ethnicity, or age. GINA is covered under the College’s Board policy for Nondiscrimination (#6HX-18-5.20).

Most of us think about leave when we are planning for that long awaited vacation. There are other types of leave we don’t consider until we need it. Below are the most common questions we hear for each type of leave available. These are just the basics so we included the number of
CONTINUED P. 2...

LEAVE TIME

each policy so that you can refer to it, and as always, if you have any questions, please feel free to contact the Office of Human Resources.

Annual Vacation Leave for 12-month Fulltime Employees – Policy # 6Hx-18-5.02 – Vacation is earned according to the following schedule:

- Years 1-5: One day each calendar month / Years 6-10: One and ¼ days each calendar month / More than 10 years: One and ½ days each calendar month. The accrual rate changes the month following a milestone and does not show on the employee web until the month after. For example if February makes 5 years of continuous service, what you accrue while you work in March is at the new higher rate of 1.25 days but it will not show on the employee web to use until April 1st. When you view leave balances on the employee web, the section on the right defaults to sick time. Click on “vacation leave” on the left under the leave description box to see your vacation accrual and usage.

Sick Leave for Fulltime employees – Policy #6Hx-18-5.03 - Earned at the rate of one day per calendar month if the employee works more than half of the month. Can be used for your illness, or illness or death of father, mother, brother, sister, husband, child or member of your household. A doctor’s note may be requested by your department and can be submitted directly to Human Resources if medical information is disclosed or submitted to the department if the employee chooses. Doctor’s notes should not be submitted to payroll.

Leave for Personal Reasons – Policy 6Hx-18-5.09 – Fulltime employees receive 4 personal leave days per fiscal year which are charged against accrued sick leave. Personal leave does not carry over to the next fiscal year. The personal leave balance that shows on the employee web is not hours in addition to sick leave. If there is not a personal leave section showing on the employee web for you, it is because you haven’t used any yet. A balance will show after you utilize for the first time.

Illness in Line of Duty Leave – 6Hx-18-5.03P – Full-time employees are eligible to receive up to 5 paid days for absences resulting from a worker’s compensation claim with the college. Only the Office of Human Resources can approve Illness in Line of Duty Leave in accordance with the worker’s compensation physician’s order.

Military Leave – Policy 6Hx-18-5.08 – Employees are paid the first 30 days of military duty per calendar year. Employees must submit a leave form and their military orders reflecting the time served.

Family Medical Leave – Policy 6Hx-18-5.131 – Employees who have worked for the college for at least one year and have worked at least 1,250 hours in the 12 previous months may be eligible for Family Medical Leave for up to 12 weeks. Leave begins when time is first needed for a serious medical condition regardless if you have paid leave time available. While on FMLA, all paid leave must be used before unpaid leave is granted.

Extended Medical Leave of Absence – Policy 6Hx-18-5.13 – Fulltime non-bargaining unit employees may be granted up to six calendar months of extended medical leave. Runs concurrent with Family Medical Leave if eligible.

Bereavement Leave – The College does not have a separate provision for bereavement leave as sick time may be used under Florida statute. You may opt to use vacation time in lieu of sick time if you choose.

Leave for Court Purposes – Policy 6Hx-18-5.38 – Paid time for fulltime and part-time employees who serve on a jury panel or as a witness, not as a defendant or plaintiff. You must submit a leave form to payroll with a receipt from the Clerk of Court showing that you served, not the summons.
FIRE & SMOKE ALERT

APPLIANCE ITEMS

Recently, there have been several instances across the College where employees using a toaster or microwave oven or other appliance failed to keep an eye on whatever they were cooking, with the result that the item burned and smoked up the break area or building. In one instance, the smoke detectors set off the fire alarms, and the entire building had to be evacuated. While this may create an inconvenience for those who have to evacuate (required any time the fire alarm is sounded), the consequences of such inattention can also include smoke damage and fire or worse.

Please remember to NOT leave a toaster or microwave oven UNATTENDED while you are using it. If the item you are cooking starts to burn, turn the appliance off and remove the item. And if you are a bystander who happens to see something start to burn, please take it upon yourself to do likewise. Under the College’s Household Electrical Appliance Procedure (http://www.palmbeachstate.edu/safety/Documents/HouseholdElectricalApplianceProcedure.pdf), the failure to exercise appropriate care when using an approved appliance can result in its removal.

Please contact Claude Edwards, Chief Fire Official, or Larry Leskovjan, Safety & Risk Manager, if you have any questions.

BATTERY DISPOSAL AND RECYCLING

Under Florida law, it is illegal to discard nickel-cadmium or small sealed lead acid rechargeable batteries or products containing such rechargeable batteries in the trash. The batteries must be recycled or sent to a facility permitted to dispose of those batteries. This prohibition applies to every resident as well as every business, institutional, government, industrial, commercial, communications or medical facility in the state.

All alkaline batteries (usually single-use batteries in 9 volt, C, D, AA and AAA sizes, some of which may be rechargeable) may be disposed of in the trash. As presently manufactured, these batteries have no hazardous components, and recycling is not commonly cost-effective for alkaline batteries at this time. Non-rechargeable Lithium batteries (not the rechargeable Lithium-Ion batteries) may also be disposed of in the trash.

Batteries that must be recycled (not disposed of in the trash) include the following:

- Lithium-Ion (Li-Ion) batteries – Used in laptops and other small electronics
- Small Sealed Lead Acid (SSLA) batteries – Used in smaller equipment and backup power supplies
- Wet Cell Lead Acid batteries – Used in automobiles, trucks and boats
- Portable Power Tool batteries – Used in portable, cordless power tools
CONTINUED P. 4
BATTERY DISPOSAL AND RECYCLING

- Old Style Cell Phone batteries
- Button batteries – Used in hearing aids, watches and calculators
- Nickel-Cadmium (NiCad) batteries – Used in portable electronics and toys
- Nickel Metal Hydride (NiMH) batteries – Used in consumer electronics
- Battery Pack batteries – Used in phones and small equipment. These batteries are packaged together with one single connector

If you have any batteries to be recycled, it is important that you place tape (it may be clear tape or masking tape) on the ends or terminals, or place them in individual plastic bags, in order to reduce fire hazards from the possibility of batteries short-circuiting when contacting each other in transit. For button batteries, you may place a single piece of tape around the top and bottom of the button cell, covering both terminals.

Used batteries that are being collected for recycle should be stored in a cool and dry area. Batteries should not be stored in extreme heat, near flammable materials or in locations where there is moisture or humidity. As an added safety precaution, use a non-conductive storage container such as a plastic pail or cardboard box rather than using a metal coffee can for storage. Do not store batteries with flammable materials or conductive materials like metal, paperclips and staples, etc.

Used batteries should be sent to Facilities on your campus for recycling. Your campus Facilities will ensure that they are sent to District Facilities at the Lake Worth campus, where they can be recycled in accordance with the College’s Universal Waste Management Program.


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.

OFFICE OF HUMAN RESOURCES, SAFETY & RISK
www.palmbeachstate.edu/hr