The Office of Human Resources began a two-phase project to create a competency modeling system that will allow us to align the skills of current and future employees with the mission and strategic goals of the College. Competencies are defined as the skills, behaviors and attitudes that lead to high performances. By identifying the employee competencies essential for achieving our strategic objectives, the Office of Human Resources is able to hire, promote, develop, and assess the performance of all employees using consistent criteria that supports the organization’s priorities.

We completed Phase I of the competency modeling. Based on discussions with executive administration, a college-wide survey was distributed asking employees to rate each of 50 potential competencies using two criteria: how important the criterion is to Institutional success, and how well the College is currently performing in this area. The results were compiled and presented to administration. Based on discussions with that group, four employee core competencies were identified.

- Create Ideas with Impact
- Provide-Top-Quality Programs and Student Support
- Empower Formal & Informal Leaders
- Invest in Employee Development

These criteria will be utilized in developing people strategy for the Office of Human Resources. We will assist screening committees in designing questions that evaluate candidates with these competencies in mind. We will develop professional development programs that foster these qualities and skills, and we will incorporate these competencies into our revised performance evaluations.
Phase II of our project is now beginning. Recognizing that the four employee core competencies apply to different positions in different ways, we will now identify position competencies. These position competencies will tie directly to the organizational competencies, but will take into account the unique skillset and qualities necessary for successful performance of an individual position. These position competencies will be utilized in the performance appraisals for key positions, which will enable managers to evaluate the most critical aspects of employee performance, focusing on knowledge, behaviors, and qualities that move the College forward as we work toward our shared objectives.

In the coming months, we will be working with staff, managers and subject-matter experts to identify these position competencies, as well as specific behavioral examples of how they are put into practice in various positions throughout the College. We appreciate those of you who have volunteered to assist with the redesign of the performance appraisal process, and will be reaching out to obtain additional employee input as we identify those competencies that will enable us to hire and retain the highest-performing employee team at Palm Beach State.

WE HEARD YOU!

PROFESSIONAL DEVELOPMENT NEEDS ASSESSMENT RESULTS

Earlier this year, the Institute for College Learning partnered with an external consultant to perform an organization-wide professional development needs assessment. The purpose of this assessment was to:

1. Create an inventory of professional development offered throughout the College.
2. Evaluate the effectiveness of current offerings provided by the Institute of College Learning.
3. Identify areas of duplication and gaps between current offerings and what is needed in order to meet the College’s operational goals.

The results of the needs assessment were received this summer, and in response a plan was developed to address areas of concern. The full findings of the needs assessment and the resulting talent development plan can be found at http://www.palmbeachstate.edu/hr/CollegeLearning. Highlights of the plan include the following:

- Creation of a Learning Council to more effectively communicate the unique needs of all College functions and campuses.
- Utilization of online self-paced instruction to reach a broader audience.
- Increased offerings sharing best practices in implementing instructional technology with specific examples shared by faculty who are successfully utilizing new technology.
- Restructuring leadership development programs into a single, multi-tiered program focused on common competencies identified as critical to the success of the College. (self-awareness, communication, collaboration, influence and negotiation, innovative problem solving, and accountability for results).
- Implementation of a service-focused program.

The changes described above will be implemented over a two-year period. The Institute for College Learning has begun its work on this process, and you will begin to see some exciting changes immediately.
The origin of veterans’ preference can be traced back to a joint Congressional resolution passed in 1865 that stated, disabled veterans should "be preferred for appointments to civil offices." Since then, many states have enacted their own laws granting preference for qualified veterans and their families. During World War II, Congress took further action and passed the Veterans’ Preference Act of 1944. The veterans’ preference laws were recently amended to include additional family members, and to remove state residency restrictions.

Chapter 295 of the Florida Statutes requires state universities, public utilities, school districts and other state agencies to give preference in hiring and retaining certain veterans and their qualified family members. The applicant claiming veterans’ preference must meet at least one of the following criteria in order to be eligible:

- A veteran with a compensable service-connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the Department of Veterans Affairs and the Department of Defense, or
- The spouse of a veteran who cannot qualify for employment because of a total and permanent service connected disability, or the spouse of a veteran missing in action, captured or forcibly detained by a foreign power, or
- A veteran of any war who has served on active duty for one or more days or who has been awarded a campaign or expeditionary medal. Active duty for training is not allowable, or
- The unmarried widow or widower of a veteran who died of a service connected disability.
- The mother, father, legal guardian, or un-remarried widow or widower of a service member who died as a result of military service under combat-related conditions as verified by the U.S. Department of Defense, or
- A current member of any reserve component of the U.S. Armed Forces or the Florida National Guard.

It is important to note that the applicant must meet the minimum qualifications of the position in order to be forwarded for consideration. Additionally, the claimant is responsible for providing the required documentation at the time the application is submitted. Any applicant who claims veterans’ preference and is not selected for the position, may file an appeal with the Florida Department of Veterans’ Affairs within 21 days of being notified.

The Florida Security of Communication Act (F.S 934.03), makes it illegal to record a private conversation without the consent of both or all parties. A private conversation can be in the form of an oral, wire or electronic communication. The law is in place to assure the privacy of conversations and prevent unauthorized interception of these communications. The various communications can be defined as follows:

- Oral communication is an oral statement made by an individual having the expectation of privacy
- A wire communication is any audio transfer made through some form of cable, wire or similar connection
- Communications made by transfer which include signals, signs, data, or images by devices such as radios and wires are considered electronic communications

The law prohibits anyone intentionally recording another person’s private oral, wire, or electronic communication without their consent and is punishable as a third degree felony, with fines up to $5,000 and up to five years in prison.

Exceptions to the Law

There are, however, exceptions to the law which permits the recording of private conversations:

1. Communications or statements made in a public forum are not covered under the law, since there would be no reasonable expectation of privacy
2. Parties consent to the recording of their conversation
3. Law enforcement officers are also exempt from the statute when the recording is for the purpose of conducting an investigation of criminal activity.

Can I Secretly Record a Conversation at Work?

The College expect open and honest communication among employees and between employees and their supervisors. Not only is it illegal to secretly record the conversation of another employee or supervisor, but this is counter-productive to building communication in the workplace. Employees should never record a conversation in which there is an expectation of privacy.
E-MAIL FILTERING
INBOUND AND OUTBOUND E-MAIL TRAFFIC

Palm Beach State College utilizes e-mail filters on both inbound and outbound e-mail traffic.

Inbound e-mail filtering involves scanning messages from the Internet addressed to palmbeachstate.edu e-mail accounts. The college uses inbound spam and malware filters that detects unsolicited and unwanted e-mail, including those that contain viruses, spyware and other dangerous content. These messages are blocked from the user’s inbox. Spam filters have become increasingly sophisticated in watching for particular words and patterns that are suspicious and keeping track of known spammers. The college blocks over 500,000 spam messages per month.

Outbound filters scan e-mail originating from a palmbeachstate.edu address to identify spam, phishing attacks and inappropriate content. Being labeled as a ‘spammer’ can cause damage to the college’s reputation and be costly clearing the palmbeachstate.edu domain from lists that block inbound e-mail. Proactively dealing with outbound spam is a more cost effective and responsible approach to addressing the problem.

As a Palm Beach State College employee, every e-mail you send is scanned by the filtering tools. The messages are checked looking for signs of spam or a phishing attack that could have been initiated without your knowledge if your account was compromised. The tools also check for language and content that might be considered inappropriate or offensive. If you are using your Palm Beach State e-mail to send personal messages to contacts outside the college using language and subjects that you would not otherwise use with business contacts, they are going to be flagged and sent for inspection.

If Information Technology determines that they are not clearly Palm Beach State business communications, your e-mail will be forwarded to Human Resources for review and possible disciplinary action.

Another tool the college uses to protect personal information is sensitive number filter. This checks for patterns commonly associated with Social Security Numbers, bank accounts, dates of birth, etc.... that are imbedded in e-mail. These incidents typically occur by employees sending their own personal account information to others for the purpose of making a personal purchase. Some college employees have been surprised when they get a call from Information Technology informing them that their e-mail was flagged and is educated on the risks of sending personal account information through e-mail.

The college began using these e-mail filters about 10 years ago and in the beginning they were very basic systems to eliminate mass produced spam. Over time these systems have become more sophisticated and comprehensive in scanning and filtering inbound and outbound spam. As everyone should know, the college’s systems are for college business. If you limit your use to college communications only, then you will not have to worry about receiving a call from Information Technology or Human Resources regarding your e-mail.
**SAVE THE DATE…..**

**EMPLOYEE RECOGNITION AWARDS CEREMONY**

Come and celebrate with your colleagues on Friday, November 6, 2015, when the winners of the 2014-2015 BRAVO! Awards are announced. Length of Service Awards will also be presented to faculty and staff celebrating milestone anniversaries with the College. The ceremony will begin at 8:30 am in the Duncan Theatre. Light refreshments will be served at 8:00 am.

For more information, please visit our website at [www.palmbeachstate.edu/erc/service-recognition](http://www.palmbeachstate.edu/erc/service-recognition).

**EMPLOYEE APPRECIATION WEEK**

November 16th through 20th is designated as Employee appreciation week. On Monday, November 16th, all campuses will host appreciation luncheons offering employees an opportunity to relax and enjoy lunch with their colleagues. We are excited to announce that this year’s live webcast, from President Ava L. Parker, will be hosted by the Belle Glade campus. College Café, Dunkin Donuts, Follett Bookstores, and Pepe James will provide discounts to employees throughout the week.

Please visit the Employee Recognition website at [www.palmbeachstate.edu/ERC](http://www.palmbeachstate.edu/ERC) for more information and updates.

**17TH ANNUAL DR. MARTIN LUTHER KING, JR. CELEBRATION**

Mark your calendars for Thursday, January 14, 2016, and join us for the 17th annual Dr. Martin Luther King Jr. Celebration. The celebration honors a student, an alumni, an organization and an individual who have made innovative contributions toward improving the lives of others, particularly the underserved, through leadership, service and/or programs. A new award category has been added to recognize a staff member or faculty who has performed exemplary service in the spirit of Dr. King.

This year, the celebration will begin at 11:00 am in the Duncan Theatre. Students, faculty and staff will be treated to a keynote address by awarding winning journalist, Dr. Marc Lamont Hill. Dr. Hill has received numerous prestigious awards from the National Association of Black Journalists, GLAAD, and the International Academy of Digital Arts and Sciences. He is the host of HuffPost Live and BET News, as well as a political contributor for CNN. Dr. Hill is also a professor of African American Studies at Morehouse College, and has also taught at Columbia University and Temple University. The awards program will be followed by a question and answer session for students. Faculty, don’t miss this opportunity for your students to meet and interact with Dr. Hill.

For more information please visit our website at [PalmBeachState.edu/MLK](http://PalmBeachState.edu/MLK). We are accepting early RSVP for classes. Please contact Juanita Hook at 561-868-3111 or by email at hookj@palmbeachstate.edu to confirmation your reservation.
FORM 1095B
NEW FORM FOR FILING 2015 FEDERAL TAXES

Due to requirements of the Affordable Care Act, full-time employees will receive a 1095B form in addition to their W2 by the end of January. Form 1095B will be generated for each employee who is eligible for health insurance. The form outlines the months that minimum essential health coverage was offered and/or provided to the employee and any covered dependents. The 1095B is needed when filing a 2015 tax return to verify that the employee and their covered dependents had minimum essential health coverage and are not subject to the individual shared responsibility payment.

The 1095B form is due to be sent by all employers by January 31, 2015. An email announcement regarding electronic availability will be sent at a later date so employees have an opportunity to receive the form through the employee web, in lieu of paper, similar to the W2 form. More detailed information regarding the 1095B form, shared responsibility payment, and exemptions can be found at the IRS website www.irs.gov.

PENSION RETIREE OUTLOOK

The Florida Retirement System attributes retirees to the last FRS employer where the person worked, not necessarily just those retiring from the institution. Currently the College has 844 retirees under the pension plan, 529 males and 315 females. The most service credit of our retirees has 59 years of FRS service. The college has 3 retirees living outside of the United States, 449 in other states, but 392 still call Florida their home. The two oldest retirees attributed to the college (one male and one female which share a birthday) are currently 98 years young.

SHARING PERSONAL HEALTH INFORMATION...OR NOT

Don’t assume that because someone told you nonchalantly about their own illness or another person’s illness, it is common knowledge. If a coworker or their family member shares personal health information with you, do not share it unless you are given permission to do so. For example, you can say, “we’ve been worried about JaneDoe, is it OK if I update the department?”

Doctor’s notes to excuse absences may be provided directly via fax to the office of human resources at 868-3131, and the supervisor may call to verify it was received. Report sick time when out but do not write the type of illness on the reason line of the paper leave forms or in the comment box for sick leave requests on the web.

Refrain from sharing health information in email. Sharing or accessing protected health information without consent is a violation of the health privacy law called HIPAA.

NON-EXEMPT EMPLOYEES

The Fair Labor Standards Act (FLSA) requires timecards to be an accurate reflection of the actual number of hours worked – compensable hours worked must be reported accurately recorded by the employee on their timecard.

Reminder: Timecard and time worked must match.

FLSA has considerable number of complexities and specific rules. Employee who with the knowledge of their employer continue to work before/after the scheduled work are engaged in working time and are to be paid for time spent working - there is no “unrecorded” or “off-the-clock” work.

FLSA does not permit an employee to waive or volunteer work extra hours with no pay.
Benefits Reminders....

Changes made during open enrollment become effective January 1, 2016. The last paycheck of the year, December 31, 2015 will reflect any benefit premiums and/or changes for January 2016.

In preparation for the distribution of W-2 forms in early 2016, please make sure we have your correct address on record. Please log in to the Employee Web and verify your address.

New Online Benefits Enrollment System

As of July 1, 2015, the College is no longer using benefits enrollment forms for health, dental, vision, STD, or Life Insurance. Any changes/additions that need to be made to any of these benefits are now being completed on the Benefits Enrollment System. This includes changes for existing employees, new hires and newly benefit eligible employees. If you have a qualifying IRS event such as marriage, divorce, birth of child, Medicare eligibility, etc. you will be required to make this change online. The system is also being used for the college’s yearly open enrollment. Please visit our Benefits webpage for more information.

As a full-time employee, there is still time for you to take advantage of the BlueRewards Program. Employees can earn up to 700 points using the online program available at the Florida Blue website, using a gym, receiving a wellness exam and for attending on campus wellness seminars.

Participants can earn points until December 31, 2015 and will have until January 15, 2016 to redeem points. Please visit www.floridablue.com for additional information on how to access the program, create an account, and for a complete listing of participating merchants.

The Office of Human Resources is committed to provide quality programs and services in the areas of recruitment, benefits, learning and development, compensation, equity, inclusion, employee relations, and human resource information systems, which together will attract and retain a dedicated, and knowledgeable faculty and staff to foster student success.

Office of Human Resources
www.palmbeachstate.edu/HR