Employees often bring concerns to Human Resources with a caveat that the complaint should be confidential or should not be investigated. The Office of Human Resources supports the College in our commitment and obligation to our employees. We are committed to ensuring that all employees are able to work in an environment that is safe and free from any type of incivility. Our obligation does not include ignoring potentially negative situations, which, in the long run could benefit our entire workforce when dealt with in a timely and efficient manner.

A primary reason for employees to avoid filing a complaint and remain in an uncomfortable situation is the fear of retaliation. The College prohibits all forms of retaliation and the Office of Human Resources supports the College in our commitment to zero tolerance of any type of retaliation.

Once a concern is brought to our attention, it is our responsibility to ensure that our due diligence is met by conducting a thorough investigation. We will make every effort to protect the privacy of the individuals involved in a complaint, however, information that is relevant and pertinent to the investigation may be revealed. Concerns brought to our attention that violate any Board Policy will be investigated.
LAW SERIES
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

The Title IX of the Education Amendments of 1972, is a federal law that prohibits discrimination on the basis of sex in any educational program or activity that is a recipient of federal funding. Title IX 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.

Title IX serves the purpose of providing protection from sex discrimination and access to educational opportunities. It applies to educational institutions such as universities, colleges and secondary schools. It also covers activities in an educational setting that are a recipient of federal assistance. Title IX requires educational institutions to take steps to prevent sex based discrimination. Under the statute, the educational institution must respond to sex discrimination allegations in its programs and activities in a timely manner whether it involves faculty, students or staff. Retaliation against any person is prohibited and is considered a violation of Title IX.

Title IX is enforced by the Department of Education’s Office of Civil Rights (OCR). Under Title IX, sex discrimination can include sex based harassment such as sexual harassment and assault and gender based discrimination.

The college is committed to an academic environment free from discrimination. For more information please refer to Board Policy 6Hx-18-5.86 or contact the Office of Human Resources at (561) 868-3114.

http://www.palmbeachstate.edu/boardoftrustees/Documents/BoardPolicies/Section5/5.86.pdf

DOMESTIC VIOLENCE LEAVE

Florida provides employment protections for domestic violence victims who need time off to address domestic violence circumstances. Domestic violence is defined as assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

Under Florida Statute 741.313, employers are required to give employees up to three days of leave in a 12 month period if the employee, family member or house hold member is a victim of domestic violence. The employee is required to provide advanced notice of the need for a leave unless the situation presents imminent danger to the employee, family member or household member. Palm Beach State College complies with this law according to Board Policy 6Hx-18-5.91. The policy states that full-time and part-time employees may request up to three (3) days of unpaid domestic violence leave within any twelve-month period. A twelve-month period is defined as any rolling twelve month period measured backward from the date that leave is used.

The employee is required to use paid leave such as sick leave (if qualified) including personal leave, and vacation leave prior to using unpaid leave. Both paid and unpaid leave are counted against the three day domestic violence leave entitlement. Employees who are not concurrently using paid leave while on domestic violence leave shall not accrue paid leave while on domestic violence leave.

This policy applies if an employee uses the leave from work to:

- Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
- Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
- Obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
- Make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

If you have any questions or need to apply for leave, please contact the Office of Human Resources at (561) 868-3114.
TUITION REIMBURSEMENT

All employees who have completed a minimum of six months of full-time employment are eligible to receive tuition reimbursement under Board Policy 6Hx-18-5.88. Tuition will be reimbursed for a total of nine credit hours per fiscal year for graduate or undergraduate courses at the junior or senior level. The following applies tuition reimbursement:

- Course must start after six-month anniversary
- Reimbursement is for tuition only (fees are not included)
- Must be taken at a regionally accredited four-year college or university
- Final grade of “C” or better
- Must be submitted within six months of course completion
- Must not receive payment from other funding source

An employee in a grant-funded position is eligible provided that it is permissible under the grant, and there are sufficient funds in the grant to cover the tuition reimbursement costs. Any courses completed at a private or out-of-state college or university will be reimbursed at the Florida Atlantic University (FAU) tuition rate. All other courses taken within the state university system will be reimbursed at that institution’s rate. Bargaining Unit members please refer to Article XXVII Section O of the United Faculty of Palm Beach State College contract.

BENEFITS REMINDERS

FRS Member Annual Statements

Your Member Annual Statement is available only online through your FRS Online account. The MAS provides you with information pertaining to your FRS benefit and is designed to assist you in your retirement planning. It is now available in the month you were born, based on your service credit through the prior month. You will receive an email notifying you that your MAS is available from your FRS Online account using your email address on file with the division. The email on file with the division will be your college email unless you have logged into your FRS account and updated it. If your FRS online account is not yet established, you will be provided temporary a 60-day access to view your MAS while you get your FRS Online account established.

Your MAS summarizes your retirement record and, if you are vested, includes projected estimates of your future monthly benefit. A MAS is created only for active FRS Pension Plan members or hybrid members with Pension Plan service. A MAS is not created if you fall under any of the following categories: Pension Plan retiree; participate in the Deferred Retirement Option Program (DROP); applied for retirement with or without DROP participation; or FRS Investment Plan without any Pension Plan service credit.

Don’t have an account? Don’t remember your PIN? Please visit www.myfrs.com and “Request PIN.” Your PIN will be sent to you via regular US Mail. Once the PIN arrives, you can register and create your MyFRS logon.
E-TOOLS

Available from Florida Blue—eLearning Digital Education Tools. E-Tools provides members with detailed information on the college’s health plans. Intended for employees who may have questions on both the HMO and PPO health plans during the yearly open enrollment process, it includes a wealth of information that can also be utilized by existing members. Members will find answers to specific questions about coverage, receive tips on saving money when using their benefits and provides a library of resources that will give members a deeper understanding of all the benefits available. E-Tools can be accessed from your smartphone, tablet or personal computer.

Please visit Florida Blue e-Tools or visit our Insurance Programs webpage.

TALENT REVIEW

It’s time once again for annual staff Talent Reviews. Talent Reviews? The Performance and Planning Appraisal form is undergoing a name change, Talent Review. Talent Reviews enable supervisors to engage employees in a dialogue about how well the employee is performing his or her job duties and to discuss goals for the coming year. It also gives employees the opportunity to provide input on their accomplishments and goals.

Talent Review Manual

To assist you in completing the Talent Reviews, please refer to the Talent Review Manual which includes:

- Instructions about initiating the talent review process
- Frequently asked questions and answers
- Information on creating a talent review meeting

To access the talent review forms, manual and instructions visit http://www.palmbeachstate.edu/hr/FormsAndDocuments.aspx

DID YOU KNOW....

REAL ESTATE, EDUCATION AND COMMUNITY HOUSING, Inc.
A Florida 501c Non Profit Organization and H.U.D. Approved Housing & Foreclosure Counseling Agency

First Time Homebuyer Workshop
The First Step to Homeownership
12:30 p.m. – 7:00 p.m.
June 25, 2017

Do you wonder...
- If you could buy your own home?
- How much you can afford to borrow?
- How your credit score is determined?
- How to increase your score and how to keep it high?

If you ask yourself these questions, this workshop is for you

- Learn more about Down Payment Assistance Programs
- Learn more about Lenders’ First Time Home Buyer Programs.
- Find out how you can qualify for up to $2,000/year in income tax credits
- Understand the home buying process
- Understand the mortgage application process & how much you can afford
- Tax benefits to homeownership

WHERE: 8409 N. Military Trail, # 111, Palm Beach Gardens, FL
Children Under the age of 18 WILL NOT BE ADMITTED to workshops conducted by REACH.
We are sorry for any inconvenience this may cause.

Only $49.00—includes lunch and beverages
Payment must be made in advance of scheduled workshop.
Credit card, debit cards, check and money orders accepted
Call: 561-491-1670 or email housing@reach4housing.org
English * Spanish * Creole

HUD APPROVED HOUSING AGENCY

As a strategic partner and champion of change, the Office of Human Resources is committed to the advancement of Palm Beach State College’s pursuit of educational excellence through innovative employee focused programs and services with an emphasis on inclusiveness, talent, empowerment, and retention.

OFFICE OF HUMAN RESOURCES
www.palmbeachstate.edu/HR