

Human Resource

focus

ISSUE 1

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Our Mission

The mission of the Office of Human Resources is to provide quality programs and services in the areas of recruitment, benefits, training and development, compensation, employee relations, equity/diversity, and human resource information systems, 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

WELCOME BACK!

On behalf of the Office of Human Resources, I wish all of you an exciting, productive 2009-2010 academic year. With increased student enrollment, all faculty and staff are busier than ever!

I do hope that this issue of Human Resource Focus will provide you with valuable, up-to-date information. We have been fortunate for the last couple of years to be spared hurricanes, but we do get a lot of questions about college closings and thought the article on "What-ifs" on page 2 would be helpful to employees. All employees should sign up for the Emergency Alert Message System.

On the benefits side, many of our eligible employees have been asking about switching from the FRS Investment Plan to the Pension Plan; the article on page 3 should give you a quick summary of the process. Also, major changes in State legislation affect re-employment after retirement; therefore it is important to read "Recent FRS Legislative Changes" on page 4.

The article on New Race and Ethnicity Regulations is a follow-up to a recent all user e-mail that you received with the instructions for the simple on-line process on the employee web. We are also inviting our Veterans to self-identify their Veteran status. We are pleased to have updated our Human Resource Board Policies, highlighted on page 5, and I invite you to take the Quiz on Appropriate Workplace Behavior on page 6.

Again, have a super Academic year! Please do not hesitate to call, e-mail or come in to see us with any questions, concerns or suggestions. We are here to help all employees!



“WHAT-IFS” REGARDING COLLEGE CLOSINGS

The following frequently asked questions concerning college closings refer to regular full-time, twelve (12) month employees.

General

What is the workweek for the college?

The workweek for the college is Saturday to Friday.

Holiday & Observances

Holidays which fall on a weekend are unpaid. To be paid for a single college observance day, twelve (12) month employees must be in approved paid status the full day preceding and the full day following the holiday. To be paid for multiple day holidays, twelve (12) month employees must be in approved paid status for five (5) days preceding and five (5) days following the holiday and/or break. (Paid status means either working or being on approved leave. i.e. paid personal, vacation, or sick leave). For college holidays and dates, view the College Closings web page at <http://www.pbcc.edu/hrclosings.xml>.

I want to extend my holiday by taking additional time-off.

Employees will need to coordinate vacation leave and paid personal leave with their supervisor prior to adjusting the work schedule. View

the college’s Attendance Guidelines at: <http://intranet.pbcc.edu/hr/attendanceguidelines.pdf>.

My regular work schedule is Tuesday to Saturday. If a holiday falls on a Monday, how does this impact me?

When a paid college holiday falls on the employee’s scheduled day off, the employee will need to coordinate with the supervisor for “holiday time” within the workweek.

My regular work schedule is Tuesday to Saturday. If a holiday falls on a Saturday, how does this impact me?

The college is closed on holiday weekends and employees cannot come to work when the college is closed. Consequently, the employee will need to coordinate with the supervisor to make-up work time that would have been completed on Saturday.

My regular work schedule is Tuesday to Saturday. If the college is officially closed on Saturday and I work the following Monday, I end up working six (6) consecutive days.

Employees who adjust their schedule may end up working more consecutive days than usual; however, the number of days worked in a workweek remains the same, as the workweek for the college is Saturday to Friday.

See example in chart below:

Work Schedule	Sa	Su	Mo	Tu	We	Th	Fr	# of days worked
Week 1 – Holiday	Closed	OFF	X	X	X	X	X	5
Week 2 – Regular	X	OFF	OFF	X	X	X	X	5

Emergency College Closing

Emergency closings are unplanned events approved by the President or designee. The college implemented an emergency alert message system. Register for instant emergency notifications and updates at <http://www.pbcc.edu/alert.xml>.

I was scheduled to work but the college declared an emergency closing.

When an emergency closing is declared, the employee will be paid the regular rate of pay for the hours the employee was scheduled to work. For additional information, view the Salary Schedule located at http://www.pbcc.edu/documents/Human_Resources/salarieschedule.pdf.

[salarieschedule.pdf](http://www.pbcc.edu/documents/Human_Resources/salarieschedule.pdf).

I requested leave time on a day the college declared an emergency closing.

Upon being closed due to an emergency closing for three or more business days, personnel whose paid vacation and/or sick pay occurred concurrently to the closing will be reversed. This excludes personnel on an extended leave of absence.

How do I know if I am required to work during an emergency college closing?

The VP of Administration & Business Services must approve all personnel required to report for duty during an emergency closing. Speak with your supervisor for additional information.

EMPLOYEE TRANSCRIPTS

New full-time, part-time and adjunct employees whose position requires a degree must request official paper transcripts from their respective college/university to be submitted to the Office of Human Resources. If HR has not received the official transcript of an adjunct in the initial term in which they are teaching, they cannot continue to teach in subsequent terms until the official transcript is received by HR.

Please note that if a position requires a specific licensure or credential, a copy must also be sent to the Office of Human Resources. Employees providing a transcript, must provide their full legal name and/or former name as it appears on the transcript for accurate tracking of documents.



HOW DO YOU SWITCH FROM THE FRS INVESTMENT PLAN OR CCORP TO THE PENSION PLAN?

All FRS and Community College Optional Retirement Plan (CCORP) current participants are allowed to make a once per lifetime switch between the plans. (DROP participants, employees on unpaid leave, or employees not receiving a paycheck within the month are not considered "Active" by the FRS and may not make the switch.) In order to make an informed decision regarding switching plans, you should request a calculation of the cost to switch and speak with one of the financial planners at Ernst & Young, by calling the financial guidance line at 1-866-44myfrs. If you feel you do not need the financial planning assistance by Ernst & Young you can request the calculation by calling the Division of Retirement Bureau of Retirement Calculations at 888-738-2252. You can also complete an FR-9 Form "Information Request" found at <http://www.myfrs.com/content/resources/forms/index.html> under the miscellaneous forms section. On the form you would check the line for "Other" and write "calculate estimate to switch from Investment Plan (or CCORP Plan) to FRS Pension Plan". It usually takes the Division of retirement between four (4) to six (6) weeks to provide an estimate.

The calculation is an estimate of what your pension account would be worth if you had selected it initially.

There are two scenarios based upon the value of your account:

1. If the present value of your CCORP or FRS Investment Plan account is greater than the value you would have had in the Pension Plan, you can make your second election using the ELE-2-EZ

Form found on the web at <http://www.myfrs.com/content/resources/forms/index.html>. After purchasing the cost of the Pension Plan, the surplus would remain in your Investment Plan or CCORP account, and you can continue to manage those funds as before.

2. If the present value of your CCORP or FRS Investment Plan account is less than the value of what you would have had in the Pension Plan from the beginning, you must make up the difference using personal funds. (The "buy in" cost increases monthly.) You would utilize the EZ 2nd Election Retirement Plan Enrollment Form (ELE-2-EZ) found on the web at <http://www.myfrs.com/content/resources/forms/index.html> and you have 60 days from the date of the estimate notification letter to pay the difference.

If you would like assistance in obtaining the proper forms or have additional questions, please contact:

Cheryl Hare
Benefits Manager
harec@pbcc.edu
(561)868-3153

Donna Agard-Harvey
Benefits Specialist
agardhd@pbcc.edu
(561)868-3133

INTERNAL PAPERWORK PROCEDURE

Please advise all employees and/or applicants that all paperwork submitted to the Office of Human Resources must have signatures/names that are legible so that we can ensure timely processing. This also includes those employees and/or applicants who may be submitting paperwork (transcripts, tax forms, new hire paperwork, etc.) that are listed under former/maiden names. We also ask that employees use their full legal name on all paperwork submitted to HR. This will minimize confusion and delays.

ANSWERS TO QUIZ ON PAGE 6

1. a, 2. a, 3. false. Comments do not need to be directed at the female student for her to feel she is in a "hostile environment" and the victim of sexual harassment. 4. a, 5. Trick question! It's important to respect everyone in your office and to treat them the way you'd want to be treated yourself. 6. b

RECENT FLORIDA RETIREMENT SYSTEM (FRS) LEGISLATIVE CHANGES

Legislation was recently passed that affects re-employment after retirement with an Florida Retirement System (FRS) employer. We understand that the majority of our staff is not yet of retirement age. However, this is important information for everyone. Also, administrators/managers need to pay particular attention to the restrictions for hiring purposes. The changes are as follows:

Re-employment Wait Period:

Effective July 1, 2009, an employee retiring from the FRS Investment Plan (a person who takes a withdrawal, rollover or distribution) may not be employed in any FRS position (including full-time, part-time, adjunct, tutor, OPS), for six full calendar months following the retirement/distribution date (previously the wait period was three months.) If a retiree returns within the six month wait period, retirement is nullified and the retiree must repay distributions, fees, etc.

Effective July 1, 2010, an employee retiring from the FRS Pension Plan or Investment Plan may not be employed with another FRS employer in any position (including full-time, part-time, adjunct, tutor, OPS), for six full calendar months following retirement. If a retiree returns within the six month wait period FRS retirement is nullified, and the retiree is required to repay payments, fees, interest, etc.

{Community College System Optional Retirement Program (CCORP) retirees are not subject to the wait period}

Re-employment Benefit Restrictions:

A retiree from any state-administered retirement plan who returns to work to a position that would normally provide for FRS benefits (full-time and regular part-time) on or after July 1, 2010, will not be eligible to become renewed members and earn another retirement benefit. This includes employees retiring under the FRS Pension Plan, DROP Termination, and those taking distributions or rollovers from the FRS Investment Plan, Community College System Optional Retirement Plan (CCORP), State University System Optional Retirement Program (SUSORP), and the Senior Management Senior Management Optional Annuity Program.

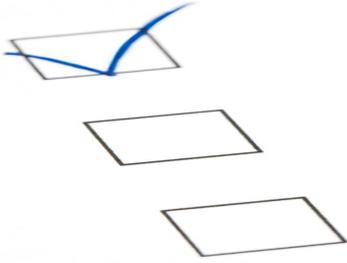


If you have any questions or need further clarification, please feel free to contact [Cheryl Hare](#), Benefits Manager, at (561) 868-3153, [Donna Agard-Harvey](#), Benefits Specialist, at (561) 868-3133 or the Florida Retirement System at 1-866-44MyFRS.



CALL TO VETERANS

Did you know you could self-identify as a Veteran with PBCC? E-mail, Shirley Sullivan at sullivas@pbcc.edu if you, your spouse or dependent is a Veteran and you would like us to put this information in our Personnel Data Base. This will enable us to notify you of special events, such as our annual Veteran's Day Celebration "In Service of America", guest speakers and celebrations. Thank You, Veterans!



NEW ETHNICITY & RACE REGULATIONS

The Federal Government has developed new standards for reporting ethnicity and race data to more accurately reflect the demographic information collected. The regulations specifically address how schools will collect the data. The new form has a two-part question which allows employees to self-identify their ethnicity and race. Employees will also have the ability to select more than one race. The Office of Human Resources will re-survey all employees in order to update our records with the new mandated information. You will be asked to self-identify as follows:

- Ethnicity: Hispanic or Latino, or as Not Hispanic or Latino.
- Race (choose all that apply): American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, or White.

DISTRICT BOARD OF TRUSTEES POLICIES

Many of the policies have language changes which do not change the essence of the policy and other policies have been repealed. Below you will find new policies and existing policies that have been changed.

New policies that have been added are:

- **Ethics Policy** (6Hx-18-5.90), page 5.59.
- **Domestic Violence Leave** (6Hx-18-5.91), page 5.61.

Changes to existing policies are:

- **Extended Medical Leave of Absence** (6Hx-18.13,) page 5-14. Changes the 12 month medical leave currently granted to 6 months.
- **Holiday and Other Paid Non-Duty Days** (6Hx-18-5.12), page 5-13. Instead of being in paid status the day before and the day after a holiday or break to receive holiday pay, an employee must now be in paid status 5 days before and 5 days after any holiday of more than one day.
- **Family and Medical Leave** (6Hx-18-5.131), page 5-15. In compliance with Federal law, this policy now includes up to 26 weeks to care for family in active military duty.
- **Military Leave** (6Hx-18-5.08), page 5-9. In compliance with Federal law, paid military leave has been increased from 17 to 30 days.

The following are under the General Administration Policies (Section 1 of the Board Policies). Please review the following two new policies as they affect both employees and students:

- **Weapons and Firearms** (6Hx-18-1.27), page 1-27. Weapons and firearms are prohibited at any facility operated by the college, with noted exceptions outlined in the policy.
- **Smoking Areas** (6Hx-18-1.28), page 1-28. Smoking is allowed only in the parking lots and in designated smoking areas.

Please note that for faculty members, the Union Contract supersedes Board Policies. Please do not hesitate to contact the Office of Human Resources with any questions you may have.

To view our newly approved Human Resource Board Policies
<http://intranet.pbcc.edu/boardpolicies/>

HIRING A NEW ADJUNCT OR TEMPORARY EMPLOYEE?

When hiring a new adjunct or temporary employee, we are required to verify employment eligibility by having them complete an Employment Eligibility Verification form, commonly referred to as the I9 form. Each Adjunct and Temporary Employment Packet provides a list of acceptable documents set by the U.S. Immigration and Custom Enforcement used to verify identity and employment authorization. Newly hired employees must bring their original identifications at the time of all paper work submission, either to the respective department, or to the Office of Human Resources. If you are the recipient of these documents, please remember to complete section 2 of the I9 form, including your signature. You must also attach a copy of documents used to verify work eligibility. If the original documents are not provided at the time of all paper work submission, please be aware that it will delay the hiring process until all required documents are submitted to HR.

Office of Human Resources

Administration Building,
Lake Worth
Mail Station #10
(561) 868-3114

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

WHAT IS APPROPRIATE WORKPLACE BEHAVIOR?

Workplace Behavior—pattern of actions and interactions of the members of an organization that directly or indirectly affects its effectiveness. Looking at this definition it is EASY to see that inappropriate workplace behavior is defined as pattern of actions and interactions of the members of an organization that directly or indirectly affects its effectiveness negatively. Or is it? Do you know what inappropriate workplace behavior is, or is not? Below you will find a quiz. See how you do.....

1. James received an e-mail at work. It contained a sexual cartoon he has ever seen and he wants to pass it along to his good friend and coworker, Dave, who he believes will appreciate the cartoon. Dave inadvertently forwards the e-mail to all company employees. Dave:
 - A. Has unintentionally put himself and the company at legal risk.
 - B. Should apologize to employees and ask them to delete the cartoon
 - C. Is a victim of poor typing skills
 - D. a and b
2. A colleague begins to tell you a story he heard about a coworker's private life, so you:
 - A. Diplomatically tell him you're not interested in hearing about it.
 - B. Listen carefully—the more you know about your coworkers, the better equipped you'll be to navigate office politics.
 - C. Listen intently and then rush off to tell someone else in the office all the juicy details.
3. A teaching assistant, frequently makes sexual comments to one of her male students. She comments about his physique. The male student seems to find the treatment mildly amusing, but another female student finds it very offensive and is considering dropping the class to avoid the situation. The female student is not a victim of sexual harassment because none of the instructor's comments are directed towards her.

True or False?
4. You enter a coworker's office or cubicle to chat and she is on the phone, so you:
 - A. leave a note saying you need to speak with her and try to get her another time.
 - B. stand in the doorway and wait for her to get off—it'll save you the time of having to come back later when she'll probably just be on another call.
 - C. insist that she speak with you immediately—it's important and you don't have time to wait around.
5. It's more important to respect:
 - A. My supervisor
 - B. My coworkers
 - C. My subordinates
 - D. Myself
6. Steven is a manager and his department has an upcoming deadline and his staff is becoming increasingly stressed. To relieve stress, he hands out "tornado team" t-shirts and spends the staff meeting brainstorming with his group about ways they can improve morale during crunch time. Steven's behavior is an example of:
 - A. inappropriate workplace behavior-they should concentrate on the deadline not having a pep talk.
 - B. appropriate workplace behavior-he's using humor that is stress-relieving, work related and inclusive of everyone.
 - C. sexual harassment—everyone knows "tornado" is a sexy word.
 - D. discrimination—customers are being left out.

Answers on page 3