

**DIVISION OF HUMAN RESOURCES
ACTIVITY CALENDAR 2012 CALENDAR YEAR**

Note: The following dates are subject to change based on unforeseen circumstances.

Date	Activity	Area
JANUARY (Fiscal Year 2011/2012)		
09	Human Resources conducts onboarding for new full-time and part-time non-instructional employees	EMPLOY/EMP SERV
10	Begin planning process for 2013-2014 faculty transfers timeline	ADMIN/OFI
10	Human Resources conducts benefits orientation	COMP/BEN
13	Dr. Padrón emails letter to all full-time employees announcing 2012 Supervisor Feedback Program	COLL PRES
13	Campus Presidents submit performance reviews (with all signatures and addenda) of faculty on continuing contract	CAMPUS To EMP SERV
17	District Board of Trustees meeting	COLL PRES
23	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
25 PM	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV
27	Human Resources emails instructions to all full-time employees regarding the 2012 on-line Supervisors Feedback Program	ADMIN
30	Supervisors Feedback 2012 Program administration period begins	CAMPUS/ DISTRICT
30	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
30	FRS Workshop	COMP/BEN
31	FRS Workshop	COMP/BEN
31	Office of Faculty Initiatives sends notice to UFMDC and faculty bargaining unit	OFI
FEBRUARY		
01	FRS Workshop	COMP/BEN
03	Human Resources electronically transmits a copy of the Personnel Action Report to College President for District Board of Trustees March meeting packet	EMP SERV
06	Human Resources conducts onboarding for new full-time and part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
13	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
15	Faculty Transfer web opens for requests	ADMIN/IT
17	Supervisors Feedback 2012 Program administration period ends	CAMPUS/ DISTRICT
21	Campus Presidents submit performance reviews (with all signatures and addenda) of faculty eligible for continuing contract	CAMPUS To EMP SERV
21	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
21	District Board of Trustees meeting	COLL PRES
21	Human Resources notifies Area Heads of employee service awards and retirees for Award Ceremonies	EMP SERV
22 PM	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
27	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
27 - 29	FRS Workshop	BEN
MARCH		
05	Human Resources electronically transmits a copy of the Personnel Action Report to College President for District Board of Trustees March meeting packet	EMP SERV
05	Human Resources conducts onboarding for new full-time & part-time non-instructional employ	EMPLOY/EMP SERV/ COMP/BEN
05	Aetna "Get Active" Program Challenge	BEN

Date	Activity	Area
08	2012 Supervisors Feedback reports available on-line for supervisors' review	ADMIN
12	Human Resources sends reminder to faculty that the faculty transfer web will close 3/14	ADMIN
12	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
14	Faculty Transfer web closes	ADMIN/IT
19	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
20	District Board of Trustees meeting	COLL PRES
21	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPL/EMP SERV
26	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
26	Human Resources provides Area Heads with details regarding the on-line service award program	EMP SERV
30	Human Resources electronically transmits a copy of the Personnel Action Report to College President for District Board of Trustees March meeting packet	EMP SERV
APRIL		
02	Human Resources emails Faculty and PEC Annual Contract Appointment listings (using Excel file) to Area Heads	ADMIN
02	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
09	Campus Presidents submit performance reviews (with all signatures and addenda) of faculty on first and second year annual contracts	CAMPUS TO EMP SERV
09	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
16	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
16	International Student Directors return F1 Student listing to verify employability for Summer Term	CAMPUS
16	Last date for Academic Departments to request changes in F-T faculty work schedule for Academic Year 2011/2012 Summer Terms A/B	CAMPUS DISTRICT TO EMP SERV
17	Florida Educational Equity Act 2011-2012 Annual Report Appears on Board of Trustees Agenda	EOP/ADA
17	District Board of Trustees meeting	COLL PRES
23	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
25 PM	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV
27	Human Resources produces a listing of all Essential Personnel for review/revision by the Area Heads	HRIS CAMPUS/ DISTRICT
30	Submit Florida Educational Equity Act 2011-2012 Annual Report To FDOE/Division of Florida Colleges	EOP/ADA
30	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
MAY		
01	Human Resources distributes Tuition Reimbursement Program reminder	BEN
01	The MDC Florida Educational Equity Act Report May 2012 Update is submitted to the Florida Community College System/Department of Education	EOP/ADA
01	Area Heads return names of Annual Contract non-appointments (Faculty & PEC) to Vice Provost for Human Resources	CAMPUS DISTRICT TO ADMIN
02-18	Non-appointment letters produced for affected PEC and instructional personnel on annual contract	HRIS

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07	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
14	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
15	District Board of Trustees Meeting	COLL PRES
16	Non-appointment letters for Annual Contracts (PEC/faculty) delivered to Campus/District Area Heads	HRIS
21	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
23 PM	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV
29	Anticipated Faculty Positions (Review, advertising, etc.)	EMPLOY
29	Deadline for notice of non-appointment to annual contract employees	CAMPUS DISTRICT
29	Employee Hurricane Lists for Campuses & District Areas	HRIS
29	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
JUNE		
01	College President notifies faculty continuing contract candidates of recommendation to Board of Trustees to be effective Academic Year 2012/2013	COLL PRES Via OFI ToEMP SERV
04	College President announces recipients of Endowed Teaching Chair to be effective Academic Year 2012/2013	COLL PRES
04	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
06	Comp Time pay for employees reflecting balances over 40 hours	PAYROLL BEN
11	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
18	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
20 PM	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV
25	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
25	Beginning with the month of June (through November), Human Resource produces an Emergency Contact List and distributes to all Area Heads.	HRIS
26	District Board of Trustees meeting (includes College President's recommendations for annual PEC & Faculty contract appointments & Faculty continuing contracts for 2012/2013)	COLL PRES
JULY (Fiscal Year 2012/2013)		
02-31	PEC, PENC & SNE 2010/2011 performance reviews conducted and forwarded via administrative channels to Area Heads. Note: Covers evaluation period 7/1/11 to 6/30/2012)	CAMPUS DISTRICT
02	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
09	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
16	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
17	District Board of Trustees meeting (includes College President's recommendation of faculty academic rank promotions for 2012/2013)	COLL PRES
23	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
23	Human Resources uploads to myMDC 2012/2013 annual contracts for PECs and sends email notification to employees	HRIS ADMIN

Date	Activity	Area
25 PM	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV
30	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
AUGUST (Academic Year 2012/2013 begins end of month)		
01-03	PEC, PENC & SNE performance reviews reviewed and signed by Area Heads	CAMPUS DISTRICT
06	PEC, PENC & SNE performance reviews with all signatures and addenda due to Human Resources	CAMPUS DISTRICT TO EMP SERV
06	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
13	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
13	Electronic Tuition Reimbursement Notice	BEN
13 (Week of)	Human Resources and College Training & Development conduct Orientation for new faculty beginning in Fall Term	BEN CT&D
13 (Week of)	Campus Adjunct Orientations	CAMPUS/ER/COMP/BEN
17	Deadline for faculty applying for promotion in 2012/2013 to complete required credits/educational activities – official transcript to Human Resources	FACULTY To EMP SERV
20	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/ER/COMP/BEN
20	Human Resources uploads to myMDC 2012/2013 contracts for faculty on annual contract/first year continuing contracts and sends email notification to applicable full-time faculty	HRIS ADMIN
22 PM	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV
27	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/ER/COMP/BEN
27	Anticipated Faculty Positions (Review, advertising, etc.)	EMPLOY
SEPTEMBER		
04	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
07	Campus Presidents submit full-time faculty needs by discipline for Academic Year 2013/2014 to College Provost for approval and then forward to Human Resources for recruitment advertisement	CAMPUS to COLL PROVOST CAMPUS to EMPL
10	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
10 (week of)	Retirement workshops conducted	BEN
11	Human Resources presents Benefits Insurance recommendations to Board of Trustees	BEN
17 (week of)	Health Screenings	BEN
17	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
17 (Week of)	Flu Shots	BEN
19 PM	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV
21	Run List of Retirees-Retired between April 1 st -August 31 st for service Award Program	HRIS
24	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/ BEN
24 (Week of)	Flu Shots	BEN
OCTOBER		
01	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN

Date	Activity	Area
05	Human Resources advertises for full-time faculty positions based on discipline need for Academic Year 2013/2014	EMPL
08	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/ER/COMP/BEN
08 (Week of)	Mobile Mammograms	BEN
15	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
16	District Board of Trustees meeting	COLL PRES
22 to 11/09 Tentative Dates	Benefits On-Line Open Enrollment period for all benefits	BEN
22	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
24 PM	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV
29	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
NOVEMBER		
01	Human Resources notifies departments to update supervisor information for 2013 Supervisors Feedback Program	ADMIN
01	Human Resources notifies employees via email to update home address to ensure W2 forms are correct and supervisory information is accurate for feedback program	ADMIN
01-30	Departments review/revise supervisor information on Department Maintenance Screen in preparation for 2013 Supervisor Feedback program	CAMPUS/ DISTRICT
05	Human Resources conducts onboarding for new full-time & part-time non-instructional employees	EMPLOY/EMP SERV/COMP/BEN
13	Human Resources conducts onboarding for new full-time & part-time non-instructional	EMPLOY/EMP SERV/COMP/BEN
19	Human Resources conducts onboarding for new full-time & part-time non-instructional	EMPLOY/EMP SERV/COMP/BEN
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26	Human Resources conducts onboarding for new full-time & part-time non-instructional	EMPLOY/EMP SERV/COMP/BEN
DECEMBER		
03	Human Resources distributes Tuition Reimbursement Program Reminder	BEN
03	Human Resources conducts onboarding for new full-time & part-time non-instructional	EMPLOY/EMP SERV/COMP/BEN
11	District Board of Trustees meeting	COLL PRES
14	Monthly audits: I-9; transcript; and educational incentive for degrees	EMP SERV
OTHER		
Daily	Human Resources posts job opportunities (internal/external) on HR web site. http://www.mdc.edu/hr/Employment/Application/	EMPL
RPA & ASTRA DUE DATES	Due dates for RPA's and ASTRA are located on the Human Resources Calendar Web Page at: https://www.mdc.edu/hr/Calendars/	EMP SERV