

## A Manager's Guide for Having Nonrenewal Discussions

BEFORE the meeting	DURING the meeting	AFTER the meeting
<p><b>Consult with Human Resources</b> by calling 904-632-3210 if you have questions regarding contract nonrenewal or are seeking advice about delivering the news.</p> <p>The loss of employment can be the cause of an enormous amount of stress for the employee. Delivering this news can be stressful as well. Advance preparation will help to lessen your own anxiety.</p> <p>Acknowledging your own discomfort is an important first step. <b>The conversation will be less stressful if you:</b></p> <ul style="list-style-type: none"> <li>• Write down the key points of what you want to say. This will ensure that you provide all the information the employee needs at this time and that you address all important items such as last day of employment, sharing the exit information checklist, etc.</li> <li>• Have the letter and a copy of the exit information checklist ready for the meeting.</li> <li>• Develop a specific transition plan for the employee indicating duties and expectations to include if the employee wants to take leave during this transition period.</li> <li>• Prepare to discuss the specific reason for contract nonrenewal in a manner that is consistent with the reason as it is understood by your department/division.</li> <li>• The meeting should be held at a time that you will not be interrupted.</li> <li>• Plan enough time for the employee to review the written documents and ask any questions they may have.</li> </ul>	<p>You should set up a virtual meeting so that you can meet face to face with the affected employee. Do not send the letter before the meeting. Prepare to send the letter and exit information at the start of the meeting and ask the employee to open it as reference for the meeting.</p> <p>If there are multiple people to be told, each person should be told individually.</p> <p>Having the discussion early in the day is best. It is also better to give the news earlier in the week. The employee should have time to process the information and access services before the weekend.</p> <p>Get right to the issue at hand. Make the employee feel comfortable; but avoid small talk such as "how are you?" and other niceties. Be empathetic and understanding without being apologetic. Convey the business reasons for the decision.</p> <p>Provide the employee with a copy of the nonrenewal notification letter. Give the employee an opportunity to review the notice and ask questions. If you do not know the answer to a question, say so. Do not make a guess.</p> <p>Avoid offering any false hopes about the decision being reversed.</p> <p>Prepare to identify resources and reference the Exit Information checklist. Remind the employee that they can call Human Resources at 904-632-3210 to schedule an appointment for questions.</p> <p>Discuss what will be expected of the employee before the official end date and develop a plan for announcing the decision. The employee may wish to delay the announcement. Negotiate a plan that works for both parties as appropriate.</p>	<p>Offer the employee an opportunity to have another meeting to follow-up on details-- the transition plan or other issues which will give them the opportunity to process the decision.</p> <p><b>Provide the employee the opportunity to ask questions</b> that may have emerged since the notification meeting.</p> <p><b>Provide encouragement</b> to the employee about resources available to him or her and discuss any job seeking assistance that you or the department could provide.</p> <p>If the employee has not obtained another College position before the last day of employment, <b>complete the Termination in myFSCJ</b> indicating that the employee has been nonrenewed.</p> <p><b>On the employee's last day of work,</b> schedule a brief meeting with the employee. Let the employee know in advance the purpose of the meeting is:</p> <ul style="list-style-type: none"> <li>• To complete the Clearance form and to collect any College property the employee may have in his or her possession.</li> </ul>

Employee Assistance	Resources	
<p>FSCJ's Health Advocate offers free, voluntary and confidential services to help employees address a range of personal and work-related concerns, such as stress associated with change, transitions, and job and career difficulties. Employees can call 1-877-240-6863 to arrange an appointment.</p>	<p><b>HR</b> humanresources@fscj.edu 904-632-3210</p> <p><b>Talent Acquisition</b> employment@fscj.edu</p>	<p><b>Benefits</b> benefits@fscj.edu</p> <p><b>Employee Relations</b> emprelations@fscj.edu</p>