

HUMAN RESOURCES

April 2020

Content

[36-hour Work Schedule](#)

[myIMPACT Reminders](#)

[Career Employee Performance Review Cycle](#)

[Temporary Telecommuting Procedure](#)

[Families First Coronavirus Response Act \(FFCRA\)](#)

[Tips for Managing Virtual Teams](#)

[Health Advocate Employee Assistance Program \(EAP\)](#)

[Training and Organizational Development](#)

36-hour Work Schedule

May 10 begins the flexible 36-hour work week schedule. The College will operate Monday – Thursday with limited department operations on Friday. This year, HR has systematically updated all non-instructional full-time employees to SCHEDULE361 (9 hour days, off on Friday) effective Sunday, May 10. HR will also systematically return all full-time employees to the current 40-hour work week schedule effective Sunday, August 23.

Should an employee need their schedule to include Friday with a May 10 effective date, please contact

HRInfoMgt@fscj.edu noting hours scheduled for the 36-hour work week. If an employee's work schedule needs to be changed at any point during the summer term with an **effective day after May 10**, the Supervisor can enter a new work schedule. Once logged into [myFSCJ](#), work schedules for direct reports can be viewed by clicking the "My Manager Tasks" tab, then select "Assign Work Schedule".

[Back to top](#)

myIMPACT Reminders

Check-ins for Professional and Career employees began March 15 and can now be completed with employees virtually or by phone. Supervisors can find the Check-ins on the Dashboard in myIMPACT. Once complete, please record the date that the Check-in was completed in the supervisory comments box and click save.

Additionally, the rating step for the performance reviews will be available beginning May 1st. It is very important to complete all performance reviews for Administrative, Professional, and Career employees no later than June 15th.

[Back to top](#)

Career Employee Performance Review Cycle

New Career employees are required to have two probationary reviews during their first year (one at 6 months and one at 12 months). Upon completion of both probationary reviews, Career employees will be placed into the regular cycle for Career semi-annual reviews. Please note that if at least four months have not passed since the employee's last

probationary review, then a review is not required. While a review will be generated for that employee, supervisors can contact emprelations@fscj.edu to have it removed.

[Back to top](#)

Temporary Telecommuting Procedure

The College has implemented a temporary telecommuting procedure to address the temporary move to working remotely (telecommuting) for all employees as a result of COVID-19. This procedure is available on the [HR desktop procedures](#) page. Since the move to working remotely applies collegewide, telecommuting agreements are not required. Supervisors should continue to work with their direct reports regarding their daily schedule, assignments and any challenges encountered while working remotely.

[Back to top](#)

Families First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act (FFCRA) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions apply to FSCJ employees and are effective April 1, 2020 through December 31, 2020. The College has committed to pay all employees for their regularly scheduled time through April 15, 2020; therefore, most provisions of the act will not impact employees until April 16, 2020. However, if an employee is unable to work due to COVID-19, there are specific leave provisions outlined by the Department of Labor (DOL) and employees must complete the [FSCJ Leave Request Form](#). [The U.S. Department of Labor Q & A](#) is a helpful resource in understanding this Act. Employees can visit the HR [COVID-19 Workplace Guidance](#) tab for additional information, and supervisors can forward concerns regarding federal work study to studentemployment@fscj.edu. Please contact humanresources@fscj.edu for additional questions.

[Back to top](#)

Tips for Managing Virtual Teams

As many employees venture into telecommuting for the first time, it is important to motivate and create a connection with employees to keep momentum going in a virtual working environment. Here are some tips to help teams remain productive while working from remote locations.

- Help employees establish a daily routine. Try having daily check-ins just to get everyone started.
- Communicate often and effectively. When possible use technology to keep in touch with your employees like MS Teams and WebEx.
- Encourage natural breaks throughout the day. Scenery changes are important to overall mental health and success.
- Don't hesitate to over communicate. Reiterate action items and provide assignment due dates when applicable.
- Celebrate accomplishments as a team. This helps to build confidence and working relationships.
- Encourage your employees to take advantage of professional development when their work schedule allows.

Contact hrtraining@fscj.edu for additional tips and resources.

[Back to top](#)

Health Advocate Employee Assistance (EAP)

The Employee Assistance Program (EAP) through Health Advocate is a short-term, confidential counseling as well as crisis intervention service provided for employees. College employees and their families can access needed support at no cost on the following:

- *Work/life Services*
- *Resources*
- *Webinars*
- *Emotional Wellbeing*
- *Personal Growth*
- *Relationships*
- *Financial*
- *Legal*
- *Health*
- *Summer Camp Locators*

The Health Advocate staff follows careful protocols and complies with all government privacy standards. All medical and personal information is strictly confidential, and privacy protected. Visit [Health Advocate](#) to find useful information on a wide range of topics. Contact the 24-Hour CARELINE at 877-240-6863 or send an email to answers@HealthAdvocate.com with questions.

[Back to top](#)

[Training and Organizational Development](#)

Professional Development

For video or written instructions on how to enroll in professional development courses, visit [this page](#). View the [Training and Organizational Development website](#) for a variety of helpful professional development resources. Please contact hrtraining@fscj.edu with general questions about classes or issues registering. The following offerings are one percent (1%) salary incentive approved.

Date	Time	Location	Topic	Class Number
Tuesday, April 21	9 a.m. – 10 a.m.	Webinar using Canvas Conference	AFPD 4074 – Coaching for Impact	5168
Thursday, April 23	10 a.m. – 11 a.m.	Webinar using Canvas Conference	AFPD 3174 – Managing Telecommuting at FSCJ	6505
Tuesday, April 28	2 p.m. – 3 p.m.	Webinar using Canvas Conference	AFPD 3174 – Managing Telecommuting at FSCJ	6506
Available through Tuesday, April 28	Not applicable	Online	AFPD 3173 – Best Practices for Working Remotely	6467

[Back to top](#)