

HUMAN RESOURCES

Supervisor Segment

April 2022

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36-hour Work Schedule

May 8 begins the flexible 36-hour work week schedule. The College will operate Monday through Thursday with limited department operations on Friday. HR will systematically update all non-instructional full-time employees to SCHEDULE361 (9 hour days, off on Friday) effective Sunday, May 8. HR will also systematically return all full-time employees to the current 40-hour work week schedule effective Sunday, August 21.

Should an employee need their schedule to include Friday with a May 8 effective date, please contact hrinfomgt@fscj.edu and provide the employee(s) name, EMPLID, and work schedule 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 date after May 8, the Supervisor can enter a new work schedule. Once logged into [myFSCJ](#), work schedules for direct reports can be viewed or updated by selecting "Manager Self Service" from the drop down menu, then the "Time Management" tile, then Assign Work Schedule.

Performance Reviews

The rating step for performance reviews will be available via the myIMPACT dashboard beginning May 1. Supervisors are encouraged to complete the ratings for Administrative, Professional, and Career employees no later than May 31 to allow time for review discussions and employee signatures prior to the June 15 deadline. If a performance review is not completed in a timely manner, Employee Relations will contact the responsible supervisor and their manager. See the "Overdue Reviews" section of the [HR Performance Review Desktop Procedure](#) for more details.

Register for an upcoming **PD 4072 myIMPACT Performance Reviews** training session to learn more about completing performance reviews.

Monday, May 9
2 p.m. - 3 p.m.

[Register Now](#)

Thursday, May 26
3 p.m. - 4 p.m.

[Register Now](#)

Wednesday, May 11
11 a.m. - noon

[Register Now](#)

Tuesday, June 7
1 p.m. - 2 p.m.

[Register Now](#)

Thursday, May 19
9 a.m. - 10 a.m.

[Register Now](#)

Summer Camp Procedure

The [desktop procedure](#) for holding an on-site summer camp is available on the [HR website](#). It is important to adhere to the employment process and required screenings outlined in the procedures for those who will be working the camps. The necessary employment forms along with a copy of the background clearance documentation is to be forwarded to the Human Resources Department. For further details refer to [APM 03-0315 – Selection of Summer Camp Personnel](#). Please contact employment@fscj.edu with questions.

Training and Organizational Development

Tips for Managing Virtual Teams

As many employees continue with telework and remote work schedules, 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.

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

- Help employees establish a routine. Try having weekly check-ins to help everyone stay on task.
- 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 employees to take advantage of professional development when their work schedule allows.

Professional Development Course Spotlight

[PD 1276 FSCJ Hiring Process Workshop](#)
Thursday, April 21
10 a.m. - noon

[Register Now](#)

Log into myLearning to view additional course offerings.

[myLearning](#)
