

HUMAN RESOURCES

Supervisor Segment
April 2023

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NEW - Electronic Clearance Form

When notified of an employee's last day with the College, the supervisor should enter the termination request in myFSCJ as soon as possible and then complete the **new** electronic Clearance Form. The electronic Clearance Form is now available in Manager Self-Service under the "Update Team Information" tile. This form is required to be completed by the supervisor whenever a full-time or regular part-time employee terminates from FSCJ (or transfers to another department). Paper Clearance Forms will not be accepted as of Monday, April 24.

Register for an upcoming **PD 1872 – Understanding the Employee Termination and Transfer Processes** training session to learn more about completing the new electronic clearance form.

Tuesday, April 18
11 a.m. - noon

[Register Now](#)

Thursday, April 27
9 a.m. - 10 a.m.

[Register Now](#)

[Click here](#) to view additional employee exiting resources.

Supervisor Quick Tips

In an effort to further equip supervisors with the management skills necessary to thrive in their roles, each Supervisor Segment will now feature a "Supervisor Quick Tips" section. This section will focus on a range of topics that support the enhancement of supervisor and employee relationships.

Top 5 Steps to Having Difficult Conversations with Employees

Click [here](#) to read the full article.

1. Plan ahead

Before having a difficult conversation with an employee, prepare what you're going to say. Gather any relevant data or documentation, employee statements, and College policies to share in your meeting.

2. Schedule an appropriate time

Select a time for your conversation that is less disruptive to the employee's schedule.

3. Present the facts

In your meeting, present the facts that support your case. Avoid using vague or subjective terms that can lead to misunderstandings.

4. Listen to the employee

After you discuss the reason for your meeting and present your case, allow the employee a chance to respond.

5. Develop a plan

Together with the employee, create an action plan for resolving the issue, if possible.

NOTE: Supervisors should always follow up with an email after the conversation. The email should include a recap of what was discussed as well as the action plan that was decided upon. This will ensure that the employee and supervisor are on the same page and also serve as important documentation should the need arise for further disciplinary action.

36-hour Work Schedule

May 7 begins the flexible 36-hour workweek 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 the work schedule they were in last summer or SCHEDULE361 (9-hour days, off on Friday), effective Sunday, May 7. HR will also systematically return those employees to their current 40-hour work schedule effective Sunday, August 20.

Should an employee need a different schedule than stated above, please contact benefits@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 7, the Supervisor can enter a new work schedule to begin on a subsequent Sunday. Once logged into [myFSCJ](#), work schedules for direct reports can be viewed or added by selecting "Manager Self Service" from the drop-down menu, then the "Time Management" tile, then "Assign Work Schedule".

See directions and an example of how supervisors can enter an employee's work schedule [here](#). For additional questions, please contact benefits@fscj.edu.

Annual Contract Renewal/Nonrenewal Reminder

Supervisors were notified of the 2023-24 annual contracts renewal/non-renewal process for Faculty and Administrative/Professional (A&P) employees on March 21.

As a reminder, please complete the Adobe Sign process as soon as possible to allow time for review by the chain of command up through the appropriate Executive Leadership Team (ELT) member. Recommendation lists must be completed by **May 1, 2023**.

NOTE: Employees must be notified of non-renewal no later than April 30, 2023. April 30 is a Sunday, so notifications should be provided by Friday, April 28.

If you have any questions during this process, please contact HumanResources@fscj.edu.

Summer Camp Procedures

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.

myIMPACT Updates

Check-ins

Supervisors should complete the Check-in step, which is now available in myIMPACT for all Administrative, Professional, and Career employees. Check-in meetings involve a series of question prompts regarding support that the employee may need, progress on SMART goals, individual development plans, upcoming projects, and any other topics that they may wish to discuss.

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 1

3 p.m. - 4 p.m.

[Register Now](#)

Friday, May 5

1 p.m. - 2 p.m.

[Register Now](#)

Tuesday, May 9

10 a.m. - 11 a.m.

[Register Now](#)

Thursday, May 18

9 a.m. - 10 a.m.

[Register Now](#)

Wednesday, May 24

2 p.m. - 3 p.m.

[Register Now](#)

Tuesday, June 6

1 p.m. - 2 p.m.

[Register Now](#)

Training and Organizational Development

Compliance Refresher Training Reminder

Current employees who completed compliance training more than two years ago were notified in February to complete refresher compliance training. This training is available at the top of your myLearning page and must be completed by **April 14, 2023**. To access myLearning, log into [myFSCJ](#), click the Employee tab, and select myLearning from the Quick Links box on the right-hand side. Contact hrtraining@fscj.edu for help or questions.

Managing at FSCJ Certificate Program

Supervisors are encouraged to enroll in the Managing at FSCJ Certificate Program, to further enhance management skills. This program includes courses on Emotional Intelligence, Conflict Resolution, Coaching and Employee Development, and a variety of other management topics. Click [here](#) to learn more about the Managing at FSCJ Certificate Program.

**Professional
Development
Spotlight**

**PD 1276 FSCJ Hiring
Process Workshop**

Thursday, April 20
11 a.m. - noon

[Register Now](#)

**PD 1870 Understanding Discipline
and Documentation Workshop**

Friday, May 5
10 a.m. - 11 a.m.

[Register Now](#)

[Click here](#) to view current course offerings.
