

HUMAN RESOURCES

Supervisor Segment April 2024

Annual Contract Non-renewal Reminder

On March 25, an email detailing the non-renewal process for 2024-2025 was sent to supervisors whose direct reports are 1) Faculty members on annual contracts and/or 2) Administrative/Professional (A&P) employees.

If an employee is being nonrenewed, the supervisor is to complete the Annual Non-renewal Form in myFSCJ, including approvals through the chain of command, and notify that employee **no later than April 30**. The annual contract for Faculty and A&P employees automatically renews unless an employee is advised in writing of the non-renewal.

New this year: To complete an Annual Non-renewal Form, log into [myFSCJ](#) and navigate to Employee Self Service > My Forms tile > HR Forms tile > click the **"Fill out a new form"** button. Complete a separate Annual Non-renewal Form for each nonrenewed employee. Detailed instructions can be found inside the form. Human Resources will reach out to the nonrenewed employee to discuss the next steps.

NOTE: For any nonrenewed employee, the supervisor must also terminate the employee in myFSCJ, entering the effective date as the day after the employee's last day of employment. Additionally, the supervisor must complete an electronic Clearance Form.

If you have any questions regarding this process, please contact humanresources@fscj.edu.

36-Hour Work Week

May 5 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 the work schedule they were in last summer or SCHEDULE361 (9-hour days, off on Friday), effective Sunday, May 5. HR will also systematically return those employees to their current 40-hour work schedule effective Sunday, August 18.

Should an employee need a different schedule than stated above, please contact benefits@fscj.edu and provide the employee(s) name, EMPLID, and Schedule ID 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 5, the Supervisor can enter a new work schedule to begin on a subsequent Sunday. Work schedules for direct reports can be viewed or added once logged into [myFSCJ](#), by navigating to the Manager Self Service drop down > Time Management tile > 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.

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 the required screenings outlined in the procedures for those who work with the camps. The necessary employment forms, along with a copy of the background clearance documentation, are to be forwarded to the HR. 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 available now 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 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. Contact emprelations@fscj.edu with questions.

Monday, May 6

3 p.m. - 4 p.m.

[Register Now](#)

Tuesday, May 14

9 a.m. - 10 a.m.

[Register Now](#)

Thursday, May 16

3 p.m. - 4 p.m.

[Register Now](#)

Tuesday, May 21

3 p.m. - 4 p.m.

[Register Now](#)

Thursday, May 30

9 a.m. - 10 a.m.

[Register Now](#)

Tuesday, June 4

9 a.m. - 10 a.m.

[Register Now](#)

Supervisor Quick Tips

10 Skills Every Supervisor Should Have

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

An effective supervisor needs to possess a certain set of skills in order to confidently lead and motivate their teams. A good supervisor can help an organization retain more talent and create a better work environment for employees. The following are 10 skills every supervisor should have.

1. Written and verbal communication

As a supervisor, much of your work is directing others, so you need to be able to provide clear verbal and written instructions. When you are communicating face-to-face, it's important that you use active listening skills to show your coworkers you value what they have to say.

2. Decision-making

Use your critical thinking skills to weigh your options and make decisions based on the well-being of your team and the organization. Use the information available to make a thoughtful decision, and consult with others when making a decision that may affect other people.

3. Interpersonal skills

Be a leader whose employees feel open to communicating with you by working on your interpersonal skills. Always be kind to everyone you work with, and make a point to get to know them.

4. Adaptability

Sudden changes at work are inevitable, so supervisors must be able to problem-solve with little notice. A good supervisor uses creative strategies to solve issues and is flexible in unexpected circumstances.

5. Time management

As a supervisor, you must be able to prioritize and delegate tasks. You should be able to work efficiently and have a good idea of how long a task will take you to complete.

6. Conflict resolution

When conflicts occur it is your responsibility to find a solution to the disagreement. During tense situations, you need to be able to calm everyone down and help them understand the other person's perspective.

7. Cooperation

A good supervisor can collaborate with others. Instead of giving orders all the time, meet with your team to discuss strategies and decision-making processes.

8. Mentorship

Support your team during challenging situations, and encourage them to work toward their goals. Offer them advice and guidance when they need it.

9. Positivity

It's a supervisor's job to create a positive work environment for everyone. Make sure to give your team positive feedback and acknowledge their hard work.

10. Willingness to learn

An effective supervisor always wants to gain more knowledge and develop their skills. When you learn something new, pass your newfound knowledge onto your coworkers.

NOTE: Supervisors are encouraged to complete the **ML 2138 What is the Best Leadership Advice I Ever Received?** micro-learning course to learn more. Click [here](#) to register.

Training & Organizational Development

Compliance Training Reminder

In February, two IT training courses were released to employees with a due date of **April 15, 2024**. These two courses, titled **CMPL 2088 Your Role: Internet Security and You** and **CMPL 2092 New College Password Procedures and Instructions**, can be found in myLearning in the "Required" section.

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