

# HUMAN RESOURCES

## May 2019

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### Performance Reviews

As [announced on April 22<sup>nd</sup>](#), HR introduced **myIMPACT** for the 2018-2019 Administrative, Professional and Career performance cycle. Our new process for **I**ndividually **M**easuring **P**erformance and **A**chievement to **C**ultivate **T**alent performance cycle. Our new process for Individually Measuring Performance and Achievement to Cultivate Talent includes components on performance measurement, goal setting and tracking, and individual professional development planning. As a supervisor, please ensure Administrative, Professional and Career employees attend [training sessions](#) to learn about the new process and system. Additional workshops will be offered on the 3 components.

The Adjunct process will remain the same for the current 2018-2019 academic year. Adjuncts will begin using the performance review process in Fall 2019 with Adjunct specific training and workshops available this summer.

As a reminder, the Faculty evaluation process is covered by the CBA and will remain the same.

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### 36-hour Work Schedule

**Supervisors** of Administrative, Professional and Career employees are responsible for attaching the appropriate work schedule for the summer 36-hour work week to their direct reports who work full-time and thus use Absence Management. Once logged into [myFSCJ](#), work schedules for direct reports can be viewed by clicking the “My Manager Tasks” tab, then select “Assign Work Schedule”. Click [here](#) for step-by-step guidance on how to attach an employee to a 36-hour work week schedule and other helpful reminders. May 5<sup>th</sup> begins the flexible 36-hour work week schedule.

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### Summer Camp Reminder

As noted in the February all employee newsletter the [desktop procedure](#) 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 questions, please contact [employment@fscj.edu](mailto:employment@fscj.edu).

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## [Health Advocate \(EAP\)](#)

Health Advocate is primarily known for providing counseling services for the Employee Assistance Program (EAP), but they offer much more. The Management Assistance Program offers resources and strategies to assist supervisors in their daily role as a leader. Each month, Health Advocate provides helpful tools on how to become a better leader. Topics include employee performance, resolving employee conflict, keeping employees engaged, and more. The [EAP referral process](#) provides details on the role of a manager and supervisor in employee intervention and referrals. Visit [Health Advocate](#) to find useful information on a wide range of topics, or contact the 24-Hour CARELINE at 877-240-6863 with questions.

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## [Training and Organizational 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](mailto:hrtraining@fscj.edu)

with general questions about classes or issues registering. The following offerings are one percent (1%) salary incentive approved.

Date	Time	Campus	Topic	Class Number
Wednesday, June 5	9 a.m. – 11 a.m.	AO/204A	AFPD 5162 – Creating and Using Project Plans	4203
Wednesday, June 19	1 p.m. – 4 p.m.	AO/204A	AFPD 5219 – Foundations of Management	4212

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