

HUMAN RESOURCES

August 2018

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Return to 40-hour Work Schedule

August 19th was the return to the 40-hour workweek schedule. Supervisors must enter the appropriate work schedule for each of their direct reports into myFSCJ for the 40-hour workweek with an effective date of Sunday, August 19th. Failure to enter the 40-hour work schedule will result in an employee being under/overcharged hours on absence requests. For more detailed information, please refer to the [HCM Training](#) page, Manager Self-Service tab under Topic Areas, HCM: Manage Schedules.

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Managing at FSCJ Certificate Program

The Managing at FSCJ certificate program is to better equip participants with tools to be effective managers as they supervise the day-to-day operations of staff and faculty. This competency-based program is designed for current managers, as well as any employee interested in management, to provide effective manager training in a student-centered, diverse environment. Participants will develop skills needed to serve as a manager and learn skills that are directly applicable to supervision. Courses are offered both as seated and online. Visit the [Managing at FSCJ](#) page for required courses as well as course sequencing.

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FMLA Supervisor FAQ

Supervisors are an important first step in the FMLA leave process. This [FAQ](#) provides information that will provide a better understanding and answer many questions about FMLA. For additional questions, contact benefits@fscj.edu.

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[Exempt Employees Requesting a Secondary Job](#)

As a reminder, given the demands inherent in exempt roles, it is a critical expectation that an employee consults with their supervising administrator **prior** to taking on any secondary job at the College, including an adjunct assignment. The College has established a limit of four (4) credit hours per semester in an adjunct roll at FSCJ for full-time exempt employees under [DBOT Rule 6Hx7-3.3](#). As part of the approval process, the [Request for Secondary Job Approval](#) form **must** be completed with all required signatures and returned to Human Resources **prior** to beginning a secondary job.

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[Non-Exempt Secondary Job Policy](#)

As noted in Board Rule 3.3, Pay Plan, the College no longer allows full-time, non-exempt employees to work any additional jobs at the College as January 1, 2017. These jobs include, but are not limited to, Adjunct Instructors, Test Proctors, Test Examiners and Program Facilitators.

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[Professional Development Catalog](#)

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
Friday September 7	1 p.m. – 4 p.m.	Downtown A2106	AFPD 4044 – Cultural Sensitivities	5910
Tuesday September 18	10:30 a.m. – noon	Kent C122A	AFPD 1102 – Mediaspace	5776
Friday September 28	2 p.m. – 3 p.m.	ATC T241	AFPD 6010 – Developing Program Learning Outcomes & Measures	5981

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