

HUMAN RESOURCES

August 2020

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myIMPACT Reminder

SMART Goals – Full-time Administrative, Professional and Career employees should have at least one active SMART goal at all times. As one goal is completed, a new goal should be entered in the system.

Individual Development Plan – Each fiscal year full-time Administrative, Professional and Career employees are encouraged to create an IDP consisting of at least one developmental objective with two or three supporting developmental activities. Employees can visit [myLearning](#) and the Training and Organizational Development [certificate programs page](#) for suggested courses that align with competencies for their IDP.

Check-Ins – Supervisors will receive a notification in September about completing the Check-in task in myIMPACT for Professional and Career employees. Check-ins are meetings between supervisor and employee regarding the employee's performance progress, individual development plan and goals. A series of question prompts is provided as a guide to facilitate conversation between the supervisor and employee, but conversations are not limited to these prompts. Check-in dates and any comments should be recorded in the space provided.

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Return to 40-hour Work Schedule

As a reminder, HR has systematically returned all non-instructional full-time employees to the 40-hour work week schedule to which they were assigned prior to the start of the 36-hour work week. Should an employee need changes made to their schedule with **an August 23 effective date, please contact HRInfoMgt@fscj.edu noting hours scheduled for the 40-hour work week.** However, if an employee's work schedule needs to be changed at any point during the fall term with an **effective date after August 23**, the Supervisor can enter a new work schedule. 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](#) to view additional instructions.

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Clearance Form

There are seven tasks on the Clearance Form that require supervisor and employee sign-off when an employee leaves FSCJ or moves internally to another department:

- All equipment and property (computers, cell phones, iPads, uniforms, keys, etc.) have been returned
- Any Procurement Card in the employee's name has been deactivated

- All property assigned to the employee has been transferred
- All leave has been entered and approved in myFSCJ
- The Termination Request has been completed in myFSCJ
- Personal email and Mailing address have been updated in PeopleSoft
- All reporting changes for the employee's direct reports have been requested

The PDF-fillable [Clearance Form](#) should be completed by the employee and supervisor by the last day worked. The supervisor and supervising administrator are to sign and submit this form with the employee's letter of resignation (if applicable) to hrinfomgt@fscj.edu. The Clearance Form initiates the employee's final leave payout, which is inclusive of any debts owed to the College.

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[FMLA Supervisor FAQ](#)

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

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[Training and Organizational Development](#)

Compliance Training

Employees hired after August 1, 2020 will be offered Compliance Training for both HR and IT using myLearning rather than the compliance training link that has been used in the past. As part of the onboarding process, newly hired employees will receive an email with instructions on how to complete the assigned training within 30 days of their hire date. Supervisors can view the helpful analytics section in [myLearning](#) to follow employee progress and encourage direct reports to complete the training timely. To learn more about how to access employee progress follow [this guide](#) to using Insights. For questions, contact hrtraining@fscj.edu.

Leadership Academy

The Training and Organizational Development Department is now accepting applications for the Leadership Academy. This program is designed to enhance leadership skills and build upon existing components of professionalism competency to propel employees toward being effective leaders. Please consider applying and encouraging qualified department managers to do so as well. As mentioned in the August 25 communication, applications are to be submitted by September 10. For more information contact hrtraining@fscj.edu.

Professional Development for Supervisors

Each week, Training and Organizational Development (TOD) emails course offerings to all employees with instructions on how to get started. These courses include face-to-face classes conducted online through Canvas Conferences or WebEx (unless otherwise advised), and self-paced online classes. The following courses are available through [myLearning](#).

Date	Time	Online Registration	Topic
Tuesday, September 22	2 p.m. – 3:30 p.m.	Register Now	PD 5221 – Successfully Using Emotional Intelligence
Wednesday, September 30	1 p.m. – 2 p.m.	Register Now	PD 1287 – Moving Forward in Changing Times
Thursday, September 17	3 p.m. – 4 p.m.	Register Now	PD 4074 – Coaching for Impact

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