

# HUMAN RESOURCES

Supervisor Segment  
August 2023

[Return 40-hour Work Schedule](#) | [New Employee Onboarding Events](#) | [Policy Changes](#)  
[FMLA FAQ](#) | [myIMPACT Reminder](#) | [Supervisor Quick Tips](#)  
[Training and Organizational Development](#)

## Return 40-hour Work Schedule

As a reminder, **Sunday, August 20** is the return to the 40-hour workweek schedule. HR has systematically returned all non-instructional full-time employees to the 40-hour workweek schedule to which they were assigned prior to the start of the 36-hour workweek.

**Should a department have employees who will work a different 40-hour workweek beginning August 20, please contact [benefits@fscj.edu](mailto:benefits@fscj.edu) and provide the employee name, EMPLID, and appropriate work schedule.** If an employee's work schedule needs to change at any point **after August 20**, the supervisor may enter a new work schedule. As a reminder, work schedules start on a Sunday to align with the beginning of the Sunday through Saturday workweek. Once logged into [myFSCJ](#), work schedules for direct reports can be viewed or assigned by accessing the Manager Self-Service area, Time Management tile, then select "Assign Work Schedule" located under Manage Schedules. See directions and an example of how supervisors can enter an employee's work schedule [here](#). For additional questions, please contact [benefits@fscj.edu](mailto:benefits@fscj.edu).

## New Employee Onboarding Events

As new employees are hired, supervisors should encourage them to participate in the following onboarding events. These events are designed to welcome new employees and ensure they have the necessary information to successfully navigate College processes.

### **New Employee Orientation Part 1**

This session provides employees with foundational knowledge about FSCJ's mission, vision, and values, key FSCJ policies and procedures, and how to perform essential functions in myFSCJ.

### **New Employee Orientation Part 2**

This session is deeper dive into critical aspects of the College such as Security, Risk Management, Public Records Management, and much more!

### **New Employee Reception**

New Employees are invited to meet and greet College leaders at this breakfast event.

Human Resources will send calendar invitations notifying new employees of upcoming event dates and times. For questions, contact [humanresources@fscj.edu](mailto:humanresources@fscj.edu).

## Policy Changes

Updates have been recently made to several APMs related to Human Resources. Below are key highlights of those updates that supervisors need to know.

#### [APM 03-0301, Advertisement and Recruitment of Employees](#)

Supervisors may work with Talent Acquisition to update job descriptions to allow (1) work experience to be used as an equivalency for education or (2) education to be used as an equivalency for work experience in the hiring process for non-instructional positions.

#### [APM 03-1005, Sick Leave](#)

Sick leave exceeding 5 consecutive days will no longer require a doctor's statement. However, a supervisor may request a doctor's statement from an employee who takes any amount of sick leave, when it is deemed to be in the best interest of the College, before any additional leave will be approved.

#### [APM 03-1404, Complain and Grievance Process for Administrative, Professional, Career and Adjunct Employees](#)

The time that an employee has to submit a written notice of appeal regarding a grievance has been extended from five (5) days to ten (10) days.

#### [APM 03-1501, Discipline](#)

Supervisors should consult with the Office of Human Resources prior to issuing a written warning or termination to one of their employees.

## FMLA FAQ

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

## myIMPACT Reminder

### **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.

## Supervisor Quick Tips

## Effectively Managing Employees on Telework Schedules

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

Managing employees on telework schedules can present unique challenges. The following tips can help supervisors work through these challenges with teleworking and remote employees.

### Set clear expectations

A big part of managing remote employees is making sure they know your expectations. Let them know how often you want them to check in, whether you'd like them to touch base before they clock out, and how they should track their time.

### Engage often

Take a moment to engage with your remote employees at least once per day, whether through email, instant message, phone, or video chat. The longer you go without reaching out to them, the more likely they will become disengaged — potentially leading to poor performance.

### Be transparent

By being transparent with employees, employers can create a sense of mutual respect and understanding to foster productive and positive working relationships. By fostering a transparent culture, your employees will feel comfortable coming to you with questions and concerns.

### Set time for one-on-one conversations

Remote employees often miss small updates and ad hoc meetings. Do your best to hold one-on-one meetings at the same time, weekly or biweekly. Give each remote employee at least half an hour of attention.

### Don't micromanage

Focus on outcomes and goals rather than visible activity and hours worked. As long as the employee is completes their work well and on time, their work style may be irrelevant. At the same time, it's important that remote employees aren't taking advantage of their autonomy by wasting time and ignoring their workload.

**NOTE:** Telework assignments terminate on each year on June 30, and employees should submit a new Telework request each fiscal year (July 1 – June 30). Employees should speak with their supervisor regarding telework plans **prior** to submitting the request to determine the feasibility of telework for their position and possible schedule. Visit the [Telework website](#) to view helpful resources and FAQs. Also, refer to [APM 03-0802 \(Telework\)](#) for additional details.

## Training and Organizational Development

### myLearning Analytics

Supervisors can view a list of professional development courses completed by direct reports by following the steps below:

- Log into [myLearning](#).
- Select Analytics from the left-hand navigation.
- Click Transcripts. This screen contains multiple filters used to narrow down the enrollment information.
- Click Update at the top right corner of the screen after filter options have been selected. Results can also be downloaded by clicking the Triple Dot button also located at the top right corner of the screen.

Visit the [Professional Development page](#) for an overview of this process. For additional questions, contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu). View current course offerings [here](#).

---