

HUMAN RESOURCES

Supervisor Segment

December 2021

[myIMPACT Reminders](#) | [Professional Development Day](#) | [Non-Operational Days](#)
[Sick Leave - Extended Use](#) | [Training and Organizational Development](#)

myIMPACT Reminders

Reviews

Professional and Career employee semi-annual reviews were due **December 15**. To complete the process the supervisor provides their ratings and comments, the supervisor and employee meet to discuss the review, the supervisor approves and signs the review, and the employee signs the review. For questions, please contact emprelations@fscj.edu.

Check-Ins

Supervisors should complete the **December 15** Check-in task in myIMPACT for Administrative 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 discussions are not limited to these prompts. Check-in dates and any comments should be recorded in the space provided. The next check-in for Professional and Career employees is scheduled for March.

Professional Development Day



The 6th annual Professional Development Day: Engage for 2022 will be held Friday, January 7, 2022, at the Advanced Technology Center. Make plans to attend this day of professional development and growth. Four tracks will focus on Strategic Priorities, Teaching and Learning, Career Development, and Work-Life Balance.

The virtual keynote address will be given by Dr. Tia Brown McNair, the lead author of "From Equity Talk to Equity Walk: Expanding Practitioner Knowledge for Racial Justice in Higher Education".

[Register Now](#)

Non-Operational Days

Employees are not required to request leave (and supervisors should not approve absence requests submitted) for non-operational days. Upcoming non-operational days include five Winter Break days (December 23, and 27-30).

Sick Leave - Extended Use

Full-time faculty, administrative, professional and career employees earn sick leave monthly. When utilizing sick leave for 5 days or more, a doctor's note is required to return to work. Supervisors should submit the doctor's note to the [Benefits](#) department for inclusion in the employee's personnel file. Employees on approved extended medical leave are not permitted to return to work without receiving a return to full duty release from their physician. An administrator or supervisor having knowledge of an employee in their area of responsibility being absent without having submitted a request for leave through Absence Management in myFSCJ should submit an absence request on behalf of the employee. For more information, please see [APM 03-1005 – Sick Leave](#).

Training and Organizational Development

Professional Development

To view current course offerings, please log into [myLearning](#).

CRRSA Professional Development Program Reminder

Full-time faculty and staff who have not yet completed the total 40 hours of professional development are still eligible to complete the remaining hours for a combined maximum payout of \$2000 (\$50 per hour). Employees will receive a total equal to the number of hours completed, up to the maximum of 40 hours. For example, if an employee completes 10 hours, the employee will receive \$500. The final pay installment will be included on the [second paycheck in March](#) for course hours completed November 1 - February 28. [Click here](#) to view additional program details.

This is a voluntary opportunity, and these courses should be completed in addition to regular duties for the College. Many asynchronous courses can be completed during time off, such as during the winter break.

