

HUMAN RESOURCES

December 2020

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New Employee First Year Experience

The Office of Human Resources is proud to announce the launch of a new onboarding program titled, “First Year Experience” (FYE). This program consists of 12 modules designed to introduce new employees to various aspects of the College, engage employees to improve retention, and build employee awareness beyond their department. New employees will be automatically enrolled into this program with monthly modules assigned during their first year of employment. All employees hired after March 15, 2020 will be enrolled once the program goes live January 2021. Managers are encouraged to support new employee participation and completion of this program. For questions contact humanresources@fscj.edu.

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Professional Development Day

All faculty and staff are invited to join us for the 5th annual Professional Development Day: Renew for 2021. This year’s event will be held virtually on Friday, January 8, 2021 at 8:45 a.m. with the opening plenary: “Understanding and Engaging Under-Resourced College Students”. Four workshop tracks will be offered with focus on Equity and Inclusion, Online Teaching and Learning, Working or Transitioning from Home, and Wellness. [Click here](#) to view the electronic program and registration details. Contact hrtraining@fscj.edu for questions.

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myIMPACT Reminders

Check-Ins – Supervisors can now complete the 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 conversations 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.

Reviews – Professional and Career employee semi-annual reviews are due no later than 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.

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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 24, and 28-31).

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Sick Leave Policy

Full-time faculty, administrative, professional and career employees earn sick leave monthly. When sick leave is used for 5 or more consecutive days, 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](#).

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How to: Delegations & Reporting Changes

- Delegations – The delegation process (found under Quicklinks > Manage HR Delegations) should be used if a supervisor is unable to fulfill their role of time & leave approver for a short period of time (i.e. vacation, extended leave of absence, sabbatical leave). Delegations allow for someone else to temporarily approve tasks in the absence of the supervisor and must have an end date.
- Reporting Changes – A reporting change (found under My Manager Tasks > Job and Personal Information > Request Reporting Change) should be entered for employees who are no longer reporting to the current listed supervisor in myFSCJ (i.e. when the current supervisor is leaving the College or for department changes). No matter when requested, reporting changes are effective on the following Sunday, as that is the official start of the week. Delegations, not reporting changes, are intended for temporary approval use.

It is important to remember these guidelines when managing direct reports in myFSCJ. To view an employee's reports to status, go to My Manager Tasks > Job and Personal Information > View Employee Personal Info.

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Training and Organizational Development

Professional Development

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

Date	Time	Online Registration	Topic
Thursday, December 17	3 p.m. – 4 p.m.	Register Now	PD 4072 – myIMPACT: Performance Reviews
Available through December 18	Self-paced Online	Register Now	PD 5218 – Coaching and Employee Development

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