

HUMAN RESOURCES

December 2017

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Professional Development Day

All Florida State College at Jacksonville employees are encouraged to participate in this Collegewide day of constructive learning and growth. Specially designed workshops are being offered that will enhance your work and assign deeper meaning to your role. Led by FSCJ's own faculty and staff, this day of learning and community is sure to be beneficial to all. Available courses align with the three workshop tracks:

- Educational Technology - Hone your skills and learn how the digital tools, resources and technologies available at FSCJ can supplement and enhance student learning.
- Social Justice and Inclusion - Explore the vital part you play in maintaining FSCJ's climate of civility, inclusion and respect for diversity.
- Administrative Support - Learn tips and tricks to become more productive and efficient while supporting – and contributing to – the College's goals.

View the full event [schedule](#), then view [this tutorial](#) for registration instructions. Supervisor preapproval is required. Contact hrtraining@FSCJ.edu with questions.

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Compliance Training Reminder

All FSCJ employees, including part-time employees, are required to complete the identified courses: "Discrimination and Harassment Prevention for Higher Education"; "Preventing Discrimination and Sexual Violence: Title IX, VAWA, and Clery Act" and "Information Systems and Data Security Awareness". These courses are designed to improve overall education and awareness of issues impacting our faculty, staff, and students and to ensure the College's compliance with federal and state regulations.

Employees receive an email confirming registration for online courses offered by Workplace Answers, our contracted vendor. Supervisors need to ensure their direct reports, including part-time employees, complete the required courses as soon as possible. Links to the interactive courses are personalized and should not be forwarded or shared. Please contact hrtraining@fscj.edu if you have any questions or need the links resent.

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HR Recruitment Reminders

- **Effective Start Dates:** Start dates for newly hired and effective dates for transitioning employees will not be established until Human Resources has verified all employment processes have been completed. Be sure to incorporate these processes into your hiring time line. It is essential that new and transitioning employees begin their assignment **after** Human Resources' approval. FSCJ must complete pre-employment requirements for new employees before the desired start date. Candidates may not start in a position unless approved by Human Resources.
- **Employees Moving to a New Position:** Prior to a current employee moving to a new position with different minimum qualifications, verification of meeting these qualifications (official transcript(s), license, certificate etc.) must be received in Human Resources. Candidates may not start in a position until it has been verified they meet the minimum qualifications.
- **Reference Checks:** At least one reference check should be conducted prior to extending any offer of employment. This also applies to all current **OR** returning FSCJ employees. If an offer is to be extended to a current or returning employee, supervisors should contact the most recent FSCJ supervisor for a reference check and feedback on prior performance.

Please contact employment@fscj.edu with any questions.

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Absence Management: What Are Partial Hours?

Employees may request leave in partial hour increments based on the employee's current work schedule. Supervisors are responsible for reviewing direct reports' leave requests for accuracy prior to approving.

When employees submit partial hours on leave requests, supervisors **must** ensure the request meets one of the following criteria:

- **All Days:** This option is for leave submitted for consecutive days and the employee requests to **split** their leave types on ALL of the days requested (Example: Employee wants to use Sick Leave Personal for some hours and Annual for the remaining hours.). This option should also be used when the employee works payable hours each day AND takes leave for the remaining hours.
 - Supervisors should **NOT** approve partial hours for consecutive days unless the combination of leave types or payable hours plus leave hours totals their daily hours on the employee's work schedule.
- **Start Day Only:** This option is for leave requests for consecutive days, but partial hours of leave will be taken only on the first day.
- **End Day Only:** This option is for leave requests for consecutive days, but partial hours of leave will be taken only on the last day.

- **Start and End Days:** This option is for leave requests for consecutive days, but partial hours of leave will be taken on both the first and last days.

Supervisors may be called on to assist their employees with understanding how Sick Leave Personal works when employees are entering time into myFSCJ. Please refer to [APM 03-1005](#). Contact HRInfoMgt@fscj.edu if you have any questions.

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Understanding the Approve Absence Request Screen

Supervisors have multiple screens to help with making the decision to approve or deny an employee's leave request in myFSCJ. There are three links at the bottom of the Approve Absence Request screen that provide detailed information about an employee's current work schedule, current Annual Leave, Sick and/or Sick Leave Personal balances, and their absence request history. For details, refer to the [Manager Resources](#) page on the HR website and click "Understanding the Approve Absence Request Screen".

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Sick Leave Personal

Sick Leave Personal is a component of Sick Leave and is available to eligible full-time employees. When using Sick Leave Personal, remember:

- Employees can use up to 32 hours of Sick Leave for personal reasons; the employee does not have to be sick to use it.
- Sick Leave Personal is taken from the Sick Leave balance. Therefore, if Sick Leave is unavailable, Sick Leave Personal cannot be taken.
- If the entire 32 hours is not used within the current calendar year, the balance is not carried to the next calendar year; the 32-hour count starts over each January 1.

Please contact HRInfoMgt@fscj.edu with any questions.

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Update to the Terminate Employee Function in myFSCJ

When entering a Terminate Employee request in myFSCJ ([My Manager Tasks > Terminate Employee Request](#)), new detailed instructions have been added to the page to help employees understand the process and aid supervisors in determining when a termination request is required. Although it is the responsibility of the supervisor to enter a termination request, employees should be aware of their responsibility when preparing to leave a department or the College.

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*Happy Holidays
From Human Resources*