

HUMAN RESOURCES

December 2019

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[Professional Development Day](#)

All faculty and staff are invited to join us for the fourth annual Professional Development Day Friday, January 3, 2020, 8 a.m. – 3 p.m. at the Advanced Technology Center (ATC). A myriad of specially designed courses will be available focused on four workshop tracks: FSCJ Values, Educational Technology, Institutional Effectiveness, and Canvas Training. Keynote speaker, Gert Garman (see [catalog](#) for bio) will lead us in our welcoming session to set the climate for a productive day of professional development. Lunch will be provided to those who [register](#) to attend in advance. View the [Professional Development Day Catalog](#) for instructions on how enroll in workshop sessions. All sessions are 1% eligible and employees are encouraged to attend with supervisor approval. Contact hrtraining@fscj.edu for any questions.

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[myIMPACT Reminders](#)

Reviews - The rating step for Professional and Career semi-annual reviews is now available to supervisors whose employees have a review due date in December. Supervisors should rate all five competencies with comments, complete the overall supervisor comments section, mark the review “Done”, and click “Submit”. This will create another task to meet with the employee prior to completing the review. Select the task, enter the date of the employee meeting in the comment box and select “Save”. This creates the final task to approve and sign the employee review. When submitted, the review is sent to the employee for their signature. The reviews should be completed by December 15. Contact HumanResources@fscj.edu with questions.

Journal Entries – Don’t forget you have the ability to create journal entries which are designed to help track performance throughout the review period. Journal entries may include attachments such as saved emails, certificates of completion, or other performance related documents and can be created at any time. Journal entries may also be shared with the employee, manager or manager’s manager.

Check-Ins – Review the subject line and the due date for check-ins on your myIMPACT Dashboard. If you supervise an Administrative employee, the formal check-in should be done in December with the date of the check-in recorded and saved. The next check-in for Professional and Career employees is scheduled for March.

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[Wellness Fair 2020: Save the Date](#)

Mark your calendars. All employees are invited to participate in the annual Employee Wellness Fair scheduled for Friday, February 28, 2020. The Employee Wellness Programs' five elements of health and wellness – Physical, Nutritional, Financial, Emotional/Social, and Spiritual – will be the focus of this event. More details coming soon.

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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 the six Winter Break days (December 23, 24, 26, 27, 30 and 31).

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[Employee Exit Survey](#)

As of December 11, 2019, all exiting FSCJ employees will have the opportunity to participate in an Employee Exit Survey. The survey is designed to collect information used to analyze trends related to employee retention such as workplace environment and training needs. Supervisors are asked to encourage direct reports who are exiting the College to complete the survey. A link to the Employee Exit Survey is included in the [Employee Exit Information](#) sheet located in the [Manager Resources](#) section and on the [forms page](#) on the [Human Resources](#) website home page.

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[Secondary Job Approval Form Update](#)

As a reminder, an updated [Request for Secondary Job Approval](#) form is required per DBOT Rule 6Hx7-3-3 (Pay Plan). It is expected that an employee consults with their supervising administrator **prior** to taking on any secondary job at the College, including an adjunct assignment. The College has established a limit of four (4) credit hours per semester in an adjunct roll at FSCJ for full-time exempt employees under [DBOT Rule 3.3 Pay Plan \(3\)\(F\)](#). As part of the approval process, a Request for Secondary Job Approval form must be completed with all required signatures and returned to Human Resources **prior** to beginning a secondary job or each adjunct assignment.

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[Managing Delegations](#)

Employees on vacation or extended leave should request a delegation for their responsibilities as a supervisor.

Supervisors should understand the following guidelines when submitting a delegation:

- The delegation process should only be used if you are unable to fulfill your role for an extended period of time (i.e. vacation, medical, sabbatical leave, etc.).
- Delegations must have an end date and cannot exceed two weeks, unless the delegating supervisor is on approved extended leave.
- Proxies must approve all transactions prior to the delegation end date. Best practice is to end the delegation on the day the delegator returns to work.
- Employees leaving FSCJ should process reporting changes for their direct reports and not set up delegations.

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[Employee Termination Accuracy](#)

When an employee has left the College, the immediate supervisor is responsible for entering the termination in myFSCJ. Employees who are not actively working should not have access to the system. Timely termination also ensures the employee is not paid in error. This goes for all types of employees whether they are full-time, part-time, or student workers, and also for non-employee Contingent Workers. Please watch those who report to you, either directly or indirectly, and submit a termination for anyone not currently active in your area. As a reminder the termination request

can be entered for a future date as soon as you are aware the employee will be leaving, and the date that is entered in the system is the day after their last day at employment at FSCJ.

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Sick Leave – Extended Usage

Full-time College faculty, administrative, professional and career employees earn sick leave monthly. When utilizing sick leave for over 5 days, a doctor’s note is required. 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.

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Training and Organizational Development

Professional Development

For video or written instructions on how to enroll in professional development courses, visit [this page](#). View the [Training and Organizational Development website](#) for a variety of helpful professional development resources. Please contact hrtraining@fscj.edu with general questions about classes or issues registering. The following offerings are one percent (1%) salary incentive approved.

****Encourage employees to [enroll](#) in workshops and attend Professional Development Day on Friday, January 3, 2020.***

Date	Time	Campus	Topic	Class Number
Tuesday, January 14	2 p.m. – 3 p.m.	Downtown AO 204A	AFPD 4071 – Introduction to myIMPACT	5169
Tuesday, February 4	1 p.m. – 4 p.m.	Downtown AO 204A	AFPD 5219 – Foundations of Management	5156

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