

HUMAN RESOURCES

February 2018

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Wellness Fair 2018

Human Resources will host a Wellness Fair for all employees on Friday, March 2, 2018 in the ATC room T-140/141 from 9:30 a.m.-2:30 p.m. The theme of this year's event is "Achieve Your Optimum Lifestyle" and is a venue for promoting the Employee Wellness Programs' five elements of health and wellness: Physical, Nutritional, Financial, Emotional/Social, and Spiritual. As a supervisor, your support of this event is very important. Here are a few quick opportunities to help ensure employee participation and strengthen engagement:

- Attend yourself and encourage your employees to join you.
- Encourage employees to go online and sign up for a free Personal Health Assessment (more details coming soon).
- Adjust work schedules if necessary so that all employees have an opportunity to participate.
- Consider making this a team activity and attend the Wellness Fair as a group.

The event is open to all employees and will include personal health assessments, vendor information booths, live demonstrations/presentations, door prizes, and free services through our College medical programs. During the event, health, financial and wellness vendors will also share how their products and services can help you reach your optimum lifestyle goals.

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Supervisor Checklist for New Hires

In November's all employee newsletter, the [Supervisor Checklist](#) was referenced as part of the new employee onboarding program. This resource will help you prepare for a new employee before their

start date, and navigate through situations a new employee may encounter within their first weeks. An important part of employee retention and satisfaction is how well the initial orientation/onboarding experience is for the new hire. This checklist is available in the [Manager Resources](#) section on the [HR website](#) along with other helpful documents.

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Foundations of Management

The Office of Training and Organizational Development will offer the Foundations of Management course March 7. Supervisors who have not completed this course need to register. The course covers everything from College culture, governance, policies and procedures to manager tasks in PeopleSoft (i.e., assigning schedules, handling absence requests, etc.). To register for the Foundations of Management course, please reference [this tutorial](#) or follow these steps:

- Log into myFSCJ, click the “Students” tab.
- Click on “My Academics” and choose the “Student Center” link.
- In the “Academics” section click “Enroll,” and select the appropriate term with the “Professional Development” designation.
- Click “Class Search” and type in the class number in the “Search Criteria” section.
- Select class.

Please contact hrtraining@fscj.edu with general questions about this course or issues registering.

Date	Time	Topic	Class Number
Wednesday March 7	1 p.m. – 4 p.m.	AFPD 5219 – Foundations of Management	5889

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Earned Degree Recognition

A new process has been established to recognize employees who have recently earned a degree. Please direct employees to the employment section of the [HR forms page](#), and suggest they complete and submit the [Request for Earned Degree Recognition](#) form. Please note, this form is not required if a pay level request or 1% increase request based on degree has been submitted. Once HR has received a copy of their official transcripts, HR will complete the following:

- Update the employee’s personnel record to reflect the earned degree.
- Forward the accomplishment to the appropriate College publication (i.e., BlueWave News, The Current, etc.).
- Notify the respective employee group.

Please contact employment@fscj.edu with any questions.

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NEW - Adjunct Hiring Report

Hiring administrators and their designated employees will now receive a monthly adjunct instructor job posting report the first week of each month. This report will provide applicant details of those who

applied to specific academic school job postings as well as easy access to review the applicant's name, applicant ID number and the desired discipline(s) the applicant is interested in and qualified to teach. Currently as an Excel spreadsheet, hiring administrators and their designated employees have the ability to pull data specific to departmental needs. Please be aware that the adjunct instructor monthly report will only pull applicant data from the most updated adjunct instructor job postings. For details, refer to the [Manager Resources](#) page on the [HR website](#) and click "Adjunct Hiring Report". The current academic school adjunct job postings are listed below:

- Adjunct Instructor – School of Liberal Arts and Sciences – Job ID: 2017220
- Adjunct Instructor – School of Business, Professional Studies and Public Safety – Job ID: 2017221
- Adjunct Instructor – School of Technology and Industry – Job ID: 2017222
- Adjunct Instructor – School of Health, Education and Human Services– Job ID: 2017223

Please contact employment@fscj.edu with any questions.

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Summer Camp Desktop Procedures - Revised

With summer just around the corner, it is time to start planning for summer camps. The [desktop procedures](#) have been reviewed and updated and are available on the [HR website](#). Included in the update is the inclusion of a business plan that will be reviewed and signed by both the Budget office and the appropriate Vice President. It is important to adhere to the required screenings outlined in the procedures for those who will be working the camps. For questions, please contact employment@fscj.edu.

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Supervisor's Role During an Employee Termination

Separated employees have the right to continue group health insurance through the Consolidated Omnibus Budget and Reconciliation Act (COBRA). Supervisors should ensure employees receive a copy of the [employee's exit information](#), which covers additional information on [COBRA rights](#). Supervisors can manage the termination through myFSCJ as soon as notification of the employee terminating from the College is received. For questions, please contact benefits@fscj.edu.

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