

HUMAN RESOURCES

Supervisor Segment

February 2022

[Wellness Fair 2022](#) | [myIMPACT Reminders](#) | [Faculty Evaluations](#)
[Absences Entered in myFSCJ by Supervisors](#) | [Training and Organizational Development](#)
[Health Advocate Employee Assistance Program \(EAP\)](#)

Wellness Fair 2022



[Add Event to Calendar](#)

[Make a Biometric Screening Appointment Now](#)

The 2022 Employee Wellness Fair will be held Friday, February 25, 2022, from 9 a.m. to noon at the Advanced Technology Center. This year's theme is, "The New Normal" and the event will feature great vendors, prizes, health screenings, healthy food, and more. We appreciate your support in encouraging employees to attend.

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- **\$200 gift card** drawing for all employees who attend this in-person event
- **\$125 gift card** drawing for full-time employees who complete an on-site biometric screening
- **FREE food truck lunch voucher** for the first 100 employees who attend this in-person event
- In-person CRSSA Professional Development course **COV/FCOV 1282 Emotional Well Being for Employees** offered at 10 a.m.

myIMPACT Reminders

Supervisors will receive a notification in March to complete the Check-in task in myIMPACT for Professional and Career 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.

Faculty Evaluations

Faculty are evaluated according to the guidelines established in [Article 11 of the Collective Bargaining Agreement](#). Specifically, faculty on annual contracts are to be evaluated once per year with first-year faculty being evaluated during their second teaching term. Faculty on continuing contracts are to be evaluated once every three years. Evaluation forms can be found [here](#). For questions regarding evaluations please contact emprelations@fscj.edu.

Absences Entered in myFSCJ by Supervisors

Supervisors should enter absence requests on behalf of an employee in myFSCJ if the employee is not able to do so. Once entered, edits to that entry can only be completed by the supervisor.

Training and Organizational Development

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 President's Day holiday. For questions, contact hrtraining@fscj.edu.

Professional Development Course Spotlight

[PD 1276 FSCJ Hiring Process Workshop](#)
Wednesday, February 23
1 p.m. - 2 p.m.
[Register Now](#)
**One Percent Salary Incentive Approved*

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

Health Advocate Employee Assistance Program (EAP)

Health Advocate Solutions is primarily known for providing counseling services for the Employee Assistance Program (EAP), but they offer much more. The Management Assistance Program offers resources and strategies to assist supervisors in their daily role as a leader. Each month, Health Advocate provides helpful tools on how to become a better leader. Topics include employee performance, resolving employee conflict, keeping employees engaged, and more. Visit [Health Advocate](#) to find useful information on a wide range of topics, or contact the 24-Hour CARELINE at 877-240-6863 with questions.

Employees can learn more about these services and speak to a representative in person during the Wellness Fair, Friday, February 25 from 9 a.m. to noon at the Advanced Technology Center.