

HUMAN RESOURCES

Supervisor Segment
February 2023

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Employee Wellness Fair - March 30



Supervisors are asked to encourage employees to attend.

The 2023 Employee Wellness Fair will be held Thursday, March 30, 2023, from 9 a.m. to noon at the Advanced Technology Center. This year's theme is "Thrive" and the event will feature the following:

- **Gift card drawings every hour***
- **Free lunch vouchers**
- **On-site health screenings**
- **Wellness swag giveaways**
- **FSCJ Health and Human Services**
- **Variety of vendors**
- **In-person Professional Development course**

**Employees must be present at the time of drawings to claim gift cards.*

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 emprrelations@fscj.edu.

Overdue Tasks in myIMPACT

Supervisors are encouraged to log into myIMPACT and complete any overdue tasks that are visible on their dashboard. This may include ratings for performance reviews, SMART Goal entry tasks, or employee signature tasks. These tasks should be completed as soon as possible.

To learn more, visit the [myIMPACT training page](#) for the myIMPACT training guide and training videos. Contact emprrelations@fscj.edu with questions.

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) through Health Advocate is primarily known for providing counseling services, 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](#), enter Florida State College at Jacksonville, click EAP:Life & Work, then select Workplace to find useful information on a wide range of topics. Contact the 24-Hour CARELINE at 877-240-6863 with questions.

Training and Organizational Development

Compliance Training

In a continued effort to provide education and awareness of key compliance issues, Human Resources is providing refresher compliance training to all employees in the month of February. Current employees who completed compliance training more than two years ago will receive refresher training on the following topics:

- FERPA Basics
- Title IX
- Preventing Workforce Harassment
- Phish Alert Button
- Spot the Phish
- Security Awareness Foundations Phishing Foundations

Additional details will be provided in the coming weeks. Employees will be asked to complete their assigned courses within 60 days of release.

Professional Development Spotlight

PD 1276
FSCJ Hiring Process
Workshop

Wednesday, February 22
11 a.m. - noon
[Register Now](#)

[Click here](#) to view additional
course offerings.

Contact hrrtraining@fscj.edu for questions about upcoming training.
