

HUMAN RESOURCES

Supervisor Segment February 2024

Employee Wellness Fair - March 7



The 2024 Wellness Fair will be held Thursday, March 7, from 9 a.m. to noon at the Advanced Technology Center and will feature the following:

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

Supervisors are asked to encourage employees to attend.

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

Flexible Work Scheduling to Enhance Work-Life Balance

In the Fall 2023 Stay Survey, employees noted flexible work scheduling as a feature that would make their jobs more satisfying. In an effort to retain our employees and enhance their work-life balance, supervisors may allow employees to modify their work schedule to meet short-term needs such as physical therapy appointments, caring for a sick child, daycare/school early release, etc. As long as the employee works their required number of weekly hours (40 or 36), the supervisor can allow an employee to start and end their day at a different time. Supervisors are not required to allow for this flexibility (especially in the case of under-performing employees), but this type of flexibility is a valuable retention tool for employees who are performing well. Please note that if the work schedule is modified, non-exempt employees must enter the actual time worked on their timesheet. If there is a more long-term departmental need to create a different work schedule in myFSCJ, supervisors can reach out to benefits@fscj.edu for assistance.

Faculty Evaluations

Faculty are evaluated according to the guidelines established in [Article 11 of the Collective Bargaining Agreement](#). Specifically, faculty on annual contracts will be evaluated once per year, with first-year faculty 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.

myIMPACT Reminders

Overdue Tasks

Supervisors are encouraged to log into myIMPACT and complete any overdue tasks 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.

Check-ins

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 are 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.

To learn more, visit the [myIMPACT training page](#) for the myIMPACT training guide and training videos.

Contact emprrelations@fscj.edu with questions.

Terminated Employee Personal Property

If a terminated employee does not retrieve their personal property from their workspace within 72 hours of their last day of employment, please contact Employee Relations at emprrelations@fscj.edu to obtain guidance on potential options and proper arrangements for the terminated employee to obtain their items.

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) through Health Advocate is primarily known for providing counseling services for the Employee Assistance Program (EAP), but they offer much more. The Management Assistance Program provides resources and strategies to assist supervisors in their daily leadership roles. Each month, Health Advocate provides helpful tools to aid in becoming a better leader. Topics include employee performance, resolving employee conflict, keeping employees engaged, and more.

Visit [Health Advocate](#) to find helpful information on a wide range of topics, or contact the 24-Hour CARELINE at 877-240-6863 with questions.

The logo for HealthAdvocate, featuring the word "HealthAdvocate" in white text on a red rectangular background.

Supervisor Quick Tips

Respect in the Workplace

Click [here](#) to read the full article.

It is important for supervisors to respect their team members and for team members to respect each other. This enhances everyone's well-being and the overall cohesion of the team. These tips can help supervisors and employees to be more respectful toward each other.

Accept people as they are without trying to change them.

Appreciate the person's differences and see what you can learn from them.

Value other people's opinions, views, and beliefs.

Do this even though they may differ from your own.

Be polite.

You can show respect by saying *please* and *thank you*, following through on your commitments to others, being on time for engagements, and not promising what you can't complete.

Maintain eye contact and listen fully when someone is speaking.

Avoid looking at your phone or at other distractions. Do not interrupt or plan what you're going to say next. Try to fully understand their perspective.

Think before you speak.

It's easy to say things we don't intend to when we rush to answer or add our opinion. Before responding, count to 10 to gather your thoughts.

Try not to interrupt.

Truly listen and give the other person the attention you would like to have.

Use "I" statements to express your views.

Avoid blaming the other person or "side."

Limit strong conversations in interactions where heated debate can lead to unnecessary conflicts.

If you know a topic may cause tension, try to avoid it. If someone else brings it up, it's best to give a polite reply, and change the subject or leave the discussion.

Follow the number one rule of respect: Treat others the way you would want to be treated.

NOTE: Supervisors are encouraged to complete the PD 1274 Workplace Differences - A Matter of Style online training course to learn more. Click [here](#) to register.

Training & Organizational Development

Micro Learning for Managers

The Office of Training and Organizational Development offers Supervisory Series Micro-Learning Courses. This set of training modules is designed to help new and current managers and covers a range of topics, including soft skills such as Leadership and Coaching Practices, Communication and Handling Conflict, and Employee Practices such as Absence Management and Hiring Processes. For more information, visit [Microlearning Supervisor Training](#).

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