

HUMAN RESOURCES

February 2021

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Faculty Evaluations

Faculty are evaluated according to the guidelines established in [Article 11 of the Collective Bargaining Agreement](#). Specifically, faculty on annual contract are to be evaluated once per year with first year faculty being evaluated during their second teaching term. Faculty on continuing contract are to be evaluated once every three years. Evaluation forms can be found [here](#).

For questions regarding evaluations please contact emprelations@fscj.edu.

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myIMPACT Reminder

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.

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When an Employee Leaves the College

Employee terminations should be entered in myFSCJ by a supervisor immediately to ensure employees are not paid past their last day of work. Below are important steps to follow when exiting an employee:

- Notify Human Resources by entering the termination in [myFSCJ](#) (PeopleSoft).
My Manager Tasks > Job and Personal Information > Terminate Employee
- Submit the employee's letter of resignation to HR via email to HRInfoMgt@fscj.edu.
- If they are a non-exempt employee, only approve hours on their timesheet for the actual time they worked.

- Ensure the employee has entered time in Absence Management for any days they plan on taking off prior to leaving.
- Ensure the employee has turned in any equipment, keys, or uniforms that were issued to them.
- Submit any reporting changes for employees who were reporting to this employee to ensure their timesheets or leave requests aren't stuck in the system.
- Complete a Clearance Form, and submit it to HR via email to HRInfoMgt@fscj.edu, in order for HR to process the employee's leave payout (if applicable).

Supervisors are asked to encourage direct reports who are exiting the College to complete an [Employee Exit Survey](#).

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[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.

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[Training and Organizational Development](#)

Professional Development

To view current synchronous and asynchronous course offerings, please log into [myLearning](#).

Supervisor Training Workshop

PD 1276 FSCJ Hiring Process Workshop will be held Wednesday, February 24 at 10 .a.m. – 11 a.m. [Register now](#) to join this 1-hour live workshop for a great opportunity to meet HR team members, ask questions, and learn more about the hiring process.

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