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Supervisor Panel Discussions

Mark Lacey, Chief Human Resource Officer, and the HR Management Team will be hosting open panel discussions at each campus to address supervisor questions on a variety of HR topics such as myFSCJ, professional development and training, benefits, recruitment and coaching for improved employee performance. Discussions will be held **10-11 a.m.** at the following campus locations:

Date	Location	Room
Thursday, February 2	North Campus	A-236
Tuesday, February 7	Deerwood Center	G-1709
Wednesday, February 8	Downtown Campus	ATC T-140
Thursday, February 9	South Campus	Lakeside Room
Monday, February 13	Kent Campus	D-120

If you would like to submit a question prior to the event, please email humanresources@fscj.edu.

Performance Reviews

The time for performance reviews is rapidly approaching. Please begin planning accordingly and mark your calendars for the appropriate deadlines.

Faculty Evaluations:

- Pursuant to Article 11 of the Collective Bargaining Agreement, all faculty on annual contract are to be evaluated once a year.
- Faculty on continuing contract are to be evaluated once every three years. The supervising administrator may evaluate a continuing contract faculty member more frequently if there are concerns regarding the faculty member's quality of instruction or methodology. Per the Collective Bargaining Agreement, supervisors shall consult with faculty regarding perceived problems, in a timely manner, as appropriate.
- [Faculty Evaluation Forms](#)

Full-time and Regular Part-time Staff Evaluations:

- All full-time and regular part-time administrative, professional and career employees should have their annual evaluation conducted in May. Completed evaluations should be submitted to Human Resources no later than **Friday, June 2nd**.
- Evaluation forms for Administrative and Professional employees are prepared using Performance Impact Workplace (PIW) software. If you supervise Administrative and/or Professional employees and do not have PIW installed on your computer, please notify the Employee Relations Office at emprelations@fscj.edu.
- [Career Evaluation Forms](#)

Progressive Discipline Revised Procedure

Supervisors are encouraged to review the most recent [APM 03-1501, Discipline](#) as it outlines coaching, discussions, and documentation procedures with an employee regarding unacceptable job performance and/or behavior concerns. As a reminder, please refer to Article 11 (Faculty Evaluation) and Article 9 (Discipline) of the [CBA](#) regarding job performance and discipline for full-time faculty, librarians and counselors. If you have any questions, contact the Employee Relations office at emprelations@fscj.edu.

Non-Employee ID Badges

ID badges for contingent workers (i.e., Oasis employees, IT and OPS contractors, etc.) are available in Human Resources. Feel free to have contingent workers visit HR during normal operating hours (Monday – Friday, 8 am – 5 pm) to have an ID made. For confirmation of an individual's status, please call 904-632-3210.

I-9 Changes

U.S. Citizenship and Immigration Services (USCIS) recently updated the Form I-9 (Employment Eligibility Verification form). Starting January 22, 2017, Florida State College at Jacksonville is required to use the [new Form I-9](#) when hiring any new employee. As a supervisor, it is imperative for you to have all new employees complete section one prior to the end of their first full day and section two or three must be completed by day 3 of employment. All prior versions of this form will be invalid as of

January 22, 2017. If you have any questions regarding this revised form, please reach out to the employment team at employment@fscj.edu.

Shift Pay

Employees who are designated and approved to receive shift pay need to ensure that shift hours are properly recorded on their timesheets. While Payroll oversees the processing and payment of shift differential, HR would like to remind you that positions which have been identified as being eligible for shift pay need to process their timesheets accordingly.

[APM 03-0913, Shift Differential Pay](#) identifies the two shifts as:

1. 5:00 pm to Midnight (3% shift diff)
2. Midnight to 6:00 am (6% shift diff)



If an employee works any hours during these shifts, a pay line should be added to their timesheet for only the hours that fall within the shift differential hours.

Example:


Actions ▾ Earliest Change Date 11/06/2016








Select Another Timesheet

*View By Calendar Period ▾ Previous Period Next Period

*Date 12/18/2016   Previous Job Next Job

Reported Hours 0.00 Print Timesheet

From 12/18/2016 to 12/24/2016 

Add Comments	Day	Date	Reported Status	In	Meal	In	Out	Punch Total	Time Reporting Code
	Sun	12/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Mon	12/19	New	3:00pm	<input type="text"/>	<input type="text"/>	4:59pm		REGLR - Regular
	Tue	12/20	New	5:00pm	7:00pm	7:30pm	11:00pm		REGLR - Regular
	Wed	12/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Thu	12/22	New	5:00am	<input type="text"/>	<input type="text"/>	5:59am		REGLR - Regular
	Fri	12/23	New	6:00am	9:30am	10:00am	1:00pm		REGLR - Regular
	Sat	12/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Save for Later Submit Clear

Exempt Employees Secondary Job Approval

Exempt employees interested in working an additional job at the College must receive approval from both primary and secondary job supervisors prior to the start of the new position. A new, fillable [form](#) is required to complete this process.

Compliance Training

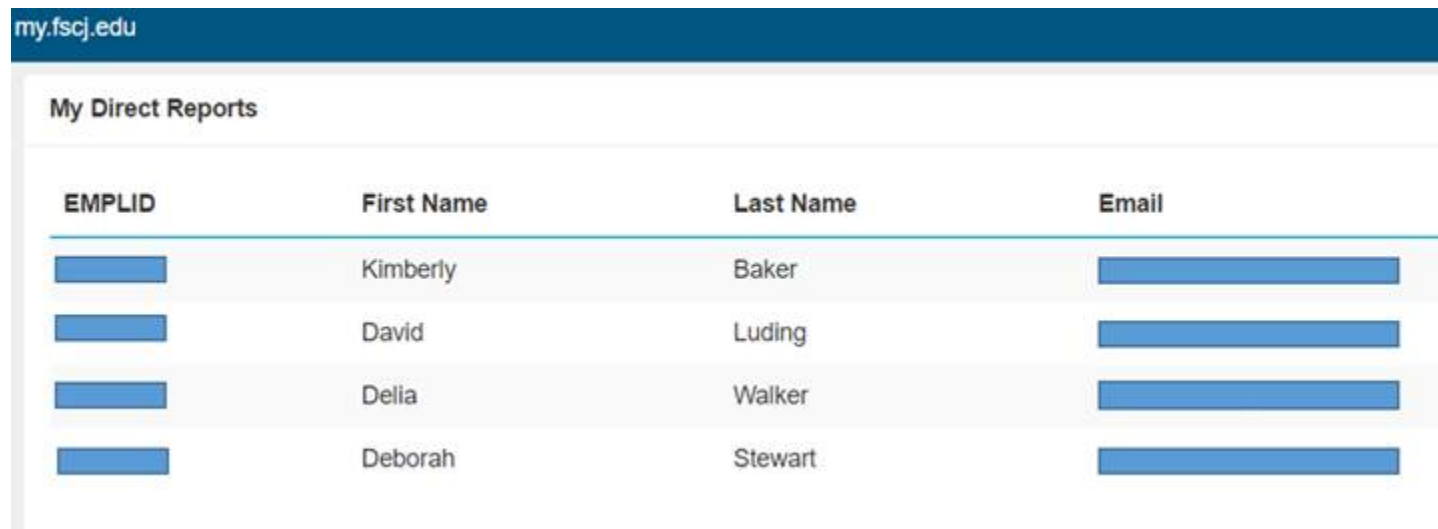
In the January HR newsletter, it was announced that we are launching a new compliance training platform. The courses provided will continue to improve education and awareness of issues that affect our staff and students as well as ensure the College's compliance. Supervisors need to ensure their direct reports, including part-time, complete required courses. These online training courses are considered time worked. The initial two required courses for all employees are "Discrimination and Harassment Prevention for Higher Education" and "Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act".

Employees can expect to receive confirmation of registration and links to training by email from Workplace Answers eLearning by February 3, 2017. Links to interactive courses are personalized and should not be forwarded or shared. If you have any questions, contact hrtraining@fscj.edu.

Direct Reports - Monitoring and Termination

Monitoring My Direct Reports:

Supervisors should monitor their "My Direct Reports" in my.fscj.edu to ensure that all current employees are visible and to determine if reporting changes need to be processed. Due to their ability to work at multiple campuses and report to multiple people, adjuncts who do not complete a timesheet will not populate on a person's direct reports list.



EMPLID	First Name	Last Name	Email
[REDACTED]	Kimberly	Baker	[REDACTED]
[REDACTED]	David	Luding	[REDACTED]
[REDACTED]	Delia	Walker	[REDACTED]
[REDACTED]	Deborah	Stewart	[REDACTED]

Terminating Employees:

All employees and/or contingent workers must be terminated in PeopleSoft in a timely manner. This is the only way that IT can take down system access and prevent an employee from being overpaid. "Termination" pertains to any reason for leaving the college.

When terminating an employee from the system, managers must follow steps below.

1. Process the termination in PeopleSoft to initiate the following:

- a. Update employee job data record to terminated
 - b. IT notification to disable all user accounts
 - c. Benefits notification
2. Complete the paper Clearance Form found on the HR page under Forms. This form is required to be completed in order to have the employee's leave pay out processed, provided all of the following steps are completed:
 - a. The completed/signed form must be submitted to HR and include a copy of the employee's resignation letter (if applicable)
 - b. HR will route the form to finance/payroll who will verify and sign the form and will indicate whether or not the employee has any outstanding balances owed to the college
 - c. Once the form completes the approval work flow, HRIM will process the employee's leave pay out

The [Manager Self Service Job and Personal Information](#) packet also includes steps for terminating an employee on page 15.

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