

# HUMAN RESOURCES

**June 2019**

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## myIMPACT

**[myIMPACT – NOW LIVE!](#)**

As mentioned in the [myIMPACT-Go Live email](#) on May 13, the new process for Individually **M**easuring **P**erformance and **A**chievement to **C**ultivate **T**alent is now live.

Evaluations for the 2018-19 year are due **June 15**, with the exception of evaluations for new Career employees, whose probationary evaluations are generated automatically in myIMPACT after six months of employment. Supervisors are encouraged to view coaching and performance [training sessions](#) and register to attend. In this training, supervisors will learn how to coach their employees to improve performance. Supervisors will receive examples of behavioral indicators for each of the current competencies, and hands-on assistance with writing robust comments as they complete the performance review ratings.

**SMART Goals & IDP** workshops are now available. In these hands-on workshops, participants will learn how to write job-specific goals using the SMART Goal model. Participants will also learn how to create an Individual Development Plan by identifying developmental objectives for their own personal and professional growth. Please view the [training schedule](#) to register for upcoming help sessions and **myIMPACT** training.

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### **[Sick Leave - Extended Usage](#)**

Full-time College faculty, administrative, professional and career employees earn sick leave monthly. When utilizing sick leave for an extended amount of time (over 5 days), a doctor's note is required. Supervisors should submit a doctor's note to the [Benefits](#) department for inclusion in the employee's personnel file. Employees on extended leave are not permitted to return to work without receiving a return to full duty release from their physician.

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### **[Manager Resources](#)**

The [Manager Resources](#) page is available to assist with the very important task of supervising employees. Resources available include a Checklist for Onboarding of New Employees, a Guide to My Manager Tasks, previously published Supervisor Segments

and much more. Contact [Human Resources](#) for questions or to request additional information to be included in this section of the HR web page.

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## **Training and Organizational Development**

### **Leadership Academy**

The first annual FSCJ Leadership Academy was a great success. This 9-month program provides aspiring leaders with a series of on-line and face-to-face classes covering a variety of leadership skills and knowledge. Look for an announcement in August on how to sign up for the 2020 Leadership Academy program.

[2019 Event Photos](#)

### **Supervisor Brown Bag Luncheon**

Join us Wednesday, June 26 at noon in the AO Building, room 204A for a supervisor brown bag lunch session. This is an informal gathering for supervisors to discuss myIMPACT, hear updates on topics of interest, ask questions amongst peers and work together to share possible solutions.

### **Professional Development**

For video or written instructions on how to enroll in professional development courses, visit [this page](#). View the [Training and Organizational Development website](#) for a variety of helpful professional development resources. Please contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) with general questions about classes or issues registering. The following offerings are one percent (1%) salary incentive approved.

<b>Date</b>	<b>Time</b>	<b>Campus</b>	<b>Topic</b>	<b>Class Number</b>
Wednesday, June 19	1 p.m. – 4 p.m.	AO/204A	AFPD 5219 – Foundations of Management	4212
Thursday, June 27	9 a.m. – 10:30 a.m.	ATC/112	AFPD 5221 – Successfully Using Emotional Intelligence	4214
Wednesday, July 11	1 p.m. – 3 p.m.	AO/204A	AFPD 5162 – Creating and Using Project Plans	4204

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