

HUMAN RESOURCES

June 2020

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myIMPACT Reminder

All Administrative, Professional, and Career Performance Reviews should be completed by June 15. Please complete the ratings, meet with your employees to discuss the reviews, and provide approval signatures by this deadline.

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Upcoming College Holiday

Independence Day (July 4) will be observed Friday, July 3, and the College will be open Monday through Thursday that week. Full-time employees are required to work 28 hours during the week (36-hour work week minus 8 hours for the holiday). A separate work schedule does not need to be submitted online, but supervisors must ensure that each employee works 28 hours. Supervisors should work with their direct reports to alter work schedules to account for the holiday, but must ensure the proper number of hours are worked by each employee.

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Work Schedule Reminder

As a reminder, supervisors do not have "Correct History" access for work schedules. Should an employee need changes made to their schedule with **a May 10 effective date, please contact HRInfoMgt@fscj.edu noting hours to be scheduled for the 36-hour work week.** However, if an employee's work schedule needs to be changed at any point during the summer term with an **effective date after May 10**, the Supervisor can enter a new work schedule. Once logged into [myFSCJ](#), work schedules for direct reports can be viewed by clicking the "My Manager Tasks" tab, then select "Assign Work Schedule". [Click here](#) to view additional instructions.

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[myLearning Update](#)

Supervisors play a pivotal role in the professional development of their team. By using the **Insights** component of [myLearning](#), supervisors can view courses enrolled in and completed by their direct reports. Additionally, supervisors with multiple levels of reporting employees can view the progress of professional development within their department at a glance. This vital information will greatly enhance supervisors' ability to coach and foster development opportunities for their employees. The Training and Organizational Development (TOD) team has created an introductory [video](#) to assist in learning about the functions and features of Insights. [Click here](#) to view the myLearning website for additional training videos and documents, or contact hrtraining@fscj.edu for questions.

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[Sick Leave Policy](#)

Full-time faculty, administrative, professional and career employees earn sick leave monthly. When utilizing sick leave for over 5 days, a doctor's note is required. Supervisors should submit the doctor's note to the [Benefits](#) department for inclusion in the employee's personnel file. Employees on approved extended medical leave are not permitted to return to work without receiving a return to full duty release from their physician. An administrator or supervisor having knowledge of an employee in their area of responsibility being absent without having submitted a request for leave through Absence Management in myFSCJ should submit an absence request on behalf of the employee. For more information, please see [APM 03-1005 – Sick Leave](#).

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[Training and Organizational Development](#)

Professional Development for Supervisors

Each week, TOD emails course offerings to all employees with instructions on how to get started. These courses include live classes conducted online through Canvas Conferences or WebEx (unless otherwise advised), and self-paced online classes. The following courses are available through [myLearning](#) and are 1% salary incentive approved.

Date	Time	Online Registration	Topic
Thursday, July 9	10 a.m. – 11 a.m.	Register Now	PD 1276 – FSCJ Hiring Process Workshop
Available through Friday, August 21	Self-paced Online	Register Now	PD 5218 – Coaching and Employee Development
Available through Friday, August 21	Self-paced Online	Register Now	PD 5876 – Collaborating with Colleagues
Available through Friday, August 21	Self-paced Online	Register Now	PD 1273 – Building Resilience

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