

# HUMAN RESOURCES

**June 2021**

## **Content**

[Termination of Inactive Personnel](#)

[Sick Leave – Extended Usage](#)

[myIMPACT Reminder](#)

[Manager Quick Reference Guide](#)

[Upcoming College Holiday](#)

[Top 10 Tips for Supervisors](#)

[CRRSA Professional Development Opportunity](#)

[Training and Organizational Development](#)

## **Termination of Inactive Personnel**

To maintain accurate Human Resources (HR) personnel records, and to provide up-to-date information for employment verifications, supervisors should submit terminations based on the following guidelines:

- Adjuncts that haven't been utilized in two or more terms
- Regular & Temporary Part Time employees that haven't been utilized in six or more months
- Student Workers that haven't been utilized in six or more months

If a termination request is not submitted by the supervisor, HR will terminate non-utilized employees based on the date of the employee's last paycheck received. For more information, contact [HR Information Management](#).

[Back to top](#)

## **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 4 days), a doctor's note is required to return to work. It is to be submitted 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.

[Back to top](#)

## **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. [Click here](#) to view additional instructional resources. For questions, contact [emprelations@fscj.edu](mailto:emprelations@fscj.edu).

[Back to top](#)

## [Hiring Manager Quick Reference Guide](#)

Talent Acquisition created a guide that outlines the recruitment process for use by managers. In addition to the recruitment process, this reference guide includes information regarding job descriptions, search committees, guidelines for Veteran's Preference, and Onboarding of new employees. To access this document, visit [Manager Resources](#) on the Human Resources website. For additional questions, contact [Talent Acquisition](#).

[Back to top](#)

## [Upcoming College Holiday](#)

Independence Day (July 4) will be observed Monday, July 5, and the College will be open Tuesday 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.

[Back to top](#)

## [Top 10 Tips for Supervisors](#)

Human Resources has created a new resource to enhance supervisor knowledge of common situations in leading and managing at FSCJ. The [Top Ten Tips for Supervisors](#) video provides helpful information to aid supervisors in becoming more effective, and provide directions on how to access additional support. The ten topics highlighted in this video are also listed below with their start time for ease of navigation. For questions, please contact [humanresources@fscj.edu](mailto:humanresources@fscj.edu).

### **Content:**

1. **HR Communications** - :10
2. **Manager Resources** - :46
3. **Manager Self Service** - 1:12
4. **Sick Leave**- 1:30
5. **FMLA** - 2:05
6. **Using myIMPACT**- 2:55
7. **Performance and Behavior Issues** - 3:23
8. **Employee Recognition and DEI** - 4:14
9. **Supervisor Role in Employment** - 5:00
10. **10.When an Employee Leaves the College** - 5:40.

[Back to top](#)

## [CRRSA Professional Development Opportunity](#)

The Human Resources email announcement on Tuesday, June 8, contains important information for employees and supervisors. While the asynchronous courses should be completed outside of regular work schedules, there are some live sessions that require coordination between supervisors and their employees. When possible, be supportive of employees as they take advantage of this significant compensation opportunity. [Click here](#) to access additional information on courses that are a part of this program. For questions, please contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu).

[Back to top](#)

## **Training and Organizational Development**

### **Professional Development**

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

[Back to top](#)