

HUMAN RESOURCES

Supervisor Segment
June 2023

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Supervisor Quick Tips

How to Provide Constructive Feedback to Employees

Click [here](#) to read the full article.

Constructive feedback is one of the most important things a supervisor can provide to their employees. It's also important because it:

Enhances performance

Most employees aren't likely to know how they are performing unless supervisors give them feedback about their performance. Employees are likely to correct their performance if they know that it's not up to organizational standards.

Clarifies expectations

When leaders clearly communicate their expectations through feedback, employees can understand the expectations for their job, like when they need to complete certain tasks. This can provide needed direction to employees. Clear expectations can also improve job satisfaction, since employees who understand what tasks they need to complete may experience less stress at work.

Promotes employee loyalty

Providing feedback to employees in an effective way helps employees feel supported in their roles and positions. Employees who feel supported by their supervisor are less likely to seek employment elsewhere.

NOTE: The Journal Entry feature in myIMPACT is a great tool supervisors can use to provide timely written feedback to their employees. These Journal Entries will also display to supervisors as they rate the employee's performance review. Click [here](#) to learn more about Journal Entries. Supervisors are also encouraged to complete the PD 5218 Coaching and Employee Development online training course to enhance their skills in providing feedback and coaching. Click [here](#) to register.

Performance Reviews

All Administrative, Professional, and Career Performance Reviews should be completed by June 15. Please rate the competencies and goals, enter a future SMART Goal(s), meet with your employees to discuss the reviews, and provide approval signatures by this deadline. [Click here](#) to review additional instructional resources. For questions, contact emprelations@fscj.edu.

Upcoming College Holiday

Independence Day is Tuesday, July 4. The College will be open Monday, Wednesday, and 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.

Termination Requests

When notified of an employee's last day with the College, for whatever reason, supervisors should enter and approve the termination request in myFSCJ as soon as possible. Human Resources plays an essential role in the process of terminating an employee by:

- Providing the [Employee Exit Information](#) document to the terminating employee before they leave.
- Meeting with the employee regarding benefits.
- Encouraging employees to complete the [Exit Survey](#).
- Confirming the current forwarding address in myFSCJ is correct.
- Ensuring the Clearance Form is completed in Manager Self Service.

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.

Contact benefits@fscj.edu for additional tips and resources.

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 a doctor's note can be required to return to work. Employees on extended leave are not permitted to return to work without receiving a return to full duty release from their physician.

Please refer to [APM 03-1005 Sick Leave](#) for additional information.

Training and Organizational Development

Team-Building Resources

Training and Organizational Development has a suite of tools to support team-building activities. Team-building is a great opportunity to build trust, work on strategic goals and plans, improve communication, and even have some fun! Contact hrtraining@fscj.edu to learn more about available resources and begin planning a team-building experience today.

[Click here](#) to view current course offerings.
