

HUMAN RESOURCES

Supervisor Segment June 2024

NEW Human Resources Hub - Supervisor Toolkit

Human Resources (HR) is excited to announce the launch of the [Human Resources Hub](#)! This internal SharePoint site offers useful tools and resources for FSCJ employees and supervisors. As part of the initial launch of the Human Resources Hub, supervisors are invited to explore the Supervisor Toolkit. This toolkit contains a variety of guidance and detailed information for supervisors to effectively fulfill their supervisory responsibilities and navigate relevant HR processes and procedures. Supervisors can access the Supervisor Toolkit on Manager Self-Service in myFSCJ, on the HR website under HR Resources, or at this link: [Supervisor Toolkit](#).

Note: Supervisors must be logged in with myFSCJ credentials to view the SharePoint site. Details to come on the continued development of general employee resources availability within the Human Resources Hub.

Upcoming College Holiday

Independence Day is Thursday, July 4. The College will be open that week on Monday, Tuesday, and Wednesday. 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 to ensure the proper number of hours are worked by each employee.

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) through Health Advocate Solutions is primarily known for providing counseling services for the Employee Assistance Program (EAP), but they offer much more. The Management Assistance Program provides resources and strategies to assist supervisors in their daily leadership roles. Each month, Health Advocate provides helpful tools to aid in becoming a better leader. Topics include employee performance, resolving employee conflict, keeping employees engaged, and more. Visit [Health Advocate](#) for helpful information on a wide range of topics, or contact the 24-Hour CARELINE at 877-240-6863 with questions.

Work Schedules for Returning or Transferring Employees

When someone returns to employment at FSCJ or transfers to a different position at FSCJ, the supervisor must verify the work schedule in myFSCJ, and place the employee in a current, applicable work schedule based on the needs of the College.

The Supervisor can enter a new work schedule to begin on a subsequent Sunday. Once logged into myFSCJ, work schedules for direct reports can be viewed or added by selecting "Manager Self Service" from the drop-down menu, then the "Time Management" tile, then "Assign Work Schedule."

All faculty must be assigned to work schedule SCHEDULE401, as instructional employees maintain a 40-hour work week schedule throughout the year.

View directions and an example of how supervisors can enter an employee's work schedule [here](#). For additional questions, please contact benefits@fscj.edu.

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. HR 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 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.

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 emprrelations@fscj.edu.

Reference Checks

It is important for the hiring manager to check the candidate's references before reaching out to the Human Resources Coordinator to request that an offer is extended to a selected candidate. This includes any prior or current FSCJ employment. If a candidate has a prior work history at FSCJ, the hiring manager needs to reach out to the current or prior supervisor, then consult with HR to learn more about the employee's previous job performance.

Supervisor Quick Tips

Effective One-on-One Meetings

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

One-on-one meetings are between two individuals, usually a manager and a direct report or team member. They can boost employee engagement, team morale, and productivity when done effectively. The following are best practices for effective one-on-one meetings:

1. Set a meeting agenda

By setting a meeting agenda in advance, you can ask employees for their input on it. This way you will be better prepared and resourced to have a fruitful meeting. However, be prepared for the conversation to go off in other directions – you don't have to stick rigidly to the agenda.

2. Start with a well-being check-in

This needs to be more than just “How are you? How are things?” Ask open-ended questions that touch on mental and physical health, workload, and personal development. For example, you might ask “How are you feeling about your work currently?”

3. Discuss priorities and progress towards goals

Talk about what has happened since the last meeting and what the goals are for the next week. Zoom out to the big picture of what the team does and link in each employee's individual goals and how their efforts contribute to the team goals.

4. Discuss challenges

Your employee will probably have issues to raise with you. Share your own professional journey and the experiences that you've had when facing similar challenges. Point out available support including training resources, knowledgeable co-workers, mentors, Employee Assistance Program, etc.

5. Discuss what went well

Celebrate successes, progress toward goals, and challenges overcome. Recognize personal milestones – ask about anniversaries and other dates and times of year that are important to employees.

6. Discuss institutional updates

Recap any recent changes or updates – clarify the relevance and meaning of the employee's work. Discuss upcoming events or deadlines. Talk about trends you're both seeing and how you're experiencing them.

7. Make a commitment or agreement

Before ending your meeting, make sure that you both agree to what will be done before the next meeting.

NOTE: Supervisors are encouraged to review [A Supervisor's Guide to One-on-One Meetings](#) to learn more. This resource and many other helpful resources, can be found on the “Getting Started” tile of the [Supervisor Toolkit](#).

Training & Organizational Development

Professional Development Spotlight

[ML 2177 Remote Request Supervisor Approval Workflow](#)

Supervisors can view this micro-learning course to learn the process of approving a remote work schedule request.

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