

# HUMAN RESOURCES

**Supervisor Segment**

**June 2022**

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

## Upcoming College Holiday

Independence Day is Monday, July 4, 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, to ensure the proper number of hours are worked by each employee.

## Health Advocate Employee Assistance Program (EAP)

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 offers resources and strategies to assist supervisors in their daily role as a leader. Each month, Health Advocate provides helpful tools on how to become a better leader. Topics include employee performance, resolving employee conflict, keeping employees engaged, and more. Visit [Health Advocate](#) to find useful information on a wide range of topics, or contact the 24-Hour CARELINE at 877-240-6863 with questions.

## Sick Leave - Extended Usage

Full-time College Faculty, Administrative, Professional and Career employees earn sick leave monthly. Employees on approved extended medical leave are not permitted to return to work without receiving a return to full duty release from their physician. A supervisor having knowledge of an employee in their area being absent without having submitted a request for leave through Absence Management in myFSCJ should submit an absence request on behalf of the employee.

## Termination Request Process

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 following resources to the employee before they leave:

- The [Employee Exit Information](#) document
- Meeting with employee regarding benefits
- Encouraging employees to complete the [Exit Survey](#)
- Confirming the current forwarding address in myFSCJ is correct
- Ensuring a [Clearance Form](#) is completed and sent to HR

Contact [hrinfomgt@fscj.edu](mailto:hrinfomgt@fscj.edu) for additional tips and resources.

## Training and Organizational Development

Log into myLearning to view current course offerings.

[myLearning](#)

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