

# HUMAN RESOURCES

Supervisor Segment

October 2021

[myIMPACT Reminders](#) | [Faculty Evaluations](#) | [Non-Operational Days](#)  
[Reporting Changes and Terminations](#) | [Sick Leave Requests](#)  
[Training and Organizational Development](#)

## myIMPACT Reminders

### Check-Ins

Supervisors can now complete the Check-in task in myIMPACT for Professional and Career employees. Check-ins are meetings between supervisor and employee regarding the employee's performance progress, individual development plan and goals. A series of question prompts is provided as a guide to facilitate conversation between the supervisor and employee, but conversations are not limited to these prompts. Check-in dates and any comments should be recorded in the space provided, and are to be completed by October 26.

### Journal Entries

Supervisors have the ability to create journal entries which are designed to help highlight performance each month. Journal entries may include attachments such as saved emails, certificates of completion, or other performance related documents and can be created at any time. Journal entries may also be shared with the employee, manager, or manager's manager.

### Reviews

The rating step for Professional and Career semi-annual reviews will be available November 1 to supervisors whose employees have a review due in December. Supervisors should rate all five competencies with comments, complete the overall supervisor comments section, mark the review "Done", and click "Submit". This will create another task to meet with the employee prior to completing the review. Select the task, enter the date of the employee meeting in the comment box and select "Save". This creates the final task to approve and sign the employee review. When submitted, the review is sent to the employee for their signature. The reviews should be completed by December 15. Contact [emprelations@fscj.edu](mailto:emprelations@fscj.edu) with questions.

## Faculty Evaluations

Faculty are evaluated according to the guidelines established in [Article 11 of the Collective Bargaining Agreement](#). Specifically, faculty on annual contract are to be evaluated once per year with first year faculty being evaluated during their second teaching term. Faculty on continuing contract are to be evaluated once every three years.

Click the buttons below to view evaluation forms. Contact [emprelations@fscj.edu](mailto:emprelations@fscj.edu) for questions regarding evaluations.

[Teaching Faculty Evaluation](#)

[Faculty - Librarian Evaluation](#)

## Non-Operational Days

Employees are not required to request leave (and supervisors should not approve absence requests submitted) for non-operational days. Upcoming non-operational days include the day after Thanksgiving (November 26), and four Winter Break days (December 23, and 27-30).

## Reporting Changes and Terminations

### How to Submit

Reporting changes and terminations are submitted in myFSCJ under Manager Self Service on the Update Team Information tile. When submitting a reporting change, confirm "Request Reporting Change" is selected to identify the impacted employee and initiate a Reporting Change Request. When submitting a termination, confirm "Terminate Employee" is selected to identify the employee and initiate a Termination Request.

### Approvals/Denials

When requests are approved, an email confirmation will automatically generate notifying the supervisor.

If a request is denied (i.e. if a termination request is submitted instead of a reporting change), HR Information Management (HRIM) will leave an explanation of the denial. The supervisor will then receive an email stating "Denied Reporting Change Request" or "Denied Termination". To view HRIM comments explaining the denied request, supervisors can copy the link provided and paste it into the active myFSCJ browser. This link will only work when logged into myFSCJ.

## Sick Leave Requests

A Supervisor approving the use of Sick Leave is verifying the employee is using leave for reasons supported in statute such as personal/family member illness or medical appointment. Employees can aid in this process by leaving notes such as "doctor appointment" in the comment section when submitting a Sick Leave request. Sick Leave exceeding five consecutive days must be accompanied by a doctor's statement attesting to the employee's days of absence and ability to return to work, and filed with [Benefits](#). For additional details, see [APM 03-1005](#) Sick Leave and [Florida Statute 1012.865](#).

## Training and Organizational Development

### Professional Development

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

### CRRSA Professional Development Program Reminder

The first payment for CRRSA course hours completed from June 8 - October 31 will be included on the first paycheck in November. All full-time faculty and staff have an opportunity to complete 40 hours of professional development for a maximum payout of \$2,000. That figure works out to \$50 per hour of professional development. The next payment will be included on the March 23 paycheck for course hours completed November 1 - February 28. [Click here](#) to view additional program details.