

HUMAN RESOURCES

October 2020

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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 emprrelations@fscj.edu with questions.

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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. Evaluation forms can be found [here](#), under Faculty. For questions regarding evaluations please contact emprrelations@fscj.edu.

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[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 27), and five Winter Break days (December 24, and 28-31).

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[Sick Leave Requests](#)

When an employee requests to use Sick Leave, supervisors must verify that the leave is used for sick purposes (personal/family member illness or medical appointment), and employees can aid in this process by leaving comments in the comment section when submitting Sick Leave. Sick Leave exceeding five consecutive days must be accompanied by a doctor's statement attesting to the employee's illness and filed with Benefits. Please review the Board of Trustees Rules [APM 03-1005](#) Sick Leave and Florida Statute 1012.865.

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[Training and Organizational Development](#)

Professional Development for Supervisors

Each week, Training and Organizational Development (TOD) emails course offerings to all employees with instructions on how to get started. These courses include live classes conducted online through Canvas Conferences or WebEx (unless otherwise advised), and self-paced online classes. The following courses are available through [myLearning](#).

Date	Time	Online Registration	Topic
Tuesday, October 27	1 p.m. – 2 p.m.	Register Now	PD 1276 – FSCJ Hiring Process Workshop
Available now through December 18	Self-paced Online	Register Now	PD 5218 – Coaching and Employee Development
Friday, October 23	2 p.m. – 3 p.m.	Register Now	PD 4074 – Coaching for Impact

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