

HUMAN RESOURCES

October 2019

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myIMPACT Reminders

- Check-ins – Supervisors should complete a Check-in task for all Professional and Career employees. Check-ins are meetings between supervisor and employee regarding the employee's performance progress, individual development plan and goals. This is a series of question prompts as a guide to facilitate conversation between the supervisor and employee, but is not limited to these prompts. Check-ins show as a task in myIMPACT and provide space for recording the date of the meeting and any comments.
- Journal Entries – Supervisors and employees are encouraged to use the journal entry feature within myIMPACT to record and highlight performance throughout the review period. These journal entries can also be used by supervisors to assist with completing employee evaluations.
- myIMPACT Trainings – **AFPD 4071 Introduction to myIMPACT** training sessions are offered monthly. New employees or employees who have not attended this training are encouraged to attend. Training sessions to assist supervisors in preparation for the six month review rating period are also available. The **AFPD 4072 myIMPACT: Performance Reviews** training allows supervisors to discuss examples of behavioral indicators for current competencies, and receive hands-on assistance with writing robust comments as they complete the performance review ratings. View the [myIMPACT training schedule](#) and additional [instructional resources](#).

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The CARE Project

During the project, there will be a freeze on reclassification requests, job description revisions, salary adjustments and reorganizations. Critical needs will be assessed on a case-by-case basis and will require Vice President and the Chief Human Resource Officer approval before submitting any requests. As we progress through Phase 2, it is important for all employees to complete a Position Description Questionnaire (PDQ) accurately and in a timely fashion. All PDQs should be returned via The CARE Project email, thecareproject@fscj.edu by submission deadlines listed below.

Action
Employee completes PDQ

Submit To
Direct Manager

Submit Deadline
10/18/19

Direct Manager reviews and approves
Manager's Manager reviews and approves

Manager's Manager
Human Resources

11/08/19
12/05/19

Please visit [The CARE Project](#) website to access the PDQ, project phase details, progress updates, and a video of the informational session presentation. There is also a FAQ available. For questions, contact thecareproject@fscj.edu.

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[Search Committee Document Retention](#)

In accordance with the state of Florida General Records Schedule, which provides retention periods for administrative records, **all records** that document the selection process and justifies the selection decision must be maintained for no less than four years after the selection process has concluded. Such records include but are not limited to any correspondence; credential documentation; testing/examination plans, documentation, and results; reference checks; lists of eligible candidates; lists of applicants' ratings or rankings; description of the selection process and selection techniques used; names and titles of all persons participating in the selection process; and any other information that affects the selection decisions. To ensure the required items are maintained for the requisite time period, all documents from each committee member must be scanned and attached to the job opening within myFSCJ at the end of the selection process whether a selection is made or not. Please view the following [link](#) for step-by-step instructions on attaching the documents to the job opening.

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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 29), and six Winter Break days (December 23-24, 26-27, and 30-31).

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[Leave in Push Back Status](#)

When an employee submits a leave request, the supervisor is able to approve, deny, or push back the request. When the leave is pushed back to the employee, the employee needs to edit the request and resubmit to the supervisor. The supervisor can then approve the leave for processing.

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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, and employees can aid in this process by leaving comments in the comment section when submitting Sick Leave. Please review the Board of Trustees Rules [APM 03-1005](#) and Florida Statute 1012.865.

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[Training and Organizational Development](#)

Compliance Training Update

This month, employees will be requested to complete two key compliance training courses: "Title IX for Higher Education" and "Workplace Harassment Prevention for Employees (Title VII)". This training helps to ensure that employee actions continue to support the Mission, Vision, and Values of the College. Employees will receive an email from Florida State College at Jacksonville <do-not-reply@fscj.edu> with instructions on how to get started. Employees hired after October 1, 2018 who have completed these trainings will be asked to complete refresher courses after 2 years.

As part of the onboarding process, newly hired employees are required to complete compliance training within 30 days of their hire date. If not completed, employees will receive a system reminder email after 14 days past due. After 21 days another reminder will be sent with a copy to their manager, and a final reminder will be sent after 31 days. If not completed after 45 days, an email will be sent to the respective Vice President with the name of the employee who has not completed the training. As a supervisor, please encourage direct reports to complete the training timely. View the employee [compliance training desktop procedure](#) for additional details. For questions, contact hrtraining@fscj.edu.

Professional Development

For video or written instructions on how to enroll in professional development courses, visit [this page](#). View the [Training and Organizational Development website](#) for a variety of helpful professional development resources. Please contact hrtraining@fscj.edu with general questions about classes or issues registering. The following offerings are one percent (1%) salary incentive approved.

Date	Time	Location	Topic	Class Number
Monday, October 14	1:30 p.m. – 3:30 p.m.	Downtown AO 204A	AFPD 5321 – Overview of FSCJ Compensation and Benefits	6350
Tuesday, October 22	1:30 p.m. – 3:30 p.m.	Downtown AO 204A	AFPD 5162 – Creating and Using Project Plans	5162
Tuesday, November 5	9 a.m. – 10:30 a.m.	Downtown URC 212	AFPD – 4071 Introduction to myIMPACT	5576
Wednesday, November 6	2 p.m. – 3 p.m.	Downtown AO 204A	AFPD 4074 – Coaching for Impact	5668

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