

**SJC Manager/
Supervisor Training
Spring 2026**

Topics To Be Covered

- **Policies**
 - Time Away From Work policies
- **Recruitment**
 - Recruitment Information: Sending Communications
- **Finance and Payroll**
 - FWS Community Service
- **Employee Appreciation/Engagement and Wellness**
 - Mental Health Awareness Month
 - How to Support Employees Through Life Transitions
- **Miscellaneous**
 - Employee Celebration
 - Annual Safety Reminder
 - Prize Opportunity
 - Feedback Request

Policies

The image features a clean, modern aesthetic. The top half is a light beige color, while the bottom right corner is a solid dark red. A white diagonal line separates the two colors, running from the bottom left towards the top right. The word "Policies" is written in a bold, dark blue serif font in the upper left quadrant.

List of Leave Benefit Changes

- Please review with your direct reports the following policies in the [Time Away Work](#) section (starting on page 75):
 - 301 Maine Earned Paid Leave
 - 302 Earned Time
 - 303 Compassionate Time Donation
 - 304 Long Term Illness
 - 308 Maine Paid Family and Medical Leave

Recruitment



Recruitment Information: Sending Communications

IMPORTANT – Sending communications to an applicant is mandatory:

In the Candidate Profile, click on the Communications tab and then click on **Send a Message** on the far right of the screen.

For Applicants who do not meet the minimum qualifications:

- Under *Notification Template*, select No Interview, not selected
- PLEASE EDIT POSITION TITLE IN THE TEMPLATE BEFORE SENDING
- Please also change the Reply To box to your email address (otherwise replies will be sent to the SJC Employment email address instead of you)
- Click Send

Recruitment Information: Sending Communications

For Applicants who Meet or Exceed Requirements:

- Under *Notification Template*, select Interview Request
- PLEASE EDIT THE EMAIL DETAILS IN THE TEMPLATE BEFORE SENDING
- Please also change the Reply To box to your email address (otherwise replies will be sent to the SJC Employment email address instead of you)
- Click Send

Finance and Payroll



FWS Community Service

Managers should take initiative to review any paperwork being submitted.

- 1. Student must be a current employee before completing the hours**
- 2. Hours need to be from an approved non-profit 501(c)(3) organization**
- 3. Timesheets must be submitted as soon as possible during the current academic year and close to the time frame when work was completed**
- 4. Community Service Timesheets must have appropriate approving signatures, not a student signature**
- 5. Timesheets needs to be legible**
- 6. If you get a pre filled-out timesheet for a special event, DO NOT ADD MORE HOURS FROM A DIFFERENT EVENT ON IT**

Employee Appreciation/ Engagement and Wellness



May is Mental Health Awareness Month: Structured Conversation Guides for Managers/Supervisors

The “Support Check-in”

- **Purpose:** Address workload stressors.
- **Opening:** “I want to ensure I’m supporting your well-being. Are there any projects that feel overwhelming or where I can help reprioritize?”
- **Actionable Step:** Proactively offer or encourage taking a meeting-free block on their calendar to reduce cognitive load.

May is Mental Health Awareness Month: Structured Conversation Guides for Managers/Supervisors

The “Direct and Empathetic Approach” (For When You Notice Changes)

- Purpose: Address specific signs of stress.
- Opening: “I’ve noticed you haven’t seemed like your usual self. I want to check in and see how you are doing, and if there is anything I can do to help.”
- Closing: “I am here to support you. You don’t have to carry this alone.”
- [SJC Wellness Resources](#)

How to Support Employees Through Life Transitions

Life is full of changes—some exciting, some difficult, all impactful. Life transitions follow us into the office (or Google Meet). With the right support, you can help your team navigate these shifts with more ease, less stress, and a stronger sense of balance. Find out more [here](#).

Miscellaneous

Information Request: Mercy Tea and Employee Celebration

To better recognize employee achievements during this celebration, please consider forwarding information to Human Resources regarding any accomplishments completed by your team starting July 1, 2025. Please submit your information by June 30, 2026.

Annual Safety Reminder

- Please review this important safety information with your team (position applicable):

Golf Cart and Gator Utility Vehicle Safety Fundamentals



Prize Opportunity Question

Please read the following question and respond with your answer to Human Resources (humanresources@sjcme.edu):

What is an example of a life transition?

Participants will be entered in a raffle to win a prize.

Entries must be received by May 14, 2026.

Feedback Request

HR is continually looking for ideas to support SJC Managers and Supervisors. If you have topics you would like to see included in the quarterly *Manager/Supervisor Training* and/or *Manager/Supervisor Toolkit*, please submit this [suggestion form](#) for consideration.

Thank you!