

SJC Manager/ Supervisor Training Summer 2026

Topics To Be Covered

- **Policies**
 - Records Retention, Schedule and Disposition
 - Information Technology's Network Accounts and Identity
- **Recruitment**
 - Recruitment Information
- **Finance and Payroll**
 - Timecard Approvals
 - Guidelines for Manually Adding Hours to Timecards
- **Employee Appreciation/Engagement and Wellness**
 - National Wellness Month
 - National Eat Outside Day
- **Miscellaneous**
 - Employee Perks Webpage
 - Documents Update
 - Prize Opportunity
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Policies



Records Retention, Schedule and Disposition Policy

Please review with your direct reports the [Records Retention, Schedule and Disposition Policy](#).

Important Notes

- **Management of Records**
 - The College has a decentralized system of managing records beyond the Archives. Therefore, functional units (e.g. College departments) will be responsible for supervising the administration of this policy, including but not limited to the proper retention, disposal, and transfer of records, as well as the implementation of processes and procedure to ensure that the Schedule is followed. College departments are expected to coordinate with other departments when key records are shared among groups.
- **Disposition of Records**
 - Employees should consult with the Human Resources department regarding the destruction of physical documents.
 - Non-confidential paper records may be placed in containers for recycling.
 - Confidential paper records must be shredded or other arrangements must be made for the documents to be destroyed.
 - Employees should consult with the Information Technology department regarding the destruction of electronic documents.

Network Accounts and Identity Policy

Please review with your direct reports [Information Technology's Network Accounts and Identity Policy](#).

Recruitment

The background of the slide is split diagonally from the bottom-left corner to the top-right corner. The upper-left portion is a light beige color, and the lower-right portion is a solid orange color. The word "Recruitment" is written in a dark blue, serif font in the upper-left beige area.

Recruitment Information

REMINDER: Before you begin recruiting for Faculty and Staff positions, you will need to have the following items completed:

1. Approval from the Leadership Team Member of your division/department
2. Defined salary for position (approved by PARF committee)
3. Review and complete action items in [Manager Accommodations Checklist & Toolkit](#)
4. For ALL Staff positions, an HR approved Job/Position Description is required – (please coordinate with Heidi Jacques for a current job description)
5. Requisition (job/position) posting language containing a job summary and minimum qualifications
6. Interview questions (please submit these to humanresources@sjcme.edu for review and approval)

Please contact Human Resources (humanresources@sjcme.edu) for any questions related to these recruitment processes.

Finance and Payroll

The image is a title slide for a presentation. It features a light beige background. A solid green shape, resembling a hill or a diagonal wedge, starts from the bottom left corner and extends towards the top right, separating the title area from the bottom of the slide. The title 'Finance and Payroll' is written in a dark blue, serif font, centered in the upper half of the slide.

Timecard Approvals

For employees who work in **multiple departments**:

- When reviewing these timecards, please ensure you are approving *individual line entries* for the hours worked **in your department**, rather than approving the entire timecard.
- Check the box(es) next to the line entries that correspond to your department.
- Click **Save** at the bottom.

Why this matters:

- Approving the entire timecard can inadvertently lock or approve hours belonging to another department before their respective manager has a chance to review them.
- Approving line-by-line ensures that labor costs are allocated correctly and that all managers retain oversight of their specific hours.

Guidelines for Manually Adding Hours to Timecards

To maintain compliance with labor laws and audit standards, *managers cannot manually add hours to an employee's timecard* without documentation substantiating that the employee worked during that time. Whenever you need to manually add hours, or fix a missed punch for an employee, please ensure that they have submitted a system note.

Why these guidelines are in place:

- **Legal Compliance:** In the event of an audit, the College must be able to prove that every paid hour precisely matches actual time worked.
- **Accuracy and Protection:** Documenting manual entries protects you as a manager from discrepancies and ensures that our payroll records are indisputable.

Employee Appreciation/ Engagement and Wellness

The image features a light beige background. A dark blue, diagonal shape, resembling a stylized mountain or a wedge, occupies the bottom right portion of the frame. The text 'Employee Appreciation/Engagement and Wellness' is written in a dark blue, serif font, positioned in the upper left area of the beige background.

August is National Wellness Month

Actionable ways managers can support employees include:

- **Promote Micro-Wellness Habits**
 - Incorporate short 60-second breathing exercises, suggest walking 1:1 meetings, and build in brief stretch breaks during longer meetings.
- **Highlight Existing Benefits**
 - Remind teams how to access and use the Employee Assistance Program (EAP) for counseling, stress management, and financial or legal resources: [EmployeeConnectSM](#) services offer an array of confidential services to help you and your loved ones meet the challenges that life, work, and relationships can bring. FREE FOR ALL EMPLOYEES. Visit the [Employee Assistance Program](#) webpage for more information.

August is National Wellness Month

Actionable ways managers can support employees include:

- **Use and Promote Earned Time**
 - Model healthy behaviors by taking your own Earned Time and encourage staff to disconnect and rest without guilt.
- **Enable Flexible Work Options**
 - Remote work, adjustable hours, and other flexible options help employees navigate personal responsibilities. Whether recovering from a health challenge or stepping into a caregiving role, the ability to adjust schedules allows employees to work when they're most productive. *Reach out to Human Resources prior to initiating a flexible work option (207-893-7757, humanresources@sjcme.edu).*
- **Support Open Communication**
 - Regularly check and ask concrete questions like, "Are there any projects that feel overwhelming or where I can help reprioritize?"

August 31 is National Eat Outside Day

With August right around the corner, this is a great opportunity to step away from our workspaces, get some fresh air, and connect as a community.

August 31st is National Eat Outside Day, but we want to turn it into a month-long celebration of team wellness and camaraderie.

We are encouraging all managers to organize at least one outdoor meal or break with your team or cross-department colleagues anytime next month.

Please take a look at your teams' calendars for August and block some time to get everyone outside. Don't forget to take a photo of your outing and send it to Human Resources for a prize opportunity!

Miscellaneous

New Employee Perks Webpage!

We are excited to share that the new Employee Perks webpage is live! This page was designed to give employees a centralized, easy-to-navigate look at all the community, wellness, and education perks available to them.

As managers, you are our best advocates for ensuring employees take full advantage of these resources. Please take a few minutes during your next team meeting to walk your direct reports through the new page.

- **Explore Employee Perks [Here](#).**

Thank you for your leadership in keeping our teams informed and supported. If you have any questions or feedback about the new page, please feel free to reach out to Human Resources.

Documents Update

Human Resources has updated the contact information in both the [What To Do During an ICE Workplace Visit](#) and [ICE Search Script Card](#) documents.

Please print these documents, post it in your office space, and review these documents with your direct reports (including student employees).

Please reach out to Human Resources (humanresources@sjcme.edu or 207-893-7757) with any questions.

Prize Opportunity Question

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

What is one of the employee perks listed on the new webpage?

Participants will be entered in a raffle to win a prize.
Entries must be received by August 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!