

OPS Employees

What makes an OPS employee eligible for Workers Compensation, etc.?

OPS employees are eligible for Worker's Compensation immediately upon hire. The only exception would be student employees where they were injured in their role as a student vs. their compensable duties. OPS employees are also immediately covered under the Americans with Disabilities Act as amended upon hire.

OPS employees are eligible for unpaid leave under the Federal Family Medical Leave Act (FMLA) and FSU's Parental Leave program (unpaid) when they meet the years of service and hours-worked criteria. Please contact the FMLA administrator for further information about FMLA or FSU's unpaid parental leave eligibility for specific employees.

If OPS are hired for a period (noted in the offer) then do they need to submit a resignation? Isn't it already implied?

Ideally, yes, an employee hired and given notice that their OPS appointment has a hard end-date should give a resignation letter in writing indicating they are voluntarily leaving their OPS position on or prior to the end of their appointment. When a resignation notice is given, either verbally or in writing, the department should acknowledge their resignation in writing. This is to ensure we have record of them voluntarily leaving their position.

Employees may submit an oral or written resignation. A written resignation is not required.

What differences are there between OPS separation and probationary separation (involuntary for both)?

Involuntary terminations are similar for both classifications because they are considered to be at-will employees; however, we may utilize probationary extensions, Performance Expectation Plans, Counseling Memorandums, and other documents for probationary employees who are exhibiting performance and/or conduct issues.

Alternate Work Location (AWL)

Do OPS appointments still need to submit an AWL request?

OPS employees should submit an AWL request through the hybrid/partial or Extended Telework process.

DO OPS hired to work in LCS schools need to go through the AWL process?

Travel to and from various worksites does not fall under the AWL process. Researchers with extensive travel within their jobs should have a primary location where they submit their research or complete their reports. If this primary location is on the FSU campus, an AWL would not be needed. However, if these administrative tasks are completed at home, then the OPS employees should submit an AWL with their home location address.

Is AWL still considered a pilot?

The AWL is currently a program that FSU supports continuing. Additionally, edits are expected to the program guidelines, and we anticipate incorporating this into policy in the future.

Can we include language about the hybrid program in job postings?

Yes, including the hybrid work benefit is an excellent way to attract candidates to your job posting. For positions classified as full remote, it is required to be placed in your job posting.

Salary Analysis

If a salary is approved at midpoint, can there also be a bonus?

Yes. The hiring salary and available bonus options can be used together as part of the hiring package.

Will a salary analysis form be needed for hires in Quartile 2?

The Salary Analysis request process will not be required for hires in the first and second quartile for positions assigned to job codes in pay band 1 through 10.

Positions at the Director level and above (pay band 11+) will require the Salary Analysis process for proposed salaries beginning at the second quartile due to the unique nature of these roles and the need to rely more on external benchmarking data.

The New Hire/Salary Appointment Explanation form will no longer be used for pre-approval of hiring salaries. Division level approvers will be inserted into the job offer workflow in OMNI where the higher-level approval is required.

When is promotion/lateral determined?

As we continue to move towards a more market-value driven pay band structure, HR Compensation review will focus more on the scope, complexity of work, and position responsibilities in question to determine if the move is a promotion or lateral, rather than focusing on the pay band assignment.

Will departments be able to give pay increases even if the move is lateral?

Yes, if the move places an individual in a job code where their salary is below the internal median of that new code, an increase can be applied without additional HR review. If the requested salary is above the internal median, the standard HR review process will be required to determine if an increase is warranted.

With a salary analysis not needed until Quartile 3 – does that include international hires?

While the salary analysis would not be required under University practices until Quartile 3, you may still reach out to HR Compensation for assistance in determining/reviewing a proposed hiring salary for any hire, including international hires where additional salary considerations may be required.

International Hires

Could an F-1 student employee volunteer after the expiration of their work visa?

No, an F-1 student employee whose work authorization has expired will be in a grace period that allows them to pack their belongings and make travel arrangements only. If they are awaiting approval of a timely filed change of status to H-1B, FSU cannot allow them to volunteer for an otherwise paid position while they wait, as doing so would violate labor laws.

Will CGE have a training in the future about different types of visas, post docs, Nole Start, etc.?

We plan to offer training sessions in the summer. Feedback regarding ideal dates is appreciated.

Employee Data Management

Can the onboarding portal show the last person who updated it from EDM?

The Supplemental Documents (Admin) page in the Onboarding portal will reflect the name of whoever originally clicks “Save and Submit” to HR. After the original submission, additional saves will reflect with a new timestamp; however, the name will not be updated. In the remaining EDM steps, the invitation will show it was updated by an EDM Administrator with a timestamp. If required documentation is missing from Supplemental Documents, the EDM processor will email to request assistance.

During the summer, a lot of students leave campus but return in the fall. How can we go about reappointing them without going through onboarding again?

Students who are not working during the summer but are expected to return in the fall can leave their appointments unfunded for 120 days without impact to the record. A future dated ePAF to reappoint with funding can be entered as soon as the fall appointment details are available.