

Fall 2015

Department Representative Meeting

October 7, 2015



# Welcome and Introduction

Amber Pursley

HR Communications Manager



Thank you to our Partners:

College of Medicine

Office of Business Services



# Promotions and New Roles

### Promotions:

- Jonathan Banks, HR Specialist – Attendance & Leave
- Rebecca Peterson, Assistant Director – Faculty Relations
- Victoria Powell, HR Specialist – Equal Opportunity & Compliance

### New Roles:

- Abigail Lejeune, HR Specialist – Employee Data Management
- Sarah Mirkin, Senior HR Specialist – Communications
- Kendrick Scott, HR Specialist – Benefits



# New Employees

- Kellee Edwards-Bennett, HR Representative – Equal Opportunity & Compliance
- Carl Fertil, HR Representative – Employee Data Management
- Jennifer Hebert, HR Specialist – Employment & Recruitment Services
- Erika Johnson, Senior HR Specialist/Investigator – Equal Opportunity & Compliance
- Rebecca Maas, Assistant Director – Employment & Recruitment Services
- Jonathan “Taylor” Moore, HR Specialist – Employment & Recruitment Services
- Jaylen White, OPS Human Resources Assistant – Employment & Recruitment Services



# Benefits Reminders

Michael Horgan

HR Specialist, Benefits



## Benefits

- Bencor Forms – <http://hr.fsu.edu/bencor>
- Open Enrollment –  
<http://peoplefirst.myflorida.com>
  - ✓ Benefits Fairs
  - ✓ Mailing Addresses
- 1095-C
- Cigna Hospital Rates



## Benefits

- State Life Insurance
  - ✓ Basic Life
  - ✓ Optional Life
  - ✓ Spouse Life Insurance
  - ✓ Dependent Life Insurance
- OPS Employees
- Domestic Partner Benefits





# Criminal History Background Checks

**April Smatt**

HR Specialist, Employment & Recruitment Services



# Current State of Background Checks

- Revised policy as of 8/1/15
  - ✓ Now includes New Hire Faculty
  - ✓ All Salaried positions require a Standard check
  - ✓ Standard check is required for OPS/Vol. roles based on duties
  - ✓ Positions as defined by law also require fingerprinting
  - ✓ International Background Check requirements
- **All** appointments/actions now being reviewed to confirm whether a background check is required
- Volume has increased more than 200% over last year



### HR Is Improving the Process

- Simplifying internal processes for faster results
- No longer requiring copies of references
- No longer requiring the application questionnaire for unadvertised positions
- Check with HR about only submitting one background check questionnaire for multiple hires on one job opening or identical positions
- More upcoming improvements:
  - ✓ Simplified forms
  - ✓ Improved portal entry



## HR Is Improving the Process

- Graduate Assistant Background Checks
  - ✓ Not required for all GA appointments; based on duties
  - ✓ When to submit background check questionnaires
  - ✓ When to submit background check request forms
  - ✓ Duration of the background check results
  - ✓ Contingent language in offer letters



## How Can You Help?

- Understand the process
  - ✓ [Background check questionnaire](#)
  - ✓ [Background check request form](#)
- Use the online portal for faster processing
- Follow-up on candidate entry to avoid further delays
  - ✓ Check spam/junk folders
  - ✓ Candidate Help Letter
- Review the FAQ's on our website under Hot Topics
  - > Background Check Policy Update-2015



### Standard Background Check

- Identifier-based
- Department will receive a confirmation email from HR
- Candidate's email address is required
  - ✓ If candidate doesn't have an email address, additional forms are required
  - ✓ The candidate will receive an email from Accurate with instructions on providing the information needed to proceed.  
It's VERY IMPORTANT they complete this process timely!
- Once complete, the department will receive an email from HR to advise them of the outcome
- Department will be billed by HR



### Level 2 Background Check

- Same process for Standard Background Check, plus
- For Level 2 fingerprinting check:
  - ✓ Department will receive an email from HR confirming receipt of the request and providing instructions for FSUPD fingerprinting
  - ✓ Candidate must go to FSUPD for fingerprinting (Tuesday – Friday, 1 p.m. to 3 p.m.) with a valid photo ID to complete the process
- Out of Town/State Fingerprinting





### Results Review Process

- Disclosure vs. Non-Disclosure
  - ✓ HR's Solution to the "Ban the Box" Initiative
- EEOC Guidelines:
  - ✓ The nature and gravity of the offense or conduct;
  - ✓ The time that has passed since the offense, conduct and/or completion of the sentence; and
  - ✓ The nature of the job held or sought.
- Complying with the Fair Credit Reporting Act.  
Notifying an Applicant of the Outcome





## Key Resources and Contacts

- Resources
  - ✓ Hot Topics > [Background Check Policy Update-2015](#)
  
- Contacts
  - ✓ Becky Maas: 644-7701, [bpmaas@fsu.edu](mailto:bpmaas@fsu.edu)
  - ✓ April Smatt: 644-6035, [asmatt@fsu.edu](mailto:asmatt@fsu.edu)



# DOOR PRIZES



# Proposed Changes to the Fair Labor Standards Act (FLSA)

Shelley McLaughlin

Associate Director, Employment & Recruitment and  
Compensation Services



## Current FLSA Standard

- To qualify for Exempt status under the FLSA, the employee must:
  - ✓ Be paid on a salary basis, not hourly
  - ✓ Earn more than \$455/week (\$23,660 annually)
  - ✓ Perform primarily executive, administrative, or professional duties as defined under DOL regulations



## DOL Proposed FLSA Changes

- Minimum salary requirements: applicable to executive, administrative, and professional exemptions
  - ✓ Projected to be \$970/weekly or \$50,440 annually
- Automatic annual updates: mechanism to update required minimum salary to avoid becoming outdated again
  - ✓ Consumer Price Index
  - ✓ Tie minimum salary to the 40<sup>th</sup> percentile



## Timeline

- Proposed rule released June 30
- Comment period with DOL ended Sept 4
- Final rule expected early 2016
- Likely 60 days until effective
- Anticipate that it will be in place prior to 2016 elections



## What Should You Do?

- We will be communicating early and often
- Stay up-to-date with any requests coming from our office as we prepare for the changes



# Nepotism Policy

Sarah Mirkin

Senior HR Specialist, Communications







- What is a Nepotism Policy?
  - ✓ A policy that prohibits employment of relatives where it creates a conflict of interest for an employer—usually supervisor/subordinate.
  
- Does FSU have one?
  - ✓ Yes!

# Employment of Relatives (Nepotism) Policy

- [Existing Policy](#)
  - ✓ HR approval *pre-hire*
- Updates
  - ✓ Stand Alone
  - ✓ Definitions/Approval
  - ✓ Form
- ETA
  - ✓ Early 2016
  - ✓ Stay tuned @ HR Forums



# Form I-9 and Appointment Tips

Andrew Kapec

HR Specialist, Employee Data Management



## Form I-9 Federal Requirements

- Federally Required Completion Schedule
  - ✓ Section 1 – no later than their **first day of work** for pay
  - ✓ Section 2 – no later than the **third business day** employee starts work for pay
    - If work lasts less than three days, Section 2 must be completed no later than **first day of work** for pay
- If original documents are not presented to complete Section 2, employee must stop working until completed
- Schedule applies to rehires, as well
  - ✓ Section 3 Rehire entries must be completed by first day of work – does not require employee's presence



## Form I-9 Reminders

- If U.S. Passports are used in Section 2, upload a copy to the online wizard per E-Verify req'ts
- Receipt process in Guardian has been streamlined; please review the updated Receipt Page on the I-9 Instructional Website for updated instructions
  - ✓ Process updated to create an amendment when updating the I-9 rather than a completely new I-9



### Remote Hire Process

- Process to complete Form I-9 for those outside Tallahassee
- Allowed for:
  - ✓ Employees working remotely outside Tallahassee
  - ✓ Employees who cannot be on-campus on their first day of work for pay
  - ✓ Special Circumstances
    - Faculty who require email and Blackboard access and will not be in Tallahassee prior to their appointment beginning
    - Graduate Assistants who will not arrive in Tallahassee prior to the deadline for GA appointments
- Remote Hire Authorized Agent Form has been updated
  - ✓ Instructions clarified
  - ✓ Agent Authorization process more clearly defined





### E-Verify

- Federal work authorization verification system
- Verifies data from Form I-9 with SSA and DHS
- Constantly reviewed by USCIS Monitoring and Compliance Division for misuse, abuse, or non-compliant activity
  - ✓ Authorized to refer cases to Immigration and Customs Enforcement (ICE) for I-9 Audits or Office of Special Council for discrimination or unlawful practice investigations



### E-Verify Requirements

- E-Verify Cases must be submitted by **third business day** of work
  - ✓ Exceptions include:
    - Awaiting Social Security Numbers for Non-Resident Aliens
    - Awaiting original documents when receipts were initially used in Section 2
  - ✓ If indeed submitted late, enter the most comprehensive description of the situation possible under “Other”
    - Do not enter vague, canned reasoning

#### Reason for Late Submission to E-Verify

- Awaiting Social Security Number
- Technical Problems
- Audit Revealed that New Hire Was Not Run
- Federal Contractor with E-Verify Clause verifying an existing employee
- Other (Specify Reason Below - Required)

(200 chars max)





# Tips for Efficient Appointment Processing

- Upon initial knowledge of new hire:
  - ✓ Ensure new hire completes new employee wizards
  - ✓ Ensure hiring documents are generated and signed
    - Offer letter and contract (if applicable)
    - Loyalty Oath & Form I-9
  - ✓ Copy required documents (SS Card, Receipt, Passport)
  - ✓ Immediately upload documents to electronic wizards
    - Do not upload Form I-9s



### Tips (cont.)

- Upon appointment review:
  - ✓ Ensure the Online Wizard, Form I-9, and Job Offer are complete and ready prior to contacting HR
  - ✓ If action is requested by HR to complete, update, or correct documents, **please respond once action has been taken** to ensure the appointment is handled ASAP
  - ✓ If corrections to appointment data are needed after being processed, submit a case



# 2016 Spring Grad Mass Appointments

- **Monday, October 12th – Friday, October 16th**
  - ✓ Graduate Mass Appointments open to Department Representatives (Originator) for entry
- **Monday, October 19th – Wednesday, October 21st**
  - ✓ Open for Manager approval for all Graduate changes
- **Thursday, October 22nd – Friday, October 23rd**
  - ✓ Open for Department Representatives (Originator) to review and update any changes per Manager
- **Monday, October 26th – Tuesday October 27th**
  - ✓ Open for Manager to approve final changes
- **Wednesday, October 28th – Tuesday, November 3rd**
  - ✓ File sent to Sponsored Research for approval
- **Wednesday, November 4th**
  - ✓ File loaded in OMNI once released from Sponsored Research
- **Thursday, November 5th**
  - ✓ Update any discrepancies based on query results



# DOOR PRIZES



Attendance & Leave Regulation Changes  
and  
OMNI 9.2 Upgrade

Christine Conley

Associate Director, Attendance & Leave



## FSU-4.0015 Changes

- Annual Leave Accruals for USPS employees
- Leave Transfer Maximums
- Sick Leave Payout Eligibility
- Closure & Compensatory Leave
- Leave without Pay (LWOP)
- Administrative Leave for a Service-Connected Disability



## USPS Leave Accruals

- Effective for employees hired after 10/1/15
  - ✓ Annual Leave Accrual Rates will be based off of FSU Service Only
  - ✓ Prior State Service will no longer be included in an employee's "Months/Years of Service"
- Employees hired before 10/1/15 will continue to accrue leave at their current rate



## Leave Transfer Maximums

- 80-hour maximum annual leave transfer
- 240-hour maximum sick leave transfer
- FSU will continue to accept leave transfers with department approval from state agencies, universities, counties, or cities within the State of Florida





## Sick Leave Payout Eligibility

- USPS, A&P, Executive Service hired after 10/1/15 will need 10 years of FSU Service to be eligible for a sick leave payout
- Prior State Service will no longer be included in an employee's "Months/Years of Service"
- Clarified that Faculty hired after 5/6/11 will not be paid for unused sick leave



## Closure & Compensatory Leave

- During a University-wide closure, employees will earn straight-time compensatory leave when the employee works more hours than required during the week
- Previously, employees were only eligible to earn compensatory leave if they physically worked during the closure



## Leave Without Pay (LWOP)

- LWOP for 4-8 consecutive weeks may be subject to evaluation & approval by the Chief Human Resources Officer (CHRO)
- LWOP lasting 8 or more weeks will require approval by the CHRO
- Includes leave requests that fall outside of normal University-approved leave programs (e.g., FMLA, Military)



## Administrative Leave for a Service-Connected Disability

- Employees with a service-connected disability scheduled by the Department of Veteran Affairs to receive treatment are granted administrative leave
- Section 110.119 F.S. allows a maximum of 48 hours of administrative leave (previously 6 days)



## OMNI 9.2 Upgrade

- The OMNI HR Application will be unavailable from 11/11/15 – 11/15/15
- 9.2 OMNI HR will “go live” on Monday, 11/16/15
- Users will see the most significant changes in the recruitment module
- The upgrade and holidays will accelerate payroll processing for those November pay periods



**BREAK**



# Department Representative Recognition

**Renisha Gibbs**

Assistant Vice President for Human Resources  
& Finance and Administration Chief of Staff



## Outstanding Department Representative Nomination

*“[This person] is always extremely helpful and willing to work with HR to ensure that all items are taken care of efficiently and accurately.*

*[She] is very knowledgeable regarding Attendance & Leave procedures and is an excellent example of an Outstanding Department Representative.”*





Fall 2015 Outstanding Department  
Representative

and

“Essential Piece” Award Recipient

**Brandy Daly**

Administrative Specialist, UBA FSU Police Department



# USPS ePerformance Update

Beverlyn Samuels

Senior HR Specialist, Employee & Labor Relations



## What is USPS ePerformance?

- It is a new automated performance evaluation system that will allow employee performance to be rated based on:
  - ✓ FSU Behavioral Expectations
  - ✓ Job Responsibilities
  - ✓ Competencies



## USPS ePerformance – New Ratings

- FSU Behavioral Expectations
- Job Responsibilities
- Competencies
  - ✓ Ratings are less generic; more specific to the employee's actual job duties
  - ✓ Categories are populated from the job description into the ePerformance evaluation in OMNI



# USPS ePerformance – New Review Cycle

- Performance evaluations will no longer be based on anniversary date
- Annual evaluations will be based on a common annual review cycle
  - ✓ January 1<sup>st</sup> – December 31<sup>st</sup>
  - ✓ Evaluations due March 1<sup>st</sup> each year



## USPS ePerformance – Implementation

- Beginning January 4, 2016, managers and supervisors will begin evaluating all USPS employees' performance using the new USPS ePerformance Evaluation module in OMNI
- The 2015 review period will assess performance from January 1, 2015 through December 31, 2015



## Training & Support

- Training sessions will be held weekly from October 23<sup>rd</sup> through December 9<sup>th</sup> at various University locations
  - ✓ All Managers and Supervisor are encouraged to attend a session
  - ✓ Sessions will focus on new automated process and OMNI module
  - ✓ Register now in OMNI for a specific location



# Primary Contact

Beverlyn Samuels

Senior HR Specialist, Employee & Labor Relations

(850) 645-9469

[bsamuels@fsu.edu](mailto:bsamuels@fsu.edu)





# Diversity & Inclusion Council Update

Michelle Douglas

Director, Organizational Development & Equal  
Opportunity Compliance



# Council Overview

The Council fully embraces the mission of enhancing diversity and inclusiveness throughout the entire campus community. As we continue to increase awareness and the participation of individuals and groups that represent cultural diversity, we are committed to the development of policies, programs, groups and special initiatives that address diversity and inclusion.



### Steering Committee

- Kyle Clark
- Mary Coburn
- Carolyn Egan
- Renisha Gibbs
- Tom Jennings
- Janet Kistner
- Sally McRorie
- Gary K. Ostrander

#### HR Administrative Liaisons

- Sandi Smith Anderson, HR Specialist
- Sandra Dixon, Associate Director
- Michelle Douglas, Director/Council Facilitator



## Major Initiatives

Maintaining a workplace that maximizes the potential of all employees:

- Recruit, develop, and retain a diverse faculty and staff
- Recruit and graduate outstanding and diverse students
- Develop and strengthen partnerships with diverse internal and external organizations



## Affinity Groups

- Latin@ Faculty Advocacy and Resource Group  
Delia Poey
- Black Faculty & Staff Organization  
Rhea Lathan
- LGBTQ+ Faculty & Staff Network  
Lynn Hogan
- *Coming Soon* – Veterans, Friends and Family



# Higher Education Excellence in Diversity (HEED) Award



Thank you!

Please check the [Diversity & Inclusion](#) website regularly for updates as we make progress on addressing these focus areas through our programs, initiatives, and policy review



# DOOR PRIZES





# HR-Faculty Relations Collective Bargaining Update

Rebecca Peterson

Assistant Director, Faculty Relations



## Faculty Bargaining

- Completed negotiations for final year of 2013-2016 collective bargaining agreement (CBA)
- Current Faculty CBA expires June 30, 2015
- Key Points
  - ✓ Salary Increases for 2015
  - ✓ Multi-Year Appointments for Specialized Faculty



### Article 23—Salaries

Increase	Effective Date	Paycheck Date	Amount
Promotion Increase	8/10/2015	9/4/2015	12% and 15%
Sustained Performance Increase (SPI)	8/10/2015	9/4/2015	3% for top rank faculty whose past six years of evaluations have been above "Official Concern"
Performance Increase	8/28/2015	9/18/2015	0.5% (General Faculty) and 1.5% (Specialized Faculty)
Market Equity Increase*	9/25/2015	10/16/2015	\$2M for distribution among eligible tenured and tenure-track faculty members
Merit Increase	10/9/2015	10/30/2015	<p><i>Departmental:</i> 1.75% of the Spring salary base to be distributed in accordance with Department/Unit merit procedures</p> <p><i>Deans:</i> 0.35% of the Spring salary base to be distributed at the discretion of the Deans</p>



## Specialized Faculty MYAs

- Multi-Year Appointments for Specialized Faculty:
  - ✓ Level I: One year appointments – initial contracts printed every academic year
  - ✓ Level II: 2 year appointments – initial contracts printed every academic year with 2 years on the contract
  - ✓ Level III: 4 year appointments – initial contracts printed every other academic year



# Graduate Assistant (GA) Bargaining

- Completed negotiations for 2015
- Negotiations begin again by March 1, 2016
- Key Points
  - ✓ Workloads
  - ✓ Outside Employment
  - ✓ Health Insurance
  - ✓ Stipends



## Article 6—Workload

- Total FTE cannot exceed 0.75 FTE
- Total FTE over 0.50 FTE should be scrutinized for academic progress implications
- Work assignments should be consistent with GA's classification and program
- HR will work with departments—do not manipulate pay rate to adjust for FTE



## Article 6—Workload

- Clarification of FTE Calculation
  - ✓ GA may request a review of FTE from their supervisor
  - ✓ GA may also use the grievance process
- Review of Workload Expectations
  - ✓ Departments must regularly review and assess GA workloads



## Article 7—Outside/Additional Employment

- Departments must have policies restricting outside activity approved by The Graduate School
- Permissibility of Outside Employment, Activity, or Additional Employment:
  - ✓ If GA's stipend is under \$7,750 per semester, cannot apply restrictive policy
- Possible Conflicts of Interest
  - ✓ GA must report in writing to supervisor(s)





## Article 16—Health Insurance

- GAs with 0.50 FTE **both** fall and spring semester
  - ✓ FSU pays \$1,662 of premium
- GAs with 0.25 FTE **both** fall and spring semester
  - ✓ FSU pays \$1,012 of premium
- GAs with 0.25 FTE for fall or spring & 0.50 FTE for the other semester
  - ✓ FSU pays \$1,212 of premium



## Article 23—Stipends

- Eligible GAs received 3% pay increase effective 9/25/15
- 9-month GA with 0.50 FTE appointment gets guaranteed minimum stipend of \$12,000 effective 10/9/15
- HR will administer both increases



### Learn More

- HR Forum on November 19, 2015 @ 8:30 a.m.
  - ✓ Faculty/GA Contract Administration Training
- Why Go?
  - ✓ Spring appointment season is almost here
  - ✓ Offer letter language
  - ✓ Secure space for GAs
  - ✓ ADIs
  - ✓ Much more



# Importance of Graduate Assistantships

**Brian Barton**

Assistant Dean, The Graduate School



## Impacts of Assistantships

- Early Financial Aid Disbursements
  - ✓ 3 Cycles
- Tuition Waiver
  - ✓ Financial Aid Overaward
  - ✓ Refund Issues
- Health Insurance Subsidy Benefit
- Teaching Assistant Certification



# International Student & Scholar Updates

Kristen Hagen, Associate Director

Luciana Hornung, Assistant General Counsel

Center for Global Engagement



# Visiting Scholar Updates

## ■ J-1 Exchange Visitor Changes

- ✓ Include ALL work sites on the J-1 request
- ✓ Minimum funding increased and will each year
- ✓ Dependent email
- ✓ English proficiency, documented
- ✓ Insurance purchased prior to arrival and for length of stay
  - Note: 90 days for those paid by FSU
- ✓ Minimum insurance levels increased
- ✓ University Health Services (UHS) insurance
  - Only an option for those NOT ELIGIBLE for state group insurance
  - Must purchase 90 days prior to arrival for those FSU will employ
- ✓ No electronic copies of DS-2019



## General Updates

- Social Security applications
  - ✓ Don't need to wait 10 days; 2–3 days after check-in for most cases
- I-94 document
  - ✓ Online
- Admission of Int'l Students
  - ✓ Send department funding form as soon as possible
- Visa
  - ✓ Ok if expired while student/scholar in U.S.





# Work Visas/Permanent Residence

- USCIS Processing Times – SLOW
  
- New Faculty
  - ✓ H-1B timing
  - ✓ Permanent Residence process timing
  
- H-1B Tips
  - ✓ Complete information
  - ✓ Consistent dates
  - ✓ DEQ
  - ✓ Checks



# DOOR PRIZES



# Questions & Answers



# Closing Remarks

Sarah Mirkin

HR Communications Manager



Thank you!

