



**Office of Human Resources
Fall 2021 Department Representative Meeting
Question & Answer Session**

COVID-19 Booster

When will the COVID-19 vaccine booster be available to those under the age of 65?

The booster is already available for employees. For more information on eligibility and vaccine clinics, visit vaccine.fsu.edu.

Club Memberships

Where can I find more information about Club Memberships and the "Club usage log"?

To learn more about Club Memberships, reference [The Taxable Fringe Benefits Guidance document](#). Item #4 outlines Club Membership and the Club Usage Log. Payroll does require a signed form even if the membership was not used during the tax period of 11/01/20 – 10/31/21. Non-use of the membership does result in 100% taxation of the membership dues.

Password Resets

Will password resets be required for certain administrator roles still?

All employees using 2FA will be exempt from password resets unless there is a concern about compromised accounts. 2FA works, but compromises can still happen. Everyone is exempt from password reset unless there is a security reason to reset the password.

Market

What is the expected impact of the new Amazon warehouse on recruiting minimum wage positions?

An impact is not immediately known. However, we will continue to evaluate and consider the effects of other local employers when determining market, recruiting incentives, and telework eligibility.

Concerning increased minimum wage, will FSU look at the overall wages to increase as well?

The University recently increased our staff minimum wage to \$12/hour. We continue to evaluate market data to prepare for the required annual increases to the Florida Minimum Wage and the ever-changing market. We encourage departments to address market concerns where rate is available.

Moving Expenses

We had stopped doing direct pays for moving expenses since it was taxed the same as the bonus. Should we go back to doing that so it will not be considered a bonus under the new legislation?

We will continue to utilize both Sign-on Bonus and direct payments to vendors for Moving Expenses as part of our Recruiting Incentive policy. While we await the finalization of the Board of Governor's Regulation and FSU's University Bonus Policy, continue to indicate on the Sign-on Bonus Agreement form that payments may be up to 90 days from the start date.

You mentioned that moving expenses could be covered for new employees. Is this only for new faculty hires, or can PD get moving expenses covered as well? If so, is there a cap?

Under the Recruiting Incentives policy, moving expenses may be used as a tool to attract key talent for Faculty, Executive Service, and A&P positions pay band 05 and above. Exceptions for critical and hard-to-fill positions require pre-approval from the CHRO. OPS (including Post Docs) are not eligible for payment of recruiting incentives. A Sign-On Bonus may be offered up to 15% of the annual salary. Direct payment to a vendor for moving expenses does not have a specific cap in the policy. However, consult with Procurement Services before the employee enters into an agreement with a company.

Can Post Docs qualify for moving expenses?

Post Docs are considered OPS employees. Per policy, OPS employees are not eligible for payment of recruiting incentives.

Bonus/Merit

What is the difference between a bonus and merit raise?

A bonus is a nonrecurring, one-time payment used to recognize and reward an employee for significant performance or a contribution to a special project over a limited period of time. A merit raise is a recurring pay increase to the base salary that rewards employees for sustained superior performance as measured by pre-established goals.

Was there a specific date as to when we can start submitting for bonuses again?

We anticipate beginning to process bonuses again within the next month. We will communicate when the University's Bonus Plan is effective.

Even though there is a bonus freeze, are merit increase requests still being processed?

Yes. Individual increases based upon merit are not included in the hold on processing individual bonuses.

Will we still get a bonus on the November 19 paycheck?

Yes. The University's staff bonus scheduled to pay on the November 19 paycheck is not impacted by the hold on processing individual bonus requests.

Recruitment

When will the FGTRP form be implemented into Smart onboarding?

It is part of onboarding but not SMART. The item is on the radar, but there is no timetable for getting it into the smart onboarding system.

How do I get my openings posted to Inside Higher Ed and Insight into Diversity?

All jobs posted on the FSU Jobs site are automatically advertised with Inside Higher Ed and Insight into Diversity. The University has paid contracts to advertise all FSU job openings with these two companies.

Could you please clarify the "open until filled" option? We were told we could no longer use this and could only post for up to 30 days. May we now use this for any postings?

A&P and salaried Faculty postings can be advertised as "open until filled." USPS positions cannot be advertised as "open until filled" due to compliance pieces for Veteran's preference and internals in the bargaining unit. USPS positions will instead be advertised for a few weeks and then extended as needed once applicants have been screened, routed, and reviewed. OPS postings are advertised for lengths of time no longer than the current semester.

Does the Acknowledgment of Work Abroad form also apply to faculty appointed through International Programs?

Yes, the Acknowledgement of Work Abroad form applies if the faculty member will be employed by Florida State University while physically working outside the United States.

Graduate Assistants

Do GAs already screened in RAMP EC for fall need to go through it again for Spring? Or only new international students who haven't been paid before?

If the GA is being reappointed and was screened as part of the initial hire, another screening is not necessary. We have some GAs who have only been in teaching positions (not research) and were exempt from the screening process. If the department wants to move them to a research position, they will need to be screened.

If GAs were appointed through the spring at the time of fall appointments, do we still need to complete mass appointments for spring?

If GAs were already appointed through the spring semester, there is no need to complete an appointment during the Spring 2022 GA Mass Appointment process.