



**Office of Human Resources**  
**Fall 2017 Department Representative Meeting**  
**Question & Answer Session**

***Open Enrollment***

**OPS Benefits: How long will the benefit eligibility last and when will it end?**

OPS eligibility and how long it lasts depends on a number of variables. In most cases, an OPS employee will qualify and keep benefits/eligibility for the remainder of the current year and the following year, unless terminated. Please note that if you rehire a benefit eligible OPS employee from a state university or state agency within 26 weeks of their previous employment, their state insurances will transfer to the new appointment.

Contact Benefits at [insurance@fsu.edu](mailto:insurance@fsu.edu) to confirm whether an OPS employee is eligible.

**Dependent Eligibility Verification Audit (DEVA): Do employees send verification documentation to People First themselves or do Department Representatives collect this information and submit it on their behalf?**

The Division of State Group Insurances (DSGI), which oversees People First, has contracted with a private company to perform a 100% audit of dependent documents beginning December 2017 and ending May 2018. Please encourage employees to respond directly to the private company to provide documentation rather than collecting and submitting this material on their behalf. Employees can fax or mail photocopies of documentation, or they can upload pictures to the vendor's website. Documentation is required only if requested by the vendor.

***Smart Onboarding***

**Will only Department Representatives have access to the Smart Onboarding system? I work as the VP Approver in my college's Dean's Office and review/collect everything prior to sending to HR.**

Smart Onboarding will be role-based by department. Individuals in the Dean's Office may have the same access as department representatives.

***Recruiting Enhancements***

**On the Job Opening, "Hiring Team" tab, would the new Hiring Authority step also be an interviewer?**

In most cases, the Hiring Authority will be an interviewer (on the Interview Panel), as they would be making the final decision on hiring the candidate. As a reminder, the roles on the Hiring Team page can overlap; however, there can only be one Hiring Authority and one Records Custodian.

Note: These questions & answers have been modified slightly to fit the online format.

## **Faculty & Staff Search Committee Training**

**Does the minimum number of applicants required to be interviewed apply to internal-only salaried job postings? Does it apply to OPS job postings?**

The University will always recommend to post your position internally and externally in order to ensure an open and competitive search process. Please partner with your recruiter to determine if your position should be posted internally only or not. At this time, the minimum required interviews are required for staff positions (USPS and A&P).

**Will the minimum required interviews apply to USPS positions that already have mandatory interviews for Veterans' Preference and internals in the collective bargaining unit?**

A USPS position would fall into the Pay Band 5 and Lower category, which would require a minimum of 3 interviews from the pool of qualified applicants in addition to the mandatory interviews for Veterans' Preference and internals in the collective bargaining unit

Pay Band 6 and higher requires a minimum of 2 interviews from the pool of qualified applicants.

**If a person is on multiple search committees, do they have to retake the search training? Once I complete the training, how is this tracked?**

If a person is the chair of a search committee, or head of an interview team, the training is mandatory. Members of the search committee are strongly recommended to take the training. If someone is assigned to both a faculty search committee and a staff search committee, we recommend that both types of training be completed (Staff & Faculty).

In order to take the training, you will log in with your FSUID and password. Once the training is complete, it will be documented on your training record in OMNI HR. If you are the chairperson of a search committee, you will need to have this course logged on your training record. If you are the chairperson for multiple committees, you do not have to retake the training for every committee you are leading. HR will reach out regarding any required future re-certifications.

**Will notifications of search training updates be sent via listserv and/or other means or will departments have to continuously take this training to be current?**

Depending on the type of update and the scope, search training updates will be communicated via listservs, HR Forums, Department Representative meetings, and emails from your assigned recruiters.

## **Employment of Relatives (Nepotism) Policy**

**Will current employees who have relatives as direct or indirect supervisors be affected by the tighter nepotism policy?**

If you are aware of a possible nepotism issue in your department or anticipate having a nepotism issue, please partner with HR to assist your department with next steps. Reference the full policy here: [4-OP-C-7-L Employment of Relatives \(Nepotism\) Policy](#).

## **Employment & Recruitment Services (ERS) Job Aids**

### **Will job aids be printable for reference?**

Most job aids for OMNI HR are printable. There are 2 exceptions: the new Background Check Questionnaire and Process Guides and the coordinating training video. The Background Check Questionnaire Process Guides are available on the Background Check home page: [HR.FSU.EDU/BGC](http://HR.FSU.EDU/BGC). The process guides are embedded on the website. While the information is not in a downloadable format, it can be printed. You can select the text you wish to print, copy and paste it into a document, and print. The Background Check Questionnaire and AA-186 training video is not printable.

## **Attendance & Leave**

### **What effect does direct deposit termination after 30 days have on leave payouts?**

There is no impact to leave payouts from the direct deposit inactivation process run by Payroll. Separated employees eligible for a leave payout are not moved to the final termination status (TER) in OMNI HR until after all owed payouts have been processed. Inactivation of direct deposits is conducted 30 days after the final termination row (TER) is added in OMNI HR.

### **Is there anywhere online to go to see inactive OPS appointments that have not been terminated?**

Departments should be reviewing their "Actives" report in myFSU BI each pay period. If the funding ends on a particular appointment, then a determination should be made as to whether the individual will be reappointed or terminated. The query `FSU_ACTIVE_EES_FUNDING_STATUS` prompted by your department ID and "N" for No Funding will show you all active employees with no funding.

## **Employee & Labor Relations**

### **How can employees view the documents in their personal file?**

Employees can contact the HR Records section at 850-645-7854 to schedule an appointment to view their personnel file.

### **Do telecommuting agreements get reviewed on a regular basis, including those for employees that have telecommuted on an ongoing basis?**

Telecommuting agreements are reviewed annually. Employees who telecommute are still subject to the University's policies and procedures, including an annual performance evaluation and performance expectations as determined

by the supervisor. Questions regarding telecommuting can be directed to Amber Wagner, HR Administrator, at 850-645-1458 or [amwagner@fsu.edu](mailto:amwagner@fsu.edu).

**When can we expect to receive the merit pool worksheets from the Budget Office?**

Worksheets will be distributed on or about October 31, 2017. The worksheets will be due back to the Budget Officer no later than November 14, 2017. Merit increases will be effective December 1, 2017.

**Miscellaneous**

**FSU is a smoke-free campus. Why are food service employees exempt from this policy? I see them smoking all over campus.**

Food service employees are not exempt from the policy. Effective implementation of this voluntary policy depends on the courtesy and cooperation of all members of the University community, not only to comply with this policy, but also to encourage others to comply with the policy. Communication and education is ongoing to create awareness and ensure that students, employees, contractors, and visitors are aware of this policy.

**Is there an official policy limiting current FSU employees from getting no more than a 10% pay increase in any and all situations? Specifically, when being reclassified to a higher level position, and/or when being hired into a new higher job opening in the same department/division, or when moving to a different department/division to accept a new job?**

No, there is not a University policy that prohibits increases greater than 10%. Increases over 9.9% require a higher level of approval through the Office of the President.

**Are we going to get the raise that State of Florida employees are getting in October 2017?**

No. Effective September 22, 2017, all eligible staff employees received a 1.5% pay adjustment for fiscal year 2017-2018. Additionally, employees may be eligible for a merit increase, effective December 1, 2017. Not all employees that meet the eligibility criteria will receive a merit increase, but those employees may be considered.

**Is there a mechanism at FSU to submit concerns about mistreatment of employees?**

FSU is committed to fostering a positive and productive work environment. We encourage employees to address concerns with their supervisors and managers to work towards an amicable resolution. However, Employee & Labor Relations serves as a resource by providing assistance to employees with questions or concerns about work-related issues. You can contact Employee & Labor Relations at 850-644-6475.

In addition, Florida State University has established an EthicsPoint Hotline to provide members of the FSU community a simple, anonymous way to confidentially report activities that involve certain suspected misconduct or violations of our policies and procedures, regulations, or state and federal laws. To report a potential issue using the hotline, please click the [EthicsPoint link](#) or call toll-free 855-231-7511 (24 hours a day, 365 days a year).