Question & Answer Session

Note: These Questions & Answers have been modified slightly to fit the online format.

Telecommuting & the Americans with Disabilities Act

Does the department or FSU pay for reasonable accommodations?

Most accommodations cost little or nothing. If there is a cost associated, the department or college/division (when necessary) would be responsible. As part of the interactive process, we also determine if more cost efficient options are available and we use in-house services to save money.

For telecommuting, what requirements does the supervisor have to request proof of work while at home from the employee?

Specific procedures should be established for communication between the supervisor and the employee. This includes, if appropriate, tracking methods for: start times, end times, total hours worked, and work completed. This is most often done through email notifications or tracking productivity through a database or software program.

Does a telecommuting agreement go from department level approval, to vice president approval, and then to HR for final approval?

Yes. For Academic Affairs, the vice president level, is the Provost.

Are departments required to have telecommuting agreements for Faculty employees who work from home during a portion of their work week?

The Telecommuting Policy does not apply to salaried faculty, at this time. Non-academic departments with faculty, especially OPS faculty, should consult with EOC in Human Resources before letting an employee work from home. If the inability to come into the office is due to medical reasons, all departments should consult with EOC in Human Resources first.

Summer Camp Criminal History Background Checks

When posting a vacancy for staff, must a background check questionnaire be completed before the posting goes up, or after a candidate is being appointed?

When advertising a salaried position (staff or faculty) or a specific OPS job opening, the questionnaire is required before the job can be posted—this is how the recruiter determines if the appropriate level of background check is listed in the posting. If it's an unadvertised position or a general OPS post (like OPS Express), the questionnaire must be submitted to **HR-ERS@fsu.edu** prior to appointment.

Once the email is received stating the background check is not required, the department knows, but what happens to let the HR Recruiters know that no check is required?

HR has an internal log with this information that HR recruiters and HR Employee Data Management staff have access to. The HR recruiter is also copied on the emails sent to departments.

When you mentioned submitting background check screening through the dropbox, is that a separate portal, or is that an email to HR attaching the screening request?

The Dropbox is a link within the background check portal used to send information that is confidential rather than emailing it. Dropbox can be used by departments and by candidates sending confidential information back to the department, such as the *Clearinghouse Demographic Sheet* required for summer camps.

Mass Appointments, ePAF+ Enhancements, & OMNI Security Enhancements

Will the employee acknowledgement of funding end date changes to ePAF+ eliminate the need for updated contracts for A&P and Faculty employees?

No. The employee acknowledgement does not replace the required contracts for A&P and Faculty employees; contracts will still be required.

For ePAF+ enhancements, will the system automatically insert the employee or does the Department Representative have to do it?

The system will automatically insert the employee in the approval chain.

For DUO access, once you confirm you are logging in, how long does it keep you logged in? As long as you're in OMNI? Can you run multiple queries at a time?

Once you confirm your identity through DOU, your authentication is valid for the remainder of your OMNI session.

For DUO, what are the device choices we can use to confirm our ID?

The DUO app gives you the option to set up a mobile phone (the recommended option), a tablet, or a landline phone as your confirmation device.

Smart Onboarding

Does this process override internal Departmental onboarding processes that tend to extend the hiring process? For example, VP approvals etc.?

This project is still in development and is not generally intended to override any department/college specific requirements that were established outside of central HR policies and procedures. However, HR is evaluating things like approval processes and signatures required for onboarding steps to see if we can offer improved efficiency in those areas as well as other parts of the process. We will be able to provide more specific details as we are further along in the development of this major project.

Postdoctoral Affairs Updates

Should a postdoc be an Instructor of Record?

All teaching postdocs must be an instructor of record and be language proficient on the same requirement standards as for graduate Teaching Assistants.

Is a teaching postdoc a different job code?

The job code for postdocs is **M9189**; it is the same code for teaching postdocs.

Are postdoctoral scholars classified as OPS, Faculty, or other?

All M9189 postdocs are OPS.

Miscellaneous

Why do expense reports have Enterprise as a "non-preferred vendor"?

Enterprise/National is the current preferred vendor for vehicle rental services. If this is not appearing on expense reports, it is likely a form updating issue.

What is the status of A&P salary reclassification for Fair Labor Standards Act regulation changes?

The federal government is still evaluating and reviewing the proposed changes to the Fair Labor Standards Act. We anticipate the new regulations will be published over the summer with a fall implementation date. Monitor the HR website for updates, changes and further information.