



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

HR Forum

Attendance & Leave Management During COVID-19

September 15, 2021

HR Updates

Employee & Labor Relations

Performance Evaluations

- A&P Performance Evaluations are due by Friday, September 17, 2021.
- Track completed evaluations and status updates by using the query FSU_ELR_EPERF_STATUS_DEPT. To run the query, insert the Review Period End Date of 08/07/2021.
- Supervisors can access performance documents by navigating to myFSU > HR > Manager Self Service > Performance Management > Current Documents.

HR Updates

Equity, Diversity & Inclusion

General Updates

- During the summer of 2020, The HR Equal Opportunity and Compliance Office (EOC) transitioned to the Equity, Diversity and Inclusion office (EDI).
- EDI now serves as a central resource for issues related to race, ethnicity, culture, and inclusivity.
- The primary areas of accountability include continued compliance with all federal and state laws and regulations, workforce development, the recruitment and retention of culturally diverse faculty and staff, and providing guidance and support to campus partners.
- Updated EDI email address: EDI@fsu.edu.
- Please visit the Diversity & Inclusion webpage for information on-campus resources and programming <https://diversity.fsu.edu/>

HR Updates

Equity, Diversity & Inclusion

Staffing Updates

- New Sr. Coordinator for Diversity & Inclusion – Annie Grier
- New Compliance Investigator – Kevin Moore
- New Diversity & Inclusion Specialist – Raja Benton

HR Updates

Training & Organizational Development

Staffing Updates

- New TOD Instructional Designer – Tamara Fitzpatrick

HR Updates

EDM Special Projects

Courtesy Appointment Reminders

- Courtesy Appointments have a weekly standard hour of 0.01 unless they are instructor of record for teaching a course.
- Unpaid Visiting Scholars/Researchers are required to go through RAMP before the courtesy job offer is submitted. The RAMP Export Control approval confirmation page must be attached to the job offer.
- Spring Graduate Mass Appointments opens to Department Representatives on October 25.

HR Updates

Employee Data Management

Minimum Wage Increase

- Effective September 30, 2021, the new Florida minimum hourly rate is \$10.00. Employee actions with an effective date of September 30, 2021, or after should be appointed at the new hourly rate. All OPS employees making less than \$10.00 an hour will be systematically increased in OMNI HR.

HR Updates

Employment & Recruitment Services

Trainings

- Onboarding – Tuesday, September 21 at 2:00 p.m. (virtual)
- E-Recruit – Wednesday, September 22 at 8:30 a.m. (virtual)
- Express Hiring 101 – Friday, September 24 at 1:00 p.m. (virtual)

Staffing Update

- New HR Specialist – Jasmine Thomas

HR Updates

Benefits

Open Enrollment

- Open Enrollment videos will be available beginning September 27.
- 2021 Open Enrollment: October 11 – October 29.

Attendance & Leave Management During COVID-19

Christine Conley, Sr. Associate Director

Tracey Pearson, Director

AWLA Reminders

- Telework should be limited to 2 days per week.
- Departments may occasionally approve more than 2 days per week.
- Employees requiring more than 2 days on a continuous basis will be required to submit an **Extended Telework** request.
 - Disability, Pregnancy, or Religious accommodations should be referred to the ADA Coordinator.

Partial Telework Application

- It is recommended that telework requests be routed through the **Partial Telework Application**.
- myFSU BI > HR Reports > Partial Telework Request Report
 - Filter by Division, Department, or Status.

Start Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Status
8/16/2021	ONSITE	ONSITE	TELEWORK	ONSITE	ONSITE	NOT_WORKING	NOT_WORKING	APPROVED
8/19/2021	ONSITE	ONSITE	ONSITE	TELEWORK	ONSITE	NOT_WORKING	NOT_WORKING	APPROVED
8/16/2021	ONSITE	ONSITE	TELEWORK	ONSITE	ONSITE	NOT_WORKING	NOT_WORKING	APPROVED
8/18/2021	ONSITE	ONSITE	TELEWORK	ONSITE	ONSITE	NOT_WORKING	NOT_WORKING	APPROVED
8/10/2021	TELEWORK	ONSITE	ONSITE	ONSITE	ONSITE	NOT_WORKING	NOT_WORKING	APPROVED
8/10/2021	ONSITE	ONSITE	ONSITE	TELEWORK	ONSITE	NOT_WORKING	NOT_WORKING	APPROVED
8/17/2021	ONSITE	TELEWORK	ONSITE	ONSITE	ONSITE	NOT_WORKING	NOT_WORKING	APPROVED
8/16/2021	ONSITE	ONSITE	ONSITE	ONSITE	TELEWORK	NOT_WORKING	NOT_WORKING	APPROVED

Temporary Telework Flexibility

- Departments **may** approve more than 2 days per week of Telework due to the following:
 - An employee's child is required to quarantine or isolate from school or daycare due to a COVID-19 exposure.
 - Employee is required to quarantine or isolate under the official direction of the Florida Department of Health (FDOH) or FSU's Secure Assessment for FSU Exposure Response (SAFER).
- *Departments may request an email from the school or SAFER team directing the child or employee to quarantine/isolate.*

Why might a department not allow Telework?

- Job duties do not 100 % support partial telework.
- Employee does not have the necessary equipment.
- Concerns with productivity and work performance.
- Employee has enough leave to cover the absence.

Absences Related to COVID-19

- An employee is required to quarantine or isolate by official direction of the Florida Department of Health or SAFER.
- An employee tests positive for COVID-19.
- An employee has a close contact exposure to a person who has tested positive for COVID-19.
- An employee's child/dependent is directed to quarantine or their daycare/school closes due to COVID exposure.

How to Report Positive Test Results

- Employees are not required to notify their supervisor of positive tests but must report to HR and SAFER via the Daily Wellness App.
- Employees must notify their supervisor that they are not cleared to return to work and confirm that have notified HR/SAFER.
- Employees will be contacted by SAFER and provided a return-to-work date.
- Tip: Please ensure employees have up-to-date contact information in the OMNI system so that SAFER can reach them.

Close Contact Assessments

- All employees must notify HR and/or SAFER of close contact exposures with a positive individual as defined by the CDC.
- Report close contact through the Daily Wellness App or by emailing COVID19@fsu.edu.
- If you have a close contact exposure, you are not cleared to report to campus until notified by the SAFER team or FDOH.
- SAFER follows general guidelines but may make judgement calls based on individual circumstances.

Do vaccinated employees still need to report a close contact exposure?

- **YES**. All employees regardless of vaccination status must report positive results and close contact to the SAFER team via the **Daily Wellness App**.
- Fully vaccinated employees are not required to quarantine. However, the CDC recommends that you wear a mask in indoor public settings for 14 days after exposure and take a PCR test 3-5 days after exposure even if you do not have symptoms.

COVID-19 Leave

- Individuals who have been placed in isolation or quarantine but feel well may telework if they are able to complete their duties remotely and their supervisor approves telework.
- Those unable to telework based on job duties or who are not feeling well may use sick and/or annual leave. This includes individuals who test positive or are quarantined due to exposure.

COVID-19 Leave

- Individuals whose child/dependent is required to quarantine or their daycare/school closes due to exposure may telework if they are able to complete their duties remotely and their supervisor approves telework. Documentation may be required.
- Employees who are sick unrelated to COVID-19 should follow normal procedures to request and use sick leave.

COVID-19 Leave Pool

- Up to **80 Hours** of leave is available to an employee officially required to quarantine/isolate or who has been impacted by a school/daycare closure. The following must apply:
 - Job duties do not support telework
 - All personal leave has been exhausted
- Request for COVID-19 Leave Pool hours can be submitted to HR-COVID19@fsu.edu along with documentation from the Department of Health or SAFER regarding the quarantine/isolation dates.
- For school/daycare closures due to COVID-19, please submit the [COVID-19 Leave pool School/Childcare Certification Form](#).

Other Leave Options

- **Sick Leave Pool** – Members who are experiencing severe symptoms of COVID may apply for pool hours after all personal leave and COVID Leave Pool has been exhausted.
- **Leave Without Pay** – Supervisors should be generous in the approval of LWOP if an employee has a documented COVID-related absence and all other leave options have been exhausted.
- **Advanced Annual Leave** – Must be paid back. Generally, advancements are limited to small quantities.

Questions?

- The chat is now open for questions.

Up Next

Department Representative Meeting

Wednesday, October 27, 9:00 AM – 11:30 AM

Zoom