HR Forum
Contract Administration — Faculty & Graduate Assistants
November 19, 2015
Agenda

• Welcome
• HR Updates
• Contract Administration Training
• Feedback Exchange
• Up Next
• One-on-One Questions
HR Updates

Attendance & Leave

• Compensatory Leave Payouts on 12/11/15 Paycheck
  – Requests to retain due 11/25/15 (next Wednesday)

• Pay Period “L” has 2 holidays – Thanksgiving in the first week and the following day in the next.
  – Please work with your employees particularly on altered work schedules to ensure their time reporting is accurate and compliant.
FLORIDA STATE UNIVERSITY
Office of Human Resources

HR Updates

ELR Updates

• USPS ePerformance Training is ongoing.
  ─ Please encourage supervisors of USPS employees to sign up for a scheduled training session in OMNI.

• December HR Forum will be on USPS ePerformance.

Administration

• OMNI HR 9.2 Walk-In Help Session
  ─ Tomorrow, 11/20/2015, 9-10:30 am (UCA, Suite 6200)
Contract Administration — Faculty & Graduate Assistants

Rebecca Peterson
Assistant Director, Faculty Relations
Agenda

• Faculty
  – Salaries
  – Administrative Discretionary Increases
  – Appointments
  – Assignments of Responsibilities (AOR)
  – Non-Renewals
Agenda (cont’d)

• Graduate Assistants
  – Appointments and Terminations
  – Performance Evaluations
  – Workloads
  – Outside Employment/Conflict of Interest
  – Tuition Waivers
  – Health Insurance
  – Other Employee Rights
  – Stipends
  – Questions
UFF-Faculty Updates
## Article 23 – Salaries

<table>
<thead>
<tr>
<th>Increase</th>
<th>Effective Date</th>
<th>Paycheck Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Promotion Increase</strong></td>
<td>8/10/2015</td>
<td>9/4/2015</td>
<td>12% and 15%</td>
</tr>
<tr>
<td><strong>Sustained Performance Increase (SPI)</strong></td>
<td>8/10/2015</td>
<td>9/4/2015</td>
<td>3% for top rank faculty whose past six years of evaluations have been above “Official Concern”</td>
</tr>
<tr>
<td><strong>Performance Increase</strong></td>
<td>8/28/2015</td>
<td>9/18/2015</td>
<td>0.5% (General Faculty) and 1.5% (Specialized Faculty)</td>
</tr>
<tr>
<td><strong>Market Equity Increase</strong></td>
<td>9/25/2015</td>
<td>10/16/2015</td>
<td>$2M for distribution among eligible tenured and tenure-track faculty members</td>
</tr>
</tbody>
</table>
| **Merit Increase**                            | 10/9/2015       | 10/30/2015    | *Departmental:* 1.75% of the Spring salary base to be distributed in accordance with Department/Unit merit procedures  
|                                               |                |               | *Deans:* 0.35% of the Spring salary base to be distributed at the discretion of the Deans |
**Article 23 – Salaries (cont’d)**

- **Market Equity Increase**: Determined using
  - December 2014 salaries
  - 2013-2014 Oklahoma State University’s annual national salary survey
  - Taking into account adjustments for previous merit increases, consistent overload appointments, payments from Direct Service Organizations, and years in rank

- **Administrative Discretionary Increases**: such as counteroffers, extraordinary accomplishments, and increased duties
  - The University will continue to approve
  - For a total of 1% of the UFF-represented faculty salary base
Article 23 – Administrative Discretionary Increases (ADIs)

- Types
  - Counter-offers
  - Endowed/Named chairs
  - Extraordinary accomplishments
  - Equity adjustments
  - Increased duties and responsibilities
  - Recognition for distinguished faculty
  - Other (15 day prior notice to UFF required)
Article 23 – ADIs (cont’d)

• **Counter-offers**
  – From comparable or aspirational educational and research institutions
  – Copy of the verified written offer

• **Endowed/Named chairs**
  – Copy of the criteria and procedures for the award of the chair
Article 23 – ADIs (cont’d)

• **Extraordinary Accomplishments**
  
  – National or international academic or professional recognition internal to the University
  
  – An explanation of how the accomplishments exceed the minimum criteria for the top merit category of the department/unit
Article 23 – ADIs (cont’d)

• Increased Duties and Responsibilities
  – Salary increase for a substantial increase in duties or responsibilities
    ▪ Example: service as a department chair
  – The AOR for the year preceding the change and the new one reflecting the increased duties and responsibilities

• Recognition of Distinguished Faculty
  – Permits adding
    ▪ “Distinguished” to the Professor title
    ▪ “...with Distinction” to the Assistant/Associate titles
Article 23 – ADIs (cont’d)

- **Other ADI requirements**: ADI’s given for reasons other than those listed previously require
  - 15 Day Pre-notice to UFF
    - **before** implementation of the increases
  - **Memorandum**
    - with explanation/justification for the increases approved by the VP of Faculty Development and Advancement

- Please ensure all back-up documents are provided to HR with the action paperwork
Article 8 – Appointments

• Specialized Faculty Multi-Year Appointments
  – Level I: One year contract, every academic year
  – Level II: Two year contract, every academic year
  – Level III: Four year contract, every other academic year

• After faculty salary increases are implemented
  – Must issue updated contracts (with the current appointment period) reflecting increases, every year
Article 9 – Assignments of Responsibilities (AOR)

• Specialized Faculty Assignments
  – **Teaching**: 75% teaching; no more than 5% research
  – **Research**: 75% research; no more than 5% teaching
  – **Instructional Support**: 75% service; no more than 5% research
  – **Research Support**: 95% combined research and service; no more than 5% teaching
Article 12 – Non-Renewals

• Longer non-renewal notice periods for Specialized Faculty with multi-year appointments
  – Level I:
    ▪ Less than 2 years service = 1 semester notice
    ▪ More than 2 years service = 1 year
  – Level II:
    ▪ 1 year notice (issued by the end of the first year)
  – Level III:
    ▪ 2 year notice (issued by the end of second year)

• Contact Faculty Relations BEFORE issuing any faculty non-renewals
BOT/GAU-Faculty Unit Updates
Graduate Assistant (GA) Job Codes

• Graduate Assistantships
  – Teaching and research are integral to obtaining graduate degree
  – Primary relationship to FSU is as a student
  – Graduate students completing duties related to their degrees **must be appointed using the proper job codes** *(not as OPS employees)*

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M9182</td>
<td>Graduate Research Assistants</td>
</tr>
<tr>
<td>M9184</td>
<td>Graduate Teaching Assistants directly involved in instruction</td>
</tr>
<tr>
<td>W9185</td>
<td>Graduate Teaching Assistants who assist in instructional process</td>
</tr>
<tr>
<td>Z9185</td>
<td>Graduate Assistant who assists in a degree related professional or academic function</td>
</tr>
</tbody>
</table>
Article 2 – Appointments and Terminations

• Appointments and Re-appointments
  – Require appointment letters with elements in Article 2.1
  – Dates should cover class dates and preparation time
  – Dates cannot be used to avoid benefits under the CBA

• Notice for appointments will be timely
  – Fall/Spring Semesters – at least 30 days before the first day of classes
  – Summer Semester – at least 21 days before the first day of classes (A, B, C terms)
Article 2 – Appointments and Terminations (cont’d)

• Changes to and Termination of Appointment
  – Continued failure to perform duties or report to work
  – Failure of the employee to maintain satisfactory student status
  – Incompetence, unprofessional conduct, or misconduct
  – Completion of degree requirements
  – Lack of funds/adverse financial conditions

• Terminations must be justified and properly documented
  – Performance evaluations are key documentation (see next slide)

• You must contact Rebecca Peterson or Dean Marcus in The Graduate School, to review justification and documentation before initiating the termination.
Article 3 – Employment Performance Evaluation

• Regular Evaluations
  – Evaluations are required for every appointment period
  – Standard form on HR website under [HR Forms](#)
  – Based on assigned duties and nature of assignment

• Follow-up Evaluation
  – If initial evaluation is less than satisfactory
  – Required at conclusion of required improvement period
  – Shall include written comment on employee’s improvement or failure to improve and optional observation or visitation
Article 6 – Workload

• Assignment of Responsibilities
  – Workloads over 0.50 FTE discouraged
  – Workloads over 0.75 FTE not permissible
  – Work assignments should be consistent with GA’s classification and program

• Teaching Assistant considerations
  – Class size
  – Credit hours
  – Previous experience
Article 6 – Workload (cont’d)

• Clarification of FTE Calculation
  – If employee does not believe that AOR and FTE calculation comply with 6.1 – the employee may request a review from their supervisor
  – This does not prohibit access to the grievance process

• Review of Workload Expectations
  – Departments will regularly review and assess assigned workloads of their GAs
Article 7 – Outside Employment/Conflict of Interests

• Permissibility of Outside Employment
  – Restrictive policies shall not apply to GAs with a stipend less than $7,750 per semester
  – Departments must be able to clearly articulate reasons why limiting outside employment or activity outweighs interests of GAs to engage in outside employment or activity

• Conflicts of Interest
  – Compensated activity must be reported to supervisor
  – Uncompensated activity reported if GA concludes there may be conflict of interest
Article 12 – Matriculation Fee and Out-of-State Fee Waiver Program

• Appointment letter must specify in-state tuition waiver and out-of-state fee waiver award as outlined in the Graduate Student Waiver Management Manual

• In-state tuition waivers are mandatory for the full-time enrollment hours required by the program

• GAs must be appointed from at least the first day of classes through the last day of finals in a given semester for at least 0.25 FTE

• Departments cannot shorten the appointment period or FTE to avoid granting tuition waiver
### Article 16 – Health Insurance

<table>
<thead>
<tr>
<th>GA Appointment</th>
<th>University Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.50 FTE <strong>both</strong> Fall &amp; Spring</td>
<td>$1,662 of health insurance premium</td>
</tr>
<tr>
<td>0.25 FTE <strong>both</strong> Fall &amp; Spring</td>
<td>$1,012 of health insurance premium</td>
</tr>
<tr>
<td>0.25 FTE Fall or Spring &amp; 0.50 FTE the other semester</td>
<td>$1,212 of health insurance premium</td>
</tr>
</tbody>
</table>
Article 18 – Other Employee Rights

- **Work Space**
  - Must include desk, chair, computer, adequate lighting, and secure space for storing student records
  - Secure spaces must be maintained by department
  - Accessible computer and/or technology needed to complete work assignment, use of one’s personal computer

- **Reporting Unsafe Conditions**
  - Environmental Health and Safety - Chief Safety Officer
  - Ethicspoint
  - No retaliation policy
Article 23 – Stipends

- 9-month employees on 0.50 FTE appointment are guaranteed minimum stipend of $12,000 ($15.38 per hour)

- Eligible GAs received a 3% increase in pay effective 9/25/15
Questions?

**Rebecca Peterson**  
Assistant Director, Faculty Relations  
(850) 645-2202

**Danni Staats**  
HR Specialist, Faculty Relations  
(850) 644-0184
Feedback Exchange

“You’ll have to phrase it another way. They have no word for ‘fetch.’”
Up Next

OMNI HR 9.2 Walk-In Help Session
Friday, November 20, 2015 (9-10:30 am)
UCA, Suite 6200

December HR Forum: USPS ePerformance
Thursday, December 10, 2015

January HR Forum: Faculty Recruiting in OMNI
Thursday, January 21, 2016
## One-on-One Questions

<table>
<thead>
<tr>
<th>Section</th>
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<tbody>
<tr>
<td>Attendance &amp; Leave</td>
<td>Jonathan Banks &amp; Kacy Ellis</td>
</tr>
<tr>
<td>Benefits/Retirement</td>
<td>Kendrick Scott</td>
</tr>
<tr>
<td>Compensation Services</td>
<td>Shelley McLaughlin</td>
</tr>
<tr>
<td>Diversity &amp; Inclusion</td>
<td>Sandi Anderson</td>
</tr>
<tr>
<td>Employee &amp; Labor Relations</td>
<td>Beverlyn Samuels</td>
</tr>
<tr>
<td>Employee Data Management</td>
<td>Katie Filomio</td>
</tr>
<tr>
<td>Employment &amp; Recruitment Services</td>
<td>Jennifer Hebert &amp; April Smatt</td>
</tr>
<tr>
<td>Equal Opportunity &amp; Compliance</td>
<td>Amber Wagner</td>
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<tr>
<td>Facilities HR</td>
<td>Shiffany Rawls</td>
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<tr>
<td>Faculty Relations</td>
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