HR Forum

FSU Policies & Procedures: What Do You Need to Know?

August 14, 2018
HR Updates

Employee & Labor Relations

A&P Performance Evaluations

- A&P evaluations are available in OMNI HR ePerformance
- Evaluation period measures performance from August 8, 2017 – August 7, 2018
- September 7, 2018: all documents due
- Online training guides: www.hr.fsu.edu/eperformancetraining
- ELR Main Line: (850) 644-6475
HR Updates

Faculty Relations

Faculty Employment Contracts

- New/renewed contracts for the 2018-2019 academic year are available in OMNI HR
- Faculty contracts must be completed by August 31, 2018
- After all applicable salary increases are implemented, updated contracts should be regenerated by October 19, 2018
- **Instructions**: HR Website > Faculty Relations > Resources > 2018-2019 Faculty Contract Instructions
- **Help Sessions**: If interested in attending, please RSVP for one of the four scheduled dates/times

<table>
<thead>
<tr>
<th>Adam Donaldson</th>
<th>Danni Staats</th>
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<tbody>
<tr>
<td>(850) 645-1952</td>
<td>(850) 644-0184</td>
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<tr>
<td>Generating contracts in OMNI HR</td>
<td>Manual contracts and specialized faculty multi-year appointments</td>
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<td>and Help Session RSVPs</td>
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HR Updates

Smart Onboarding Update

- Thank You to our Pilot Groups
- Department Rep Training begins in September
- Campus-wide launch October 2018

Work Smarter
HR Updates

Communications

*Welcome, Gladys Murray!*

- New Communications/Special Projects Coordinator
- Assists with HR communications and special projects, coordinates Department Rep meetings and HR Forums
Employee & Recruitment Services

Welcome, Merina Cameron!

- New Program Associate on Background Check Team
- Supports background check processes and the HR Fingerprinting Office
Employee Data Management

Welcome, Brittany Bradford!

- New HR Representative in Employee Data Management
- Processes employee appointments and personnel actions in OMNI HR
Employee Data Management

Welcome back, Abigail Lejeune!
&
Welcome to the world,
Anderson Paul Lejeune!

- Born April 12, 2018
- 8 pounds, 2 ounces and 19.5 inches long
FSU Policies & Procedures:  
What Do You Need to Know?
Equal Opportunity Compliance

- **Family and Medical Leave Act (FMLA)** – Policy 4-OP-C-7-E1.7
- **Americans With Disabilities Act (ADA)** – Policy 4-OP-C-7-I1
- **Equal Opportunity** – Policy 4-OP-C-7-I
  - **Equal Opportunity, Non-Discrimination and Non-Retaliation Policy**
  - **Title IX Statement, Sex Discrimination and Sexual Misconduct Policy**
Family and Medical Leave Act (FMLA)

What is FMLA?

- FMLA allows eligible employees (Faculty, Staff, & OPS) to take **unpaid, job-protected leave** for certain family members and medical events.

- To be FMLA eligible, an employee must have worked for FSU for a total of **12 months within the past 7 years** and have **physically worked at least 1,250 hours in the 12 month** period before the effective date of the FMLA leave request.

- Eligible employees may take up to **12 workweeks** of **unpaid leave** for certain medical events and **26 workweeks** for Injured Service Member Leave.
Family and Medical Leave Act (FMLA), cont.

Key Responsibilities for Departments

- If an employee requests or you become aware that an employee may have experienced an FMLA qualifying event, FMLA should be submitted.

- The FMLA/Parental Leave Request and Notice Form should be completed and forward to the FMLA Administrator in Human Resources for review within 24 hours of receipt.

Questions: Contact Denice Henderson, FMLA Administrator, (850) 644-5051
Americans with Disabilities Act (ADA)

Reasonable Accommodation: FSU has a legal obligation to provide a reasonable accommodation for applicants, employees, and students.

Applicability/Who to Contact:
- Employment Accommodation – for all employees (faculty, staff, OPS)
  - Amber Wagner, HR Administrator, Office of Equal Opportunity and Compliance (EOC)
    - amwagner@fsu.edu or (850) 645-1458
- Academic Accommodation – for all students
  - Student Disability Resource Center (SDRC)
    - sdrc@fsu.edu or (850) 644-9566

Referral Responsibility: As a Department Rep, if you are made aware of an employee’s or student’s medication condition that impacts their ability to do their job or be academically successful, you should refer them to EOC or SDRC.
Non-Discrimination & Sexual Misconduct

**FSU prohibits:**
- Discrimination based on race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans’ status, marital status, sexual orientation, gender identity, gender expression, and other legally protected groups.
- Retaliation against a person for participating in a protected activity.

**Policy Protections and Applicability:** faculty, staff, OPS, students, volunteers, visitors, and vendors/contractors. This is 24/7, on- and off-campus.

**Complaint/Resolution Options:** EOC will consult with the affected party.
- Report only
- Informal resolution
- Formal complaint under the Policy
Non-Discrimination & Sexual Misconduct

**Reporting Responsibility:** As a Department Rep, you are mandated to report any known or suspected incidents of discrimination, sexual misconduct, or retaliation.

**Who to Contact:**

- **Complaints against Faculty, Staff, or Third Parties**
  - Human Resources, Equal Opportunity & Compliance (EOC)
    - Non-Discrimination: Marcy Valenzuela: mvalenzuela@fsu.edu or (850) 645-9469
    - Sexual Misconduct: Amber Wagner: amwagner@fsu.edu or (850) 645-1458

- **Complaints against Students**
  - Online: [https://report.fsu.edu](https://report.fsu.edu)
  - Sexual Misconduct: Title IX Director
    - Mandy Hambleton: mhambleton@fsu.edu or (850) 644-1774
  - Other Discrimination: Dean of Students Department
Purpose: Paying two employees from the same funded position.

Approvals:

- Appropriate department approval authority
- Chief Human Resources Officer or designee (Renisha Gibbs)
- Overlap requests must be submitted for approval at least two weeks prior to anticipated start date

Departments should inform their HR Specialist prior to the hiring process if overlap is anticipated.
Employment & Recruitment Services

**Required Information**

- Memo
  - Position Number
  - Department Number
  - Budget Entity
  - Length of Overlap
  - Period Amount

- Salary/Appointment Explanation form

**Time Allowance**

- Overlap should not exceed a 30-day period
Employment & Recruitment Services

Ensuring an Open and Competitive Process

- No internal-only posting
  - Limits the talent pool

Minimum Required Interviews for A&P and USPS:

- Pay band 5 and below: minimum of 3
- Pay band 6 and above: minimum of 2

*The required interviews are in addition to any mandatory interviews (i.e., Veterans Preference and Collective Bargaining Unit)

Faculty & OPS Positions:

- There are no recognized minimum interview requirements
Employment & Recruitment Services

Criminal History Background Check Policy

Who?

- All final candidates for salaried positions require at least a **Standard** level check. A Level 2 check might be required depending on their duties or environment.
  - Faculty, Executive Service, A&P, & USPS.

- Final candidates for non-salaried positions **may** require a check depending on their assigned duties or environment.
  - OPS, Federal Work Study, Volunteers, & some Contractors.

- Current employees **may** require a new check when considered for a new position, role, or new duties.
Employment & Recruitment Services

Criminal History Background Check Policy

When?

- If a check is required, it must be completed, favorable results and approval from HR must be received, and all other University and Department onboarding processes must be complete before the start of work.
  - All Job Offers and start dates are contingent until the above requirements are met.

What is Needed?

- **Background Check Questionnaire**: used to determine if a check is required and at what level.
  - For every appointment and internal movement action.
  - Located in OMNI HR within Job Openings and Express Job Offers.
  - If Unadvertised (non-express), Questionnaire can be completed within “Forms Portal.”

- **Request Form**: used to request the initiation of a check on a candidate.
  - Completed within “Forms Portal” unless hired through Smart Onboarding.
    - Not completed within Job Offer
Employment & Recruitment Services

Criminal History Background Check Policy

Resources:

- **Background Check Website**
  - Comprehensive resource for University processes, policy explanations, definitions, etc.

- **Background Check Class (COCHB1) in Training Center Computer Lab**
  - August 16th, 10:00 a.m.–12:00 p.m.
  - November 8th, 10:00 a.m.–12:00 p.m.
  - February 5th, 10:00 a.m.–12:00 p.m.
  - April 9th, 10:00 a.m.–12:00 p.m.

- **Background Check Team:**
  - Andrew Kapec, University Background Check Manager, akapc@fsu.edu or (850) 644-7938
  - Ashlee Wright, HR Specialist, Ashlee.Wright@fsu.edu or (850) 644-7702
  - Merina Cameron; Program Associate, mscameron@fsu.edu or (850) 645-1746
## Compensation Services

- **Compensation Matrix**

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- Never communicate requested changes with an employee until required approvals are obtained.
- Effective dates are determined by Human Resources upon final approval.
Compensation Services

4-OP-C-7-D Hiring and Compensation

- Hiring Compensation for Salaried Staff (A&P & USPS)
  - For new hires (internal and external), salary shall be recommended through a Salary Analysis.
  - Lateral moves will not receive increases in pay unless the job requires increased responsibilities as documented in the position description.
  - Competitive Advancement/Promotional opportunity should receive salary consideration similar to that of an external candidate, as validated through a Salary Analysis/Compensation Tools and division's internal policies.
Compensation Services

Salary Approvals

- Hiring salaries in the first quartile do not require a Salary Analysis or Salary/Appointment Explanation Form, unless the move is determined to be a lateral.

- Hiring salaries in the second quartile or higher require a salary analysis.

- University-wide quartiles are to be used when submitting the Salary/Appointment Explanation Form for approval.

- Approving authorities are the division’s Higher Level Manager (above original hiring manager) and Vice President or Designee as outlined on the form and in policy.
Contracts & Contract Cancellation/Nonrenewal

4-OP-C-7-D11 SEPARATION FROM EMPLOYMENT (NON-RENEWAL)

- What is the difference between a contract cancellation and nonrenewal?
- Why does ELR ask for documentation when the policy says “without cause”?
- What dates am I supposed to use on the contract and why?

Employment References

4-OP-C-7-B9 EMPLOYMENT REFERENCES

- What do I do if someone contacts me or a supervisor in my department for a reference on a former employee?
Sick Leave Payout Guidelines

4-OP-C-7-E1.5 SICK LEAVE

- Faculty hired after May 6, 2011, are not eligible to receive sick leave payout upon separation.
- Staff hired after October 1, 2015, can no longer transfer over prior state service for sick leave payout eligibility or accrual rates.

Sick Leave Pool

OP-C-7-E2 SICK LEAVE POOL

- Hours should only be requested for the employee’s personal catastrophic illnesses, injury, or accident.
Compensatory Leave

4-OP-C-7-E1.2 COMPENSATORY LEAVE and HOLIDAY

- Should be exhausted prior to using vacation leave.
- Can be monitored through the query: FSU_TL_VACHT_W_COMP_BAL.

Annual Leave Guidelines

4-OP-C-7-E1.4 ANNUAL LEAVE

- Annual leave should not be approved as terminal leave.
- Termination effective date is generally the day after the last day an employee works.

Administrative Leave

4-OP-C-7-E1.3 ADMINISTRATIVE LEAVE

- Administrative leave for the closing of a University building or facility requires HR approval.
Graduate Assistants (GAs)

4-OP-C-7-H2 GRADUATE ASSISTANTS

- GAs cannot have more than a combined Full-time Equivalent (FTE) of .75.

One-Time Pays

4-OP-C-7-H5 ONE TIME PAYS

- One-Time Pays should be used for sporadic employment.

- If the One-Time Pay is frequent, then an OPS appointment should be set up.
Employee Data Management

Dual Compensation

4-OP-C-7-D5 DUAL COMPENSATION

- Dual Comp resulting in multiple non-exempt appointments may incur overtime.
- FSU looks at the combined hours for all the non-exempt appointments and pays overtime once the employee has worked 40 hours in a non-exempt capacity.

I-9 Completion

- Federal law requires that section #1 of Form I-9 be completed on or before the hire date and that section #2 be completed by the 3rd day of employment.
Questions?
Up Next

No HR Forum in September

Participate in Smart Onboarding Training

Be on the lookout for a communication with training dates/registration details

Fall Department Representative Meeting

Wednesday, October 24 (8:30 a.m. – 11:00 a.m.)

College of Medicine Auditorium

November HR Forum: Position Descriptions

Thursday, November 15 (8:30 a.m. – 10:00 a.m.)

Training Center

December HR Forum: Records Retention and Important Attendance & Leave Topics

Tuesday, December 11 (8:30 a.m. – 10:00 a.m.)

Training Center
# One-on-One Questions

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<td>Faculty Relations</td>
<td>Danni Staats</td>
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<td>Housing HR</td>
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<td>Training &amp; Organizational Development</td>
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