



Office of Human Resources



## Employee & Labor Relations (ELR)

New Employee Orientation

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Employee & Labor Relations' (ELR) mission is to promote a cohesive, effective and high-performing workplace.

ELR provides guidance and assistance to non-faculty employees and managers in administering FSU's policies and procedures, to support the University's mission, vision and strategic goals.

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## Agenda

- Pay Plans
- Performance Evaluations
- Guidelines for Disciplinary Action
- Collective Bargaining
- Complaint Resolution Options



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## Overview – 4 Pay Plans

1. Administrative and Professional (A&P)
2. University Support Personnel System (USPS)
3. Faculty
4. Other Personal Services (OPS)



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## Administrative and Professional (A&P)

A&P EXEMPT	A&P NON-EXEMPT
Not covered by Fair Labor Standards Act	Covered by Fair Labor Standards Act
If over 40 hours worked in a work week, not overtime eligible	If over 40 hours worked in a work week, must be compensated for overtime



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### A&P Contracts

"Hard Money" Funded A&P Employees	"Soft Money" Funded A&P Employees
> 5 years service = 20 weeks notice	> 5 years service = 20 weeks notice or remainder of contract period, whichever is less
1 – 5 years service = 12 weeks notice	1 – 5 years service = 12 weeks notice or remainder of contract period, whichever is less
< 1 years service = 4 weeks notice	< 1 years service = 4 weeks notice or remainder of contract period, whichever is less

**NOTE:** University policy requires supervisors to contact ELR prior to terminating any non-faculty employee.



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### University Support Personnel System (USPS)

USPS NON-EXEMPT	USPS EXEMPT
Covered by Fair Labor Standards Act	Not covered by Fair Labor Standards Act
If over 40 hours worked in a work week, must receive overtime wages or compensatory time	If over 40 hours worked in a work week, receive straight time wages or compensatory time.



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### Faculty

[The Office of Faculty Development and Advancement](#) handles matters related to Faculty.



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**Other Personal Services (OPS)**

- OPS is at-will, temporary employment. May be separated from employment at any time, notice or reason is not required. Layoff rights do not apply.
- Subject to the non-discrimination and sexual harassment policies and procedures.
- Eligible OPS employees are covered under Federal Family and Medical Leave Act, Americans with Disabilities Act and the Workers Compensation Law.




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**Performance Evaluations**

Florida Statute states, and FSU policy supports, that each salaried public employee must have a performance evaluation at least annually. The employee must receive an oral and written assessment of his or her performance.

The performance evaluation contains:

- FSU Behavioral Expectations
- Position Responsibilities
- Position Competencies
- Goals
- Overall Summary




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**A&P Annual Performance Evaluations**

- Evaluated annually in August by immediate supervisor
- Evaluations completed in OMNI using online ePerformance module
- Ratings:
  - **Exemplary**
  - **Above Satisfactory**
  - **Satisfactory**
  - **Below Satisfactory**




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**USPS Probationary Evaluations**


Probationary Evaluation

- 6 month period\* (Police officers -1 year period)
- Extension of hiring process
- At-Will Employee

Probationary Evaluation Completed

- 30 days prior to end of the probationary period
- Obtain status in the system
- Obtain status in the classification

*\* May be extended for up to 6 additional months in 60-day intervals.*




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**USPS Annual Performance Evaluations**

- Evaluated by immediate supervisor in January
- Evaluation rating period: January 1 – December 31 of the previous year
- Evaluations completed in OMNI using online ePerformance module
- Ratings:
  - **Exemplary**
  - **Above Satisfactory**
  - **Satisfactory**
  - **Below Satisfactory**




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**Performance Evaluations Rating Scale**

Rating	Description
1-Below Satisfactory	Employee performance level fails to meet adequate expectations and requirements for the position. Sustained improvement needed.
2-Satisfactory	Employee performance level meets adequate expectations and requirements for the position but not approaching higher levels of performance. Working towards an above satisfactory rating.
3-Above Satisfactory	Employee performance level is higher than adequate expectations and requirements for the position, and approaching the highest levels of performance. Working towards an exemplary rating.
4-Exemplary	Employee performance level exceeds expectations, surpasses requirements, and is at the highest level of performance. Work serves as an example for others.




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**Guidelines for Disciplinary Action**

The disciplining of an employee is considered to be a very serious action that is undertaken with care, objectivity and full consideration for the rights and interests of both the employee and the University.

The purpose of discipline is to correct employee behavior/conduct or performance that have a negative impact on the individual, co-workers, department, or the University.

Employee & Labor Relations must be consulted before any disciplinary action or termination action is taken.



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**Guidelines for Disciplinary Action**

FSU practices the concept of Progressive and Cumulative discipline:

- **Progressive:** Incremental steps in severity of disciplinary action determined by severity of the offense
- **Cumulative:** Multiple offenses can have the effect of escalating the severity of the disciplinary action even when the offenses are not identical

The type of disciplinary action taken will depend upon the gravity of the employee's offense and the type of disciplinary action that has been taken in the past for similar offenses.



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**Guidelines for Disciplinary Action – Cont'd**

The probationary period is a trial period of time to determine whether the employee should earn regular status in the class.

USPS employees who have not achieved regular status in any class may be terminated at any time during their probationary period.

OPS employees do not attain regular status and may be terminated at any time without the right to appeal or grieve such action.



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### Collective Bargaining Units

The University's goal is to promote an environment where our employees do not believe it is necessary to have a union represent them over wages, hours, and terms and conditions of their employment.

If employees elect to have a union represent them, we will bargain in good faith with the union to promote an environment of harmonious labor-management relations while, at the same time, recognizing the University must operate efficiently and productively.



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### Collective Bargaining Units

- Police Benevolent Association (PBA)
- American Federation of State County and Municipal Employees (AFSCME)
  - Administrative & Clerical
  - Operational Services
  - Other Professional
- Florida Nurses Association (FNA)



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### Complaint Resolution Options

Prior to filing a formal complaint or grievance, employees with a grievance are encouraged to discuss the option of using the University's Mediation Program with their supervisor.

This program is administered by the [Employee Assistance Program \(EAP\)](#). Additional information on the EAP Mediation Program may be obtained from the University's EAP Office.



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### Complaint Resolution Options

#### Employee Ombuds Program

To provide additional dispute resolution options for employees, Human Resources developed the Employees Ombuds Program. Its purpose is to assist employees with any matters or concerns they have which impact their employment at FSU.

#### What is an ombudsperson?

An ombudsperson is an impartial dispute resolution practitioner who strives for fair and equitable solutions according to FSU policies.



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### Complaint Resolution Options

#### What is an ombudsperson? – Cont'd

The ombudsperson provides confidential and informal assistance. S(he) will not identify an employee or employee's confidences without the employee's express permission except where required by law. Conversations with the ombudsperson may not be used in grievance or other formal proceedings. The ombudsperson acts as a counselor, go-between, informal fact-finder or upward feedback provider. S(he) interacts with all persons in the University community essential to resolve issues and concerns.



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### Complaint Resolution Options

#### USPS and A&P Complaint Procedure

It is the policy of Florida State University to provide USPS and A&P employees with an internal complaint procedure to provide a formal mechanism to bring complaints to the attention of management and to address those complaints.

There shall be no reprisals against participants for participation in this Complaint Procedure. Employees considering filing a complaint are encouraged to speak with an ELR staff member prior to filing the complaint.



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### Contact Information & Resources

Employee and Labor Relations, Office of Human Resources  
Phone: (850) 644-6475

Visit the [HR Employee & Labor Relations](#) website for additional information

- FSU & You Handbook
- Guidelines for Disciplinary Action



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