

Office of Human Resources



HR Forum

HR Urban Myths Debunked

January 22, 2015



Agenda

- Welcome
- HR Updates
- HR Urban Myths Debunked
- Feedback Exchange
- Up Next
- One-on-One Questions



HR Updates

- Same-Sex Legal Spouse Implications – Benefits, Retirement, FMLA
- Retirement Planning Seminar – March 25 at the College of Medicine
- Online New Hire Presentations are being updated
- Faculty/10-month/Seasonal employees start double deductions on the 2/7 paycheck
- 2014 End-of-Year Evaluations Not Received Report
- 4th Annual Drug-Free Workplace Awareness Week – January 26–30, 2015



HR Updates, cont.

- Changes to DS-2019 document submission
- Electronic Wizards – required effective 1/16/15
- Copy of U.S. Passport or U.S. Passport Card is required when used on the I-9
- New EDM email addresses:
 - Dual Comps – hr-dualcomps@fsu.edu
 - Verifications – hr-verifications@fsu.edu
 - EDM Docs – hr-edmdocs@fsu.edu
- 2015 Sick Leave Pool Open Enrollment: January 30–February 19, 2015



HR Updates, cont.

- New Training Certificate and Courses:
 - Wellness Certificate Series
 - Expanded Food and Nutrition Educational Program (EFNEP)
 - Quit and Be Free – Smoking Cessation Class
 - Threat Awareness Training Class
- Year-End Tax Forms Now Available



HR Urban Myths Debunked

Benefits/Retirement

- Myth: All OPS working 40 hours a week can have health insurance.
- Myth: If I'm retired, coming back to work in an OPS position doesn't really count as employment.
- Myth: Michael has my Bencor/ORP/403(b)/retirement money in his desk drawer and I can have it right away just by submitting a form.
- Myth: A departmental HR rep is authorized to sign retirement and insurance forms as "employer."
- Myth: You are automatically enrolled/unenrolled in insurances when coming and going from the university (e.g., leaves of absence, hiring).
- Myth: You must have 30 years of service to go into DROP.
- Myth: When you switch to a full time position, you're automatically eligible for state insurances.



HR Urban Myths Debunked

Compensation/Classification

- Myth: If I hire an internal applicant into a new position, the increase cannot exceed 9.9%.
- Myth: HR denied my pay increase.

Employment

- Myth: You can't work at FSU if you have a criminal record.
- Myth: All A&P positions require a degree.
- Myth: I don't have to run a background check or reference check on OPS candidates. They're just OPS.
- Myth: The only way I'll get hired at FSU is if I know someone.



HR Urban Myths Debunked

Employee & Labor Relations

- Myth: I can cancel an A&P contract at any time. I don't need a reason since it's without cause.
- Myth: Once the funding in OMNI runs out on a soft-money contract, that's it. The contract ended for funding reasons.
- Myth: I don't have to give an employee notice when cancelling the contract because they are "at-will."
- Myth: If an employee's contract is being cancelled, the employee can choose whether to work through a notice period or receive a "buy-out" of the contract.
- Myth: If an A&P employee's contract is cancelled, they are not eligible for unemployment compensation.
- Myth: I can reduce an employee's FTE without giving them formal notice.
- Myth: I can terminate an OPS employee at any time for any reason since they are considered "at will" employees.



HR Urban Myths Debunked

Employee & Labor Relations, cont.

- Myth: I can terminate a USPS employee at any time for any reason during their probationary period since they are considered “at will” employees.
- Myth: I can rate my employee “Below Performance Standards” anytime it’s warranted; that’s all that’s required to document the performance issues.
- Myth: I had a discussion with my employee about his/her attendance and I’m considering this to be an oral reprimand.
- Myth: An A&P Contract does not require all signatures.
- Myth: If someone has received a written reprimand, the next time they receive discipline it will be a suspension.
- Myth: Once an A&P employee signs a contract they don’t have to sign another, even if the employee’s funding sources has changed, FTE has changed, reclassification of the position has occurred, etc.



HR Urban Myths Debunked

Employee & Labor Relations, cont.

- Myth: The Exit Interview is held with a representative from Employee & Labor Relations. The information provided on the exit survey will be disclosed to my department.
- Myth: If my employee's performance remains the same and their rating will not be changing, I don't have to complete an evaluation.
- Myth: It is impossible to terminate a USPS employee once they've passed their probationary period.
- Myth: I am not considered late until 8:08 a.m. if I am supposed to report to work at 8:00 a.m.
- Myth: USPS evaluations must be submitted on yellow paper.



HR Urban Myths Debunked

Employee Data Management

- Myth: You can pay moving expenses on an OPS appointment.
- Myth: As long as you submit part of the paperwork by the deadline, it meets the deadline.
- Myth: Dual comps only need to be initiated by an employee's secondary department.
- Myth: One time pays are a quicker way to pay employees since you can avoid all of the new employee paperwork.
- Myth: Submitting cases is a way around meeting the published Payroll Deadlines.



HR Urban Myths Debunked

Equal Opportunity & Compliance

- Myth: Graduate Assistants are not employees; they have no employment rights.
- Myth: Because they are “at will” employees, OPS employees don’t have the right to request disability/religious accommodations or to make sexual misconduct/discrimination complaints.
- Myth: If a student or subordinate reports sexual harassment to a supervisor but asks the supervisor not to tell anyone about it, the supervisor is required to maintain that request for confidentiality.
- Myth: Sexual Misconduct complaints about things that happen off campus between employees are completely outside of the jurisdiction of the University.
- Myth: I can start telecommuting as soon as I fill out the form.
- Myth: OPS employees are not eligible for FMLA.
- Myth: When on FMLA I can do whatever I want because my job is protected.
- Myth: We cannot discipline or fire individuals who are disabled.



HR Urban Myths Debunked

Time & Labor

- Myth: Overtime is earned if employees work over 8 hours a day.
- Myth: If there is a natural disaster affecting an employee's neighborhood, then FSU will give them Administrative Leave to stay home.
- Myth: Employees can donate accrued sick leave to another employee at FSU or another state agency.
- Myth: Department Representatives can rely on Time & Labor to contact them regarding any time reporting error occurring in their department.
- Myth: Employees are automatically granted 2 hours of Administrative Leave to go vote on election days.
- Myth: Employee are entitled to use annual leave prior to separating from the University.
- Myth: Employees separating from the University can expect a payout of any applicable accrued leave on their last paycheck.



HR Urban Myths Debunked

Diversity & Inclusion

- Myth: Diversity is Human Resources' responsibility.
- Myth: Diversity is just about race and gender.
- Myth: Diversity is about minorities and women in the workplace.

Training & Organizational Development

- Myth: If I want to register for a Computer Based Training (CBT) course session and the start date is 12/31/YYYY, that means I have to wait until December 31 to take the course.



HR Urban Myths Debunked

Questions?



Feedback Exchange





Up Next

HR Forum: Mass Appointments
February 19, 2015

Spring 2015 Department Representative Meeting
March TBD



Thank You!





One-on-One Questions



Section	Representative
Benefits/Retirement	Linda Lieblong Kathy Gartley Leasa Howard
Compensation/Classification	Shelley McLaughlin
Diversity & Inclusion	Sandi Anderson
Employee & Labor Relations	Tracey Pearson
Employee Data Management	Katie Filomio
Employment	Diane Hamilton
Equal Opportunity & Compliance	Amber Wagner
Facilities HR	Bobby Messer
Faculty Relations	Rebecca Peterson
Time & Labor	Christine Conley
Training & Organizational Development	Sandra Dixon