



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

HR Forum

FSU & You

June 11, 2015



Agenda

- Welcome
- HR Updates
- FSU & You
- Feedback Exchange
- Up Next
- One-on-One Questions



HR Updates

- Compensatory leave balances as of 6/18/15 will be paid out on the paycheck dated 6/26/15
 - ✓ If you have employees wishing to request retention, the forms are due tomorrow, 6/12/15
- Personal Holidays must be used by the end of the fiscal year, 6/30/15, or else they will be forfeited
- Upcoming Background Check Training Sessions
 - ✓ July 8, July 16, August 5



FSU & You

Purpose

The FSU & You Employee Handbook provides new and current employees with an overview of the University's policies, procedures, and other general information that will make each employee's employment experience at FSU rewarding.



FSU & You

Getting Started

- A&P Pay Plan
 - Recording hours worked
 - Annual contracts
- USPS Pay Plan
 - Probationary period
 - Recording hours worked
 - Personal holiday



FSU & You

Employment Opportunities

- Job Vacancies (www.hr.fsu.edu)
- Reassignment/Promotion
- Layoff
 - Business Needs Model



FSU & You

Holiday and Leave Policies

- Holidays
 - 9 paid holidays
 - Winter Break
- Sick Leave & Sick Leave Pool
- Administrative Leave
- Advanced Annual Leave for Natural Disasters



FSU & You

Holiday and Leave Policies

- Meetings, Conference, Exams & Interviews
- Military Leave
- Parental Leave
- Family Medical Leave Act (FMLA)



FSU & You

Benefits & Retirement

- Health Insurance & Benefits Enrollment (60 days to enroll)
- Annual Open Enrollment (October each year)
- Retirement Plans
 - Florida Retirement System (FRS) Pension Plan
 - FRS Investment Plan
 - Optional Retirement Plan (A&P Only)



FSU & You

University Services

- Personnel File
- University Facilities
 - FSU Bookstore
 - Leach Center
 - Seminole Dining
 - University Libraries



FSU & You

University Services

- FSU Card
- Faculty-Staff Bulletin – “STATE”
- The Seminole Express



FSU & You

Health & Safety

- Environmental Health & Safety
- Worker's Compensation
- *FSU ALERT*
- FSU Police Department
- Weapons on Campus
- Statement on Workplace Violence



FSU & You

Health & Safety

- Drug-Free Workplace
- Tobacco-Free Campus
- Driving University Vehicles
- CDL Driver's Drug Testing Program
- HIV/AIDS & Communicable Diseases
- Employee Assistance Program
- Minors in the Workplace (Bring your Sons/Daughters to Work Day)



FSU & You

Training & Development Programs

The Office of Training and Organizational Development (TOD) provides a focused delivery of training opportunities for FSU employees in the areas of business transactions, compliance and organizational development, customer service, leadership and supervisory skills, and personal development. To maximize convenience and accessibility of training for our employees, TOD offers these learning opportunities in classroom, online, and orientation formats.



FSU & You

Equal Opportunity Programs

- **Sexual Misconduct – Know the Resources:**
 - FSU Victim Advocate Program
 - FSU Counseling Center
 - FSU Employee Assistance Program



FSU & You

Equal Opportunity Programs

- **Complaint Resolution – Know the Resources:**
 - FSU Police Department
 - Title IX Coordinator
 - Dean of Students Department
 - Equal Opportunity and Compliance (EOC)
 - FSU EthicsPoint Hotline
- **Americans with Disabilities Act (ADA)**



FSU & You

Other Workplace Issues

- **Employee & Labor Relations:** Provides guidance and assistance to non-faculty employees and managers in administering FSU policies and procedures, in support of the University's mission, vision, and strategic initiatives.
- **University Ombuds Program:** The Ombudsperson, who may act as a counselor, go-between, informal fact-finder, or feedback provider, interacts with all persons within the University community essential to resolving issues and concerns.



FSU & You

Your Personal Responsibility

- Publication of Contact Information (www.fsu.edu/directories)
- OMNI Self-Service
- Name Change
- Dual Compensation
- Outside Employment



FSU & You

Your Personal Responsibility

- Loyalty Oath
- Nepotism
- Parking
- Political Activities
- IT Resources
- Arrest Notification



FSU & You

Leaving FSU

- Resignation
- Retirement
- Death
- Unemployment Compensation



FSU & You

Questions?



Feedback Exchange





Up Next

August HR Forum: Threat Assessment Training
Thursday, August 27, 2015

September HR Forum: TBD
TBD



Thank You!





One-on-One Questions



Section	Representative
Attendance & Leave	Lisa Rosenthal
Benefits/Retirement	Kelly McLaughlin Jennifer Stamper
Compensation Services	Diane Hamilton
Diversity & Inclusion	Sandra Dixon
Employee & Labor Relations	Tracey Pearson
Employee Data Management	Amelia Pye
Employment & Recruitment Services	Becky Maas
Equal Opportunity & Compliance	Amber Wagner
Facilities HR	Robert Messer
Faculty Relations	Amber Pursley
Training & Organizational Development	Sandra Dixon