



## FLORIDA STATE UNIVERSITY

Welcome to Florida State University (hereinafter referred to as “Florida State University,” “FSU,” or the “University”)! We are pleased that you have selected FSU as your university and employer of choice.

As an FSU employee, you play a strategic role in assisting the University in achieving its goals of providing quality education and service to our students, faculty and all employees. The Office of Human Resources (hereinafter referred to as “Office of Human Resources” or “Human Resources”) has developed this handbook as a reference tool to answer questions you may have regarding the services we provide and information on University policies, procedures, benefits and other work related items.

We encourage you to read and use *FSU & You* as your resource guide and to consult with your supervisor or representative from Human Resources regarding any questions you may have. You may contact us at (850) 644-6034 or visit our website ([www.hr.fsu.edu](http://www.hr.fsu.edu)).

You have joined a diverse organization and a premier research institution of higher learning. Your contributions and dedication to service and excellence will help build an inclusive culture and great work environment for all of us.

Again, welcome to Florida State University. We hope your employment here is both a rewarding and productive experience.

Sincerely,

Renisha L. Gibbs  
Assistant Vice President for Human Resources and  
Finance and Administration Chief of Staff



This handbook is intended as an overview of some of the University's policies, benefits, and general information which should assist you during your employment. This handbook is not a contract. The University reserves the right to make changes in content or application of this handbook at any time as it deems appropriate. Please consult the Office of Human Resources' website ([www.hr.fsu.edu](http://www.hr.fsu.edu)) for the most current policies and procedures.

The information provided in this handbook has been written primarily for all University Support Personnel System (USPS) and Administrative and Professional (A&P) employees. Faculty members are encouraged to consult the Faculty Handbook for various processes and procedures pertaining to their appointment.

### **Revised May 2017**

This handbook is available in alternative formats. Please direct requests to the Office of Human Resources' ADA Coordinator at (850) 645-6519.

**Florida State University** is one of twelve universities of the State University System of Florida and is one of the oldest institutions of higher learning in the state. It is a comprehensive, graduate-research University with a liberal arts base. The University's primary role is to serve as a center for advanced graduate and professional studies while emphasizing research and providing excellence in undergraduate programs.

The University is divided into six major divisions consisting of Academic Affairs, Finance and Administration, Research, Student Affairs, University Advancement, and University Relations.

The University's location in the state capital provides great opportunities for service and interaction among a variety of businesses and governmental agencies.

The University is a "community" with its own health center, utility plant, dining and recreational facilities, retail stores, housing, police department and more. With over 6,000 regular status full-time and part-time employees, including University Support Personnel System (USPS), Administrative and Professional (A&P) staff, and Faculty, the University is one of the largest employers in the capital city. Employees of the University are a part of a system that provides job stability, equitable salaries, and a comprehensive benefits package.

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## **Getting Started**

The University administers four different Personnel Pay Plans – Faculty, Administrative and Professional (A&P), University Support Personnel System (USPS), and Other Personal Services (OPS). This handbook provides general information regarding the University's policies and procedures. Additionally, any employee covered by a collective bargaining agreement may have terms and conditions of employment set forth in such collective bargaining agreement.

### **The A&P Contract**

If you are an Administrative and Professional (A&P) employee, you have signed a contract for a specific period of time and you are considered a contractual employee. As an A&P employee, you will have your job performance evaluated annually to coincide with the annual A&P evaluation cycle. Your evaluation will be documented electronically and a copy will be placed in your official personnel file.

### **USPS Probationary Period**

Florida State University views the probationary period as an extension of the selection process. As a University Support Personnel System (USPS) employee, you typically will serve a six-month probationary period from the date of your initial employment. USPS employees in law enforcement classifications serve a twelve-month probationary period. The probationary period provides you with an excellent opportunity to ask questions about your job and become familiar with what your supervisor will expect of you. During the probationary period, your supervisor will be evaluating your progress in the job as well as your ability to perform the items cited on your position description. A defined, written description of the duties and responsibilities of your job should have been made available to you at the time of your appointment. If you have demonstrated that your work progress has been satisfactory and the decision is made to continue your employment, you will earn regular status in the position. During the probationary period, you earn the same benefits as an employee with regular status.

The probationary period may be extended if: 1) an employee is rated "Below Performance Standards;" 2) a supervisor decides that additional time is needed for appropriate training or on the job experience; 3) an employee is granted an authorized leave of absence; or 4) an employee makes a written request based on reassignment to a different position in the same class. The six-month probationary period is one of the most important employment periods associated with your continuation as an FSU employee. A USPS employee may be terminated during the probationary period without notice or reason and without rights of appeal.

## **USPS Pay Plan**

### **Status**

FSU University Support Personnel System (USPS) employees earn regular status in the USPS after successful completion of a designated probationary period. Regular status in a "class" is earned after successful completion of the designated probationary period of the class.

### **Recording Your Work Time**

Whether you occupy a regular, temporary or part-time position, you are either non-exempt or exempt according to the overtime provisions found in the Fair Labor Standards Act (FLSA). The FLSA establishes federal minimum wage, overtime payment, record keeping requirements, and child labor standards for employees based on either an "exempt" or "non-exempt" status which relates to your duties and the responsibilities in your position description (the document that defines your job).

The standard work schedule for full-time employees is a forty-hour, five-day workweek of eight (8) hours a day plus a meal break. Other schedules may apply to part-time employees and shift employees.

Your supervisor(s) is responsible for determining an appropriate work schedule. A supervisor may seek appropriate approval(s) to use a variable work schedule subject to the department's needs.

Your "work time" (or hours worked) includes the time that the University requires or permits you to be on duty, whether on the FSU campus or at other designated work sites.

Attendance at training programs or other meetings may also be considered work time if approved by your supervisor, or if you are required to attend training programs and meetings as part of your job, whether during, before, or after your regular work schedule.

If you are a non-exempt employee, you MUST document your daily in-and-out times in order to record your regular hours worked as well as any "overtime" (hours which you work in excess of the forty hour FSU workweek). If you are a non-exempt employee who works more than eight (8) hours in a workday, your schedule may be adjusted so that you will not work more than forty (40) hours in a workweek. Also, all USPS employees should not begin work before the established starting time or work beyond the established quitting time unless a supervisor has approved the schedule in advance. No work shall be taken from the workstation to be completed at home after hours. In addition, all exempt and non-exempt USPS employees are required to record their time and leave information in one of the approved timekeeping systems or on the Pay and Leave Report each biweekly pay period.

### **Breaks**

During the first half as well as the second half of your workday, you may be permitted a fifteen-minute break (rest period). A break cannot be accumulated and used at a later time (i.e., to extend your lunch period, arrive at work late or leave early). Breaks cannot be combined to provide a thirty-minute rest period and you are not required to record your breaks on your time sheet.

### **Meal Periods**

A meal period is recommended if you work more than six (6) hours per day. The meal period should occur near the middle of the workday and should not be used to shorten the workday. Please check with your supervisor regarding your scheduled meal break. The Fair Labor Standards Act (FLSA) considers a "meal period" to be at least thirty consecutive minutes during which an employee is completely relieved of duty. It does not count as hours worked. A "meal period" of less than thirty

consecutive minutes must be considered as time worked for USPS non-exempt employees.

### **Travel Time**

Travel time spent as part of your normal USPS job activity, such as traveling from job site to job site during your regularly scheduled working hours, is considered work time and must be recorded as such on your time sheet. Travel to and from work is not counted as time worked. As a USPS employee, when traveling out of town during normal work hours on work assignments, regardless of the day of the week, your travel time is considered work time and ends upon arrival at the travel site or upon your return home.

### **Overtime Pay and Overtime Compensatory Leave for Non-exempt USPS Employees**

If you are a non-exempt USPS employee and are required to work more than forty (40) hours in the established FSU workweek, you will be eligible for overtime pay (calculated as one and one half times your regular rate of pay) or overtime compensatory leave. Overtime compensatory leave shall be cashed out semiannually for non-law enforcement employees. Your supervisor may require you to modify your work schedule to minimize overtime during the workweek. At no time can a non-exempt, non-law enforcement employee accrue more than 120 hours of overtime compensatory leave. Time earned over 120 hours shall be paid during the biweekly pay period in which it is earned.

### **Straight-Time Compensatory Leave for Exempt USPS Employees**

Straight-time compensatory leave is provided to exempt USPS employees on an hour for hour basis for hours *physically* worked beyond 40 in a workweek unless payment is approved by the department head or other appropriate authority. Straight-time compensatory leave shall be cashed out semiannually. Your supervisor may modify your work schedule to minimize the accrual of compensatory time. At no time can an exempt employee accrue more than 120 hours of compensatory leave. Time earned over 120 hours shall be paid during the biweekly pay period in which it is earned.

### **Additional Straight-Time Compensatory Leave Accruals**

USPS employees may also earn straight-time compensatory leave for the following circumstances if you work more than the required hours for the workweek: 1) hours worked on a holiday; 2) the holiday falls on your regularly scheduled day off; 3) during the week in which jury duty or court appearance (not involving personal interest) occurs; 4) you are required to perform essential duties during an emergency closing for the hours worked during the closing.

### **Compensatory Leave Payouts**

Accrued compensatory leave is paid out annually for law enforcement and semiannually for other employees.

Supervisors may require leave be taken to reduce accrued compensatory leave balances.

### **Personal Holiday**

All full-time USPS employees are eligible for one eight-hour personal holiday each fiscal year with proportionate accrual for part-time employees. If the personal holiday

leave is not taken during the fiscal year, it is forfeited on June 30 of each year. Supervisory approval must be obtained **prior** to taking this personal holiday. The personal holiday must be used in full and cannot be split for use on multiple days except when the employee's shift crosses midnight.

### **Annual Leave**

All full-time USPS employees who are filling established positions earn annual leave based on their continuous and creditable service as follows:

Up to 5 years - 4 hours biweekly:	104 hours	or	13 days per year
5 to 10 years - 5 hours biweekly:	130 hours	or	16.25 days per year
Over 10 years - 6 hours biweekly:	156 hours	or	19.5 days per year

Annual leave may be used only **after it has been approved by your supervisor in advance**, except in the case of a documented emergency. A part-time employee or an employee in less than full-time pay status earns annual leave proportional to the full-time rate.

Annual leave earned during any biweekly pay period is credited on the last day of the pay period and cannot be used until it is credited. Any annual leave earned in excess of 240 hours must be used during the calendar year or it will be transferred to your sick leave balance.

A USPS employee with six or more months of continuous Florida State University service who separates from the University may be paid for unused annual leave up to a lifetime maximum of 240 hours. Upon re-employment by the University in a leave accruing position within 100 days, or upon layoff recall by the University within one year, all unpaid annual leave shall be restored and any annual leave paid at the time of separation shall be restored upon repayment by the employee.

## **A&P Pay Plan**

### **Recording Your Work Time**

As an Administrative and Professional (A&P) employee, you are classified as exempt. You are required to record your time and leave information in one of the approved timekeeping systems or on the Pay and Leave Report each biweekly pay period.

### **Annual Leave**

All full-time A&P employees will accrue annual leave at the rate of 6.769 hours biweekly. Employees who are in pay status less than a full pay period or are part-time will accrue leave at the pro-rated amount. Leave earned is credited at the end of the last day of the pay period and cannot be used until it is credited. Upon termination, an A&P employee may be paid for up to a lifetime maximum of 352 hours of unused annual leave. Any accrual earned in excess of 352 hours must be used during the calendar year or it will be transferred to the employee's sick leave balance.

### **Annual Contracts**

An out-of-unit A&P employee's employment contract may be cancelled upon the recommendation of the employee's immediate supervisor and the approval of the

President or his designee. In such cases, an A&P employee must receive at least twenty (20) weeks' notice if the employee has more than five (5) years of service in the Administrative and Professional Pay Plan with the University; at least twelve (12) weeks' notice if the employee has one (1) to five (5) years of service in the Administrative and Professional Pay Plan with the University; or at least four (4) weeks' notice if the employee has less than one (1) year of service in the Administrative and Professional Pay Plan with the University. A notice of cancellation is not required to coincide with the anniversary date of reappointment. Employment contracts for A&P employees holding visiting, acting, or provisional appointments, who have been appointed for less than one year, or who are funded by any contract, grant, auxiliaries or local funds (i.e., "soft money"), may terminate on the ending date indicated on the contract, and no further notice of cessation of employment is required.

A&P employees may be terminated during the contract period for budgetary reasons or for just cause in accordance with the University's Guidelines for Disciplinary Action.

## **General Pay and Work Policies**

### **Reporting to Work**

As an FSU employee, you are expected to report to work on a regular and consistent basis, and report promptly at the start of your shift. You are considered late if you are not at your assigned work location at the time your shift starts. If you are more than seven (7) minutes late, your pay will be docked. Note that the "seven minute rule" is for timekeeping purposes only and does not provide a "grace period" associated with reporting to work on time. In certain circumstances, employees may be subject to disciplinary action for tardiness or excessive absenteeism.

### **Pay Day**

FSU employees are paid bi-weekly (generally every other Friday) based upon a payroll distribution schedule of 26.1 pay periods in a one-year period of time. Should a payday fall on a holiday, payment is normally made on the preceding day. Participation in direct deposit (Electronic Funds Transfer, EFT) is required of all regular and temporary FSU employees, except those excluded by law. EFT is accomplished by completing the "Direct Deposit Authorization" form provided with the new hire paperwork. Once established as an employee in the OMNI HR system, an individual's banking information can be updated by the employee by accessing the OMNI Employee Self Service or by completing a new "Direct Deposit Authorization" form and submitting directly to FSU-Payroll Services. Each bi-weekly, pay statement may be viewed through accessing the OMNI Employee Self Service. Any paper payroll check issued to an employee will be distributed to the employee via the United States Postal Service to the employee's mailing address on record in the OMNI HR system. Please check all deductions each time you view your statement and should you have any concerns or questions, ask your departmental payroll representative for assistance.

### **Pay Increases**

The Florida Legislature may consider and authorize a salary increase for public employees annually. The amount, type of increase, and effective date of any

increase may vary from year to year. Other pay increases are subject to available University funds and other pay criteria in the University's rules, regulations, policies, and procedures.

### **Payroll Deductions**

Certain federal and state deductions are mandatory and are deducted automatically from your paycheck. These deductions include federal income tax and social security taxes. Other payroll deductions may be made from your paycheck for State of Florida or FSU sponsored insurance programs, the United Way Community Campaign, tax-sheltered annuities, loan payments, etc. More information can be found about deductions in the section titled "Employee Benefit Programs."

### **Hourly Rate**

If you are a full-time employee, you can determine your hourly rate by dividing your biweekly salary by eighty (80) hours. Part-time employees may calculate their hourly rate by dividing the gross pay by the number of hours worked in each biweekly pay period.

### **Pay Band**

A pay band is a wide salary range with a minimum and maximum amount. Employees working in a classification assigned to a particular band may be paid an amount within that band.

### **Classification**

Your job classification is determined from the duties and responsibilities outlined in the job description. Your hiring department should supply you with a copy of your current position description at the time of employment.

### **Reclassification**

If duties and responsibilities of your position have changed significantly enough to warrant a review or a new classification, you or your supervisor may request for Human Resources to conduct a reclassification study. A reclassification will be approved only if there is a change in the level of responsibilities or nature of the job. Seniority, years of service, job performance, or ability to handle an increased volume of work, though appreciated by FSU, are factors that will not be considered in determining if the position warrants a reclassification. Specifically, classification focuses on responsibilities of the position and not the person doing the job.

Reclassification studies result in one of three outcomes: 1) the position is upgraded to a higher level consistent with the assigned duties; 2) the position is downgraded to match the assigned duties; or 3) the classification remains the same but the department may update the position description to reflect current duties.

### **Falsification**

Falsification of any employment records, including but not limited to employment applications and Pay and Leave reports, is grounds for disciplinary action, up to and including dismissal under University regulations, and other applicable sanctions under Chapter 837.06, Florida Statutes.

## **Employment Opportunities**

### **Job Vacancies**

Florida State University's Office of Human Resources posts job vacancies daily. A listing of all job vacancies is available on the Office of Human Resources' website ([www.jobs.fsu.edu](http://www.jobs.fsu.edu)). You may obtain information about a specific position by calling Employment and Recruitment Services at (850) 644-6034. Florida State University is an Equal Opportunity/Access/Affirmative Action Employer.

### **Reassignment/Promotion**

You may apply for job vacancies that may result in a reassignment or promotion by submitting an on-line application via OMNI Self Service for specific positions for which you wish to be considered.

### **Layoff**

The University will only layoff employees if there is a business need to do so. Examples of business needs include, but are not limited to, adverse financial circumstances; reallocation of resources; reorganization of programs or functions; curtailment or abolishment of programs or functions; shortage of work; or a material change of duties. In the event of a layoff of employees, a determination of which employees to retain and which employees to separate would be based on business needs and the qualifications of the employees in the department in which the layoff occurs.

Layoffs and recall of employees will conform to established policies and procedures of the University.

Employees subject to layoff will be contacted by the Employee and Labor Relations section of the Office of Human Resources.

## **Holiday and Leave Policies**

### **Holidays**

The following holidays are observed by the University through closing all offices and units in which functions can be discontinued without affecting service to the University and public:

New Year's Day	Veterans Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Holidays that fall on Sunday are observed on the following Monday and those falling on a Saturday are observed on the preceding Friday.

A&P and USPS employees who are required to work on a holiday will be credited with straight-time compensatory leave equal to the time on duty, not to exceed eight (8) hours, when they work more than the required hours for the workweek.

### **Sick Leave**

As a full-time A&P or USPS employee, you will earn four (4) hours of sick leave for each biweekly pay period in which you are in pay status, work and/or leave with pay.

A part-time employee earns sick leave in proportion to the time actually worked and/or on a leave with pay status each biweekly pay period. There is no limit to the amount of sick leave you may accrue.

Sick leave should be saved for those times when you are too ill to work. Sick leave may also be used for taking time off for personal appointments with a physician, dentist, or other recognized healthcare provider. You may be required to submit proof of your illness or disability by submitting a doctor's statement prior to the approval of sick leave with pay. Sick leave may also be used for the illness, injury, appointment with health care providers, or death of a member of your immediate family. An immediate family member defined for leave purposes by the University is a spouse, grandparent, parent, brother, sister, children, and grandchildren of both the employee and the employee's spouse.

If for any reason you will be late or cannot report to work due to illness, let your supervisor know prior to the start of your shift or as soon as possible. Please consult your supervisor regarding the procedures for reporting absences. Failure to properly report absences could result in disciplinary action.

Employees may be required to furnish a medical certification after three (3) absences due to illness within a 30 consecutive day period. This medical certification must be furnished before any further sick leave or leave without pay will be approved. Medical certification is required after ten (10) or more consecutive days of absence. Employees who are on sick leave and know that their use of sick leave has exceeded these policy limits should obtain medical certification prior to returning to work.

Medical certification may be required from an employee at any time by their immediate supervisor or appropriate authority if an employee has been put on notice for excessive absenteeism or if there is sufficient cause to do so. However, it is the policy of FSU not to require medical certification for routine doctor appointments or minor family illness.

Partial payment for accrued sick leave will be paid upon termination from the University after ten years of creditable service. For further information, refer to Human Resources' Policies and Procedures located on the Human Resources' website ([www.hr.fsu.edu](http://www.hr.fsu.edu)).

### **Sick Leave Pool**

FSU offers employees the opportunity to become a member of the FSU Sick Leave Pool. This benefit option will provide you with paid sick leave should you experience a personal catastrophic illness after you have used all accrued sick, annual, personal holiday, and compensatory leave. A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee which has resulted in a life-threatening condition and/or has had a

significant and major impact on life functions. Requests to use leave from the pool are reviewed by the Sick Leave Pool Committee.

To join the Sick Leave Pool, you must have one year of University service, donate eight (8) hours of sick leave to the pool, have a balance of at least sixty-four (64) hours after you make the donation, and have an average yearly sick leave usage of less than nine (9) days. Applications for membership in the Sick Leave Pool are subject to approval of the Sick Leave Pool Committee, a representative group of FSU employees. You may apply to join the pool within thirty (30) days after completing one year of service, within thirty (30) days of transfer from a state agency or public university where you were a sick leave pool member, or during the open enrollment period for the Sick Leave Pool. Please contact the Office of Human Resources for more information about the FSU Sick Leave Pool, or visit our website ([www.hr.fsu.edu](http://www.hr.fsu.edu)).

### **Administrative Leave**

Administrative leave is not charged against your individual leave balances and is granted to keep you in full pay status under certain circumstances. Typically, it is authorized only in an amount necessary to bring you up to your regular FTE and/or forty-hour workweek schedule. No type of administrative leave shall be accrued for payment at a later date. Some typical situations in which administrative leave is authorized subject to supervisory approval are:

- ◆ Jury duty - If you are called to serve as a juror or subpoenaed as a witness, you will be granted administrative leave, not to exceed the number of hours in your normal work day. Jury or witness fees shall be retained by you, unless they are within the scope of your duties. Administrative leave will not be granted for court attendance if you are engaged in personal litigation or serve as a paid expert witness.
- ◆ Elections - When you live such a distance from your assigned work location as to preclude you from voting outside working hours, up to two (2) hours of administrative leave may be approved by the Chief Human Resources Officer and your supervisor for voting in public elections.
- ◆ Short-term military training – Administrative leave shall apply for annual field training or other active duty for training exercises upon presentation of a copy of official orders issued pursuant to the authority of Title 10 or Title 32 United States Code. Such leave shall not exceed 240 hours within one fiscal year. In such instances, administrative leave will be granted for up to seventeen (17) calendar days per occurrence.
- ◆ Death in immediate family - Upon appropriate request, an employee will be granted two (2) days of administrative leave upon the death of an immediate family member as defined in FSU policy.
- ◆ Athletic competition in Olympic events - Administrative leave may be granted for athletic competition in Olympic events in accordance with Section 110.118, Florida Statutes.
- ◆ Official emergency closing of University facilities - Administrative leave shall be provided for official closing of University facilities.

### **Advanced Annual Leave for Natural Disasters**

There are times when emergency conditions do not result in University closures but individual employees are unable to report to work in the period following a natural catastrophe because of danger to human life and/or property. In such cases, departments have the ability, with appropriate Vice Presidential approval, to advance up to five (5) days of annual leave to employees, on a case-by-case basis, in instances when an employee is unable to report to work due to mandatory evacuation, hazardous or unsafe travel conditions, or severe damage to primary residence located in an area which has been declared a state of emergency.

### **Meetings and Conferences**

When your attendance at meetings and conferences is deemed beneficial to the University and/or may contribute to professional development and the effectiveness of your employment, attendance is considered time worked with supervisory approval.

### **Examinations and Interviews**

Examinations and/or job interviews pertinent to University employment are considered time worked with supervisory approval.

### **Military Leave**

An employee ordered to active military service will, upon presentation of a copy of orders, be granted a leave of absence in accordance with federal regulations. The first thirty (30) calendar days of such leave will be with full pay provided official written orders have been received. At the end of the first thirty (30) calendar days and with the approval of the supervisor and appropriate administrator, the employee may use accrued personal leave. If the employee has no leave, or chooses not to use it, the employee will be placed on leave without pay during the remainder of the military leave while retaining applicable University benefits.

### **Parental Leave**

The Office of Human Resources administers Parental Leave procedures for all employees in accordance with [Chapter 110.221, Florida Statutes](#); [University Regulations](#); and applicable collective bargaining agreements.

Under Parental Leave, all employees, including Other Personal Services (OPS) employees, shall be granted up to six months unpaid leave when they become a biological or adoptive parent. Parental Leave shall not begin more than two weeks prior to the expected date of the child's arrival unless otherwise approved by the supervisor and Chief Human Resources Officer.

The Supervisor and the Dean, Director, or Department Head are responsible for recommending approval of the request for Parental Leave, with final approval from the Chief Human Resources Officer. Parental Leave means leave for the father or mother of a child who is born to or adopted by that parent.

The supervisor may grant other leaves of absence with or without pay prior to the effective date of the Parental Leave, or grant an extension of leave in accordance with the Attendance and Leave regulations, policies, and procedures.

To request Parental Leave, the employee should complete the first two pages of the [FMLA/Parental Leave Request and Notice Form](#), and obtain the supervisor's



acknowledgment on the third page of the form. The form should then be sent to Human Resources for processing and approval. Medical certifications are required prior to Parental Leave being granted.

Human Resources shall notify the employee in writing as to the period of leave to be granted, clearly specifying the date the employee will return to duty and that the employee will return to the same position or to an equivalent position with equivalent pay and seniority, retirement, fringe benefits, and other service credits accumulated prior to the leave period.

While Parental Leave is leave without pay, the employee may request and be approved to use accrued leave to cover any part of the six-month period until all or any part of the employee's accrued leave has been used. The request to use leave with pay should be included in the FMLA/Parental Leave Request and Notice Form. Should accrued leave be used during Parental Leave, the employee shall be entitled to accumulate all benefits granted under paid leave status.

Parental Leave is a qualifying condition under the [Family and Medical Leave Act](#). (Reference the [Family and Medical Leave](#) policy).

#### **FMLA**

The Office of Human Resources administers Family and Medical Leave (FML) procedures for eligible employees in accordance with the [Family and Medical Leave Act of 1993 \(FMLA\)](#), [University Regulations](#), and applicable collective bargaining agreements.

FMLA provides eligible employees, including Other Personal Services (OPS) employees, up to twelve (12) weeks of unpaid leave in a twelve-month period. To be eligible for FML, an employee must meet the following requirements:

- Have a minimum 12 months of employment with the University. The 12 months of total University employment does not have to be consecutive and must be within a seven-year period from the FML request date.
- Have worked a minimum of 1,250 hours, not including leave used and/or holidays, in the twelve-month period preceding the beginning of the leave.

To request FML, the employee should complete the first two pages of the [FMLA/Parental Leave Request and Notice Form](#), and obtain the supervisor's acknowledgment on the third page of the form. The form should then be sent to Human Resources for processing and approval. Medical certifications are required prior to FML being granted.

The University uses a "rolling" twelve-month period to assess an employee's available FML entitlement, rather than a calendar year or academic year. This twelve-month period is measured backward from the date an employee uses any FML. Under the rolling twelve-month period, each time an employee takes FML, the remaining entitlement would be any unused balance of the twelve (12) weeks that has not been used during the immediately preceding twelve (12) months. FML is unpaid; however, the University leave policy allows employees to report accrued paid leave (vacation, sick, compensatory, and personal holiday) in conjunction with the unpaid FML taken.

FML should be appropriately coded in OMNI by the time/leave entry coordinator. For information regarding how to enter FML in OMNI, refer to the [FMLA/Parental Leave Time Entry Instructions](#).

While an employee is on FML, the University continues to pay the employer portion of the employee's insurance premiums. The employee is responsible for continuing payment of the employee portion of the premiums. The University will not pay for any other elected benefits. Employees must contact the [Benefits Office in Human Resources](#) at 644-4015 prior to any leave of absence, with or without pay, to ensure correct and timely payment of contributions for insurance coverage.

Employees on continuous FML for their own serious health condition and who have absences exceeding five (5) business days are required to furnish a Fitness for Duty Statement before returning to work. The Fitness for Duty Statement is a written statement from a health care provider stating that the employee is fit to return to work. Employees will not be restored to active employment until a Fitness for Duty Statement has been received. All Fitness for Duty Statements should be submitted to the FMLA Administrator in Human Resources to be placed in the employee's confidential medical file.

The Family and Medical Leave Act is complex and you are urged to seek counsel from Human Resources regarding the use of FML. Further information regarding the employee's rights under the FMLA can be found on the Human Resources' website at [www.hr.fsu.edu/pdf/publications/compliance/fmla.pdf](http://www.hr.fsu.edu/pdf/publications/compliance/fmla.pdf).

#### **Other Unpaid Leave**

You may be granted other unpaid leave from your position, not to exceed twelve calendar months, provided your department head deems such leave to be justified and not detrimental to the department's operations. Your supervisor, the appropriate Vice President, and the Chief Human Resources Officer must approve such leave.

## **Employee Benefits**

If you are an employee hired in a salaried position (USPS, A&P or Faculty) or appointed into a salaried position on emergency or temporary status, you are eligible to participate in the benefit plans offered by FSU. It is essential that you make your decision to either enroll or not enroll in the insurance plans within sixty (60) days from your date of hire or you will not have the opportunity again until the annual open enrollment period.

A new FSU employee must complete the online New Employee Orientation to obtain further information regarding benefits. For additional information, visit the Benefits section of the Human Resources' website ([www.hr.fsu.edu](http://www.hr.fsu.edu)).

#### **The State of Florida Pre-tax Benefits Plan**

The State of Florida Pre-tax Benefits Plan allows an employee to pay for benefits from gross earnings before taxes are calculated. Participation in this is automatic. To waive participation, an employee must submit a Pre-tax Premium Waiver form.

### **Health Insurance**

The State of Florida provides comprehensive health insurance programs for you, your spouse and children through the State Employee's PPO Plan or a Health Maintenance Organization (HMO). Both offer a Standard Plan and a Health Investor Health Plan (HIHP). These plans provide hospitalization, physician and pharmaceutical coverage. The coverage will be effective the first of the month following enrollment and the payment of the first month's premiums through payroll deduction. The State of Florida pays a portion of the premium for all salaried employees. You will not be permitted to change coverage unless you experience a Qualifying Status Change (QSC).

Should you experience a qualifying status change, you have sixty (60) days from the time the event occurs to make coverage changes. Should you fail to make the change in this period, you must wait until the annual open enrollment period.

### **Life Insurance**

The State of Florida provides life insurance coverage with a corresponding amount of Accidental Death and Dismemberment Insurance. The amount of coverage is equal to \$25,000. The State pays the premium for all full-time salaried employees. Additional optional life insurance coverage is available in amounts up to seven times your annual base salary. Optional life insurance premiums are paid entirely by the employee at reduced group rates and may be payroll deducted.

### **Supplemental Insurance Plans**

Supplemental insurance plans are offered to provide coverage for pre-tax insurance plans (dental, vision, hospitalization, intensive care, cancer, short-term disability and accident) and post-tax benefits (long-term care, long-term disability and optional life insurance). Supplemental insurance coverage premiums are an employee pay-all benefit available through payroll deduction.

### **Flexible Spending Accounts**

One of the features offered through the Pre-tax Benefits Plan is the option of a Medical Reimbursement Account and/or Dependent Care Account. Contributions to these accounts are on a pre-tax basis and offer reimbursement to you for dependent care and health related expenses not covered by your health insurance. Should you choose to open either a Medical Reimbursement Account or Dependent Care Account, you should seriously consider the amount that you will authorize for pre-tax payroll deduction.

### **Annual Open Enrollment for Benefits**

Each year, the State of Florida has an open enrollment period. During this period, employees may make changes to their benefits. Such changes include, but are not limited to: electing new coverage, adding or dropping dependents, changing health and supplemental companies, electing to participate in a flexible spending account, or canceling coverage. Enrollments and/or changes made by employees during the open enrollment period will be effective January 1<sup>st</sup> of the following year. It is the employee's responsibility to make the necessary changes during this specific time period. If you do not make such changes during open enrollment or do not experience a qualifying status change event during the year, you must wait until the next annual open enrollment period to make coverage changes.

### **Employee Tuition Scholarship**

As a salaried full-time staff member of FSU, you may be eligible for the Employee Tuition Scholarship. Eligible employees may enroll in academic classes for up to six credit hours of instruction per semester at FSU without having to pay tuition and registration costs.

### **Miscellaneous Programs**

The University offers several programs available to employees through payroll deduction, including Florida Pre-paid College Program, Florida College Investment Plan, and membership at the Leach Recreational Center.

### **Seminole Savings**

This employee discount program offers discounts on products and services at local businesses serving our employees' diverse needs and interests.

## **Retirement**

The State of Florida provides comprehensive retirement programs for State and university employees. Newly hired employees must satisfy the enrollment criteria to participate in the Florida Retirement System (FRS) Pension Plan, Investment Plan, or the Optional Retirement Plan (ORP). Membership in the FRS Pension Plan or Investment Plan is compulsory for USPS employees working in a full-time or part-time regularly established salary position. Faculty and A&P employees have the option of electing FRS Pension Plan, Investment Plan, or choosing the Optional Retirement Plan (ORP). All plans require a mandatory employee contribution.

The FRS Pension Plan is a defined benefit plan and requires eight (8) years of FRS service to vest and receive a retirement benefit. The University pays contributions to the plan, and the amount contributed is based on a percentage of the employee's salary as established by State law. The monthly benefit at retirement is based on a calculation of final average salary, years of service and a percentage factor. Normal retirement occurs at age 65 and vested or at any age after thirty-three years of service without being subject to a reduction in benefits. Employees may also participate in the Deferred Retirement Option Program (DROP), which allows you to retire and begin accumulating your retirement benefits without terminating employment for up to 60 months from the date you first reach normal retirement. There is a one life-time switch allowed between the FRS Pension Plan and the FRS Investment Plan.

The FRS Investment Plan is a defined contribution plan and requires one year of FRS service to vest. The University contributes a percentage of earnings, as defined by State law, to a participant's account. Members receive income at retirement based on the amount of funds contributed, the investment earnings of those funds, and the type of payout selected. The Investment Plan directs contributions to individual member accounts, and the participant allocates contributions and account balance among various investment funds. Employee contributions are not allowed. All Investment Plan members must select an investment option within the first five months of employment to activate their membership or they will default to

membership in the FRS Pension Plan. There is a one life-time switch allowed between the FRS Investment Plan and the FRS Pension Plan.

The ORP is a defined contribution plan providing for immediate vesting. The University contributes a percentage of earnings to a participant's account as defined by State law. Members receive income at retirement based on the amount of funds contributed, the investment earnings of those funds, and the type of payout selected. All ORP members must select an investment option and sign a contract within the first ninety (90) days of employment to activate their membership. Failure to respond within this time frame will result in irrevocable enrollment in the FRS Pension Plan. Members have several companies available as investment choices. Employees may make voluntary employee contributions to their ORP account.

### **Tax Sheltered Annuities (403b) and Deferred Compensation (457)**

The University tax sheltered annuity program and the deferred compensation program offer a variety of plans and investment options available under Section 403(b) and Section 457 of the Internal Revenue Code. Employees may reduce their taxable income by contributing to either or both. Enrollment may occur at any time and all employees may participate. To obtain a current listing of approved companies, visit the Benefits section of the Human Resources' website ([www.hr.fsu.edu](http://www.hr.fsu.edu)), or contact the Benefits section at (850) 644-4015.

### **Roth 403(b)**

The Roth 403(b) allows individuals to contribute after-tax dollars to an account in which the earnings will grow tax-free. Withdrawal of earnings will not be taxed if certain requirements are met. Employees have the option of directing 403(b) contributions to either a regular 403(b) or a Roth 403(b) or some combination of the two plans as long as those contributions do not exceed that year's contribution limits. For more information, visit the Benefits section of the Human Resources' website ([www.hr.fsu.edu](http://www.hr.fsu.edu)), or contact the Benefits section at (850) 644-4015.

## **University Services Available to You**

### **Personnel File**

The official personnel file is maintained by the Office of Human Resources. Each employee's official personnel file may include the following: employment application, personnel/payroll changes (appointment/promotion, etc.), performance evaluations, disciplinary actions, insurance applications and other information related to employment.

Under Chapter 119, Florida Statutes, most documents within the personnel files are considered public record and may be reviewed by anyone upon request. Records of sworn law enforcement personnel are generally excluded from review by the public.

### **University Facilities**

University facilities serve all staff employees as well as students and faculty. Facilities that you may use include:

- ◆ Bookstore

- ◆ Food service facilities
- ◆ Golf course and tennis courts
- ◆ Health and Wellness Center
- ◆ Leach Recreation Center
- ◆ Public lectures, art exhibits, movies, plays and concerts
- ◆ Seminole Reservation
- ◆ Student union building
- ◆ Swimming pools
- ◆ University libraries

Fees may be charged to you depending on the facilities used.

### **FSU Card**

All students, faculty, and staff are required to have a Florida State University photo identification card, the *FSUCard*.

**Identification and Access:** Your *FSUCard* will open many "doors" for you. Depending on which building your office is in, you may swipe your *FSUCard* to gain access. You will also need to show your *FSUCard* when you visit the Key Bank to pick up your office keys. If you purchase a faculty/staff membership at the Leach Recreation Center, you will need your *FSUCard* to work out. Your *FSUCard* is your University library card as well, allowing you to check out materials and use resources at all of FSU's libraries.

**Financial Savings:** You can use your *FSUCard* to receive discounts on drinks from vending machines as well as copiers. By adding a small amount of monetary value onto your *FSUCard* chip, you will receive a 10% discount on all drinks from the vending machines around campus when you use your chip. You can also save 2 cents per copy from copy machines on campus. By showing your *FSUCard* when making purchases at the University Bookstore, the Seminole Sport Shop, and at the Panama City Branch Bookstore you will receive a 10% discount on most items, including textbooks, clothing, general books and gifts.

**Full Service Banking:** As a faculty or staff member at FSU, you are eligible for a fee free checking account linked with your *FSUCard*. With this checking account, your *FSUCard* becomes a debit card that is accepted by merchants, and at ATM's, both on and off campus. You may complete a payroll deduction form to direct deposit all, or any portion of your salary into this account. You can then use your *FSUCard* at any merchant displaying the Plus or Interlink logo. For more details, please call the SunTrust Campus Branch at (850) 561-9171.

The *FSUCard* Center is located in Parking Garage #1 on the corner of Woodward and W. Call streets. They are open 8:00 a.m. to 5:00 p.m. Monday through Friday. The cashier's office hours, which are 8:30 a.m. to 4:30 p.m., accepts all payments.

### **Staff Publication**

The Florida State University Communication Group publishes "State," an official University bulletin for faculty and staff that is distributed every three weeks during the fall and spring semester and monthly during the summer semester. Because the University generates so much news about people, places and things, State provides a

comprehensive look into information that affects the entire campus community. It covers a range of stories: top administrative hires and promotions; news about programs or events; research news; and faculty or staff honors and recognitions.

### Lost and Found

A Lost and Found Department is located in the Krentzman Lounge on the ground floor of the west courtyard of the Oglesby Student Union. Lost articles that are turned in directly or sent in from other departments are logged, labeled and stored for thirty (30) days. The Lost and Found staff makes every effort to locate owners and return articles to them. You may inquire in person or call (850) 644-3434 for more information regarding hours of operation and procedures for reclaiming lost items.

### Transportation

The Seminole Express is an on-campus bus service available to all employees free of charge. Bus service is available on regular class days, Monday through Friday, between 7:00 a.m. and 7:00 p.m. during the fall and spring semesters, and between 7:00 a.m. and 5:00 p.m. during the summer semester. Employees are encouraged to use the Seminole Express bus service when getting around campus. Maps and bus stop locations are available in the Office of Parking and Transportation Services, and on the Parking Services website ([www.parking.fsu.edu](http://www.parking.fsu.edu)). Additionally, no fare is required on any StarMetro regular citywide route with a valid FSU Student, Faculty or Staff ID. Visit the City of Tallahassee StarMetro website for more details.

## Health and Safety

### Safety

The Department of Environmental Health & Safety (EH&S) supports the University's efforts in providing a healthy and safe learning and working environment. Through its policies and programs, EH&S instills safety consciousness and sound safety practices throughout the University community. Its areas of responsibility include:

- General Occupational Health & Safety
- Fire Safety
- Industrial Hygiene
- OSHA compliance
- Research related Safety
  - Biological Safety
  - Chemical Safety
  - Laboratory Safety
  - Radiation Safety
- Risk Management
  - Insurance Services
  - Workers' Compensation
- Building and Construction Safety

Your role is to abide by established policies and to practice safe behaviors. This includes:

- Notifying EH&S when you see unsafe conditions or activities

- Reporting all accidents, work-related illness or close calls; our department processes all workers' compensation and insurance claims
- When using a motor vehicle for University related business; it is your responsibility to drive in a responsible and legal manner that protects the safety of yourself, pedestrians, passengers and the occupants of other vehicles; this applies to all motor vehicles, whether they are University owned, leased, rented or owned by you personally
- Participating in safety training specified for your job
- Knowing the emergency fire exit routes and location of fire extinguishers
- Evacuating the building when the fire alarm sounds
- Wearing any personal protective equipment, such as safety glasses and gloves needed to safely perform your job

Please feel free to call EH&S at (850) 644-6895 with any concerns you may have. You can email EH&S through its website ([www.safety.fsu.edu](http://www.safety.fsu.edu)).

### Workers' Compensation

All employees of Florida State University, including Faculty, University Support Personnel (USPS), Administrative and Professional (A&P), and Other Personal Services (OPS) are covered by Workers' Compensation Insurance while in the course and scope of employment in accordance with Florida Statutes 440. If you are injured or become ill while you are at work you must notify your supervisor immediately. Please refer to the EH&S website at [www.safety.fsu.edu](http://www.safety.fsu.edu) for policies and procedures outlining specific requirements for reporting work related accidents at OP-G-10.1.1 Workers' Compensation Procedure. Contact EH&S should you have any specific questions (644-6895).

### Emergency Management

The Emergency Management program is designed to provide the structure and guidance for preparation, mitigation, planning, and recovery from disasters at FSU. A key component is the **FSU ALERT** system. **FSU ALERT** is Florida State University's emergency notification system. If there is a condition which threatens the health and safety of persons on campus, university officials will warn the campus community using one or a combination of methods that are both active and passive. For more information see [www.alerts.fsu.edu](http://www.alerts.fsu.edu).

### FSU Police

The Florida State University Police Department is a State accredited, full-service agency with a professional force of police officers. FSU police receive the same level of training as county and municipal officers. Uniformed officers patrol the campus on foot, in automobiles, on motorcycles and on bicycles. The *Seminole Safety Guide*, required by the Campus Security Act (Clery Act), delineates specific programs and services available to the campus community and campus crime statistics. This publication is available on the FSU Police Department's website ([www.police.fsu.edu](http://www.police.fsu.edu)) and the Office of Human Resources' website ([www.hr.fsu.edu](http://www.hr.fsu.edu)). The FSU Police Department encourages members of the community to report any suspicious people or activities to assist with maintaining a safe and secure campus environment. For emergency services on campus dial 911, or when there is urgency, but no emergency, dial 311. When off-campus, you may contact 911 in case of emergency, or the FSU Police Department at (850) 644-1234.

### **Weapons on Campus**

Florida State University is a school based on the established definitions from Section 790.115, Florida Statutes. As such, students, staff and faculty must not have any type of defined weapon at any University-sanctioned activities, at any University-sponsored events or while on any University property excluding the vehicle exception in Section 790.25(5), Florida Statutes. A weapon could include a firearm, electric weapon or device, destructive device or other weapon defined in Section 790.001(13), Florida Statutes, as well as non-lethal weapons such as razor blades, dirks (or daggers), pellet guns, knives, metallic knuckles, slingshots, billies, tear gas guns, chemical weapons or devices, or other objects defined as a deadly weapon.

### **Statement on Workplace Violence**

Florida State University is committed to providing and maintaining a respectful environment that is conducive to safe working, learning and living for all members of the University community. In keeping with this commitment, it is the policy of Florida State University that acts of violence, threats of violence, and behavior meant to intimidate others is strictly prohibited. Such prohibition includes any act, behavior, or communication which is abusive, threatening, or disruptive to the work, education, or well being of any individual or groups of individuals employed by, enrolled in or visiting the University.

Anyone who believes that he or she is a victim of violence should report their concerns to the Florida State University Police and/or any University vice president, assistant vice president, dean, director, or department chair/head. Any threat or violent act by an employee or student will be considered serious misconduct and may be the basis for disciplinary action, up to and including dismissal.

### **Drug Free Workplace**

No employee will report to work under the influence of or unlawfully possess, use or distribute illicit drugs and alcohol on University property or as a part of any University activity. An employee may be required to submit to reasonable suspicion testing in accordance with Section 112.0455, Florida Statutes, and all related information is confidential in accordance with Section 112.0455(11), Florida Statutes. Contact the Employee and Labor Relations section of the Office of Human Resources for additional information.

### **Tobacco-Free Campus**

For the health and wellness of the campus community, effective January 1, 2014, tobacco use, including simulated tobacco use such as electronic cigarettes, is prohibited on property, interior and exterior, owned or managed by Florida State University within the state of Florida.

Tobacco is not permitted in University facilities, common or private work areas, elevators, hallways, garages, restrooms, dining areas, employee lounges, conference and meeting rooms, and all other enclosed or semi-enclosed areas. Additionally, no tobacco use will be permitted in outdoor areas including parking lots, parking garages, grounds, rooftops, plazas, courtyards, entrance/exit ways, university-owned or leased vehicles, and any other indoor or outdoor areas owned or managed by the University.

This policy applies to all Florida State University students, employees, consultants, contractors, visitors, external individuals, and companies renting university-owned or managed space.

It is important that everyone participate in the establishment and maintenance of our tobacco-free campus. This shared enforcement responsibility will ensure a healthy environment for all of us, as well as reduce the hazards, accidental fires, and costs associated with the disposal of discarded tobacco products.

### **Driving Vehicles for University Business**

In order to operate a vehicle you must have a valid Driver's License. If you are required to drive a vehicle for University business and your license is revoked and/or becomes invalid (e.g. suspended), you must notify your department immediately.

University vehicles are to be operated in accordance with applicable laws and regulations. You are personally responsible for any traffic violations and fines, and may be liable for any property damages or injuries resulting from the violation of laws and/or regulations related to the operation of a University vehicle. You also could be subject to disciplinary action for violation of laws and/or regulations related to the operation of a University vehicle. Any accident, property damage, or injury involving motor vehicles must be immediately reported to the University's Insurance Coordinator within the Environmental Health and Safety Office. Please reference Policy OP-C-9 Use of State Vehicles for specific requirements.

### **Commercial Driver's License Drug Testing Program**

FSU, in accordance with federal law, requires pre-employment drug testing and subsequent random testing for employees in jobs requiring a commercial driver's license. A positive test can discontinue the hiring process or cause an employee to be subject to further testing, referral to the Employee Assistance Program, or result in dismissal. For more details, please call Employee and Labor Relations at (850) 644-6475.

### **Operation of Non-licensed Vehicles**

The operation of non-licensed vehicles, such as golf carts and utility vehicles must be in accordance with OP-G-10.2.1 Golf Cart, Utility Vehicle and All-Terrain Vehicle procedure. The guidance contained within the procedure is in accordance with State Motor Vehicle code and inappropriate use could lead to issuance of a citation to the operator.

### **HIV/AIDS and Communicable Diseases**

Students, employees and applicants for Florida State University admission or employment who have or who may become infected with a communicable disease will not be excluded from enrollment, employment or restricted in their normal responsibilities and access to University services or facilities due to their status. The only exception being medically based judgments establishing that exclusion or restriction is necessary to the welfare of the individual or of other members of the University community. The University will not discriminate against otherwise qualified disease-infected applicants, students or employees. For additional information and University contact information, please refer to Policy OP-C-7-G10 HIV/AIDS and Communicable Diseases ([www.vpfa.fsu.edu](http://www.vpfa.fsu.edu)).

### **Employee Assistance Program**

The Office for Employee Assistance Services offers a range of services provided by FSU to assist the employee with personal and workplace concerns. The Employee Assistance Program (EAP) is an investment by the University in its most valuable resource - the employee. The University recognizes that employees can experience personal problems that may interfere with job performance and overall quality of life. If an employee or an immediate family member encounters a personal problem for which they would like some assistance, they may call the EAP office for an appointment. An Employee Assistance Professional can provide services to include: assessment of personal difficulties, short-term intervention, and referral to community resources if needed. When working with clients, the EAP maintains the strictest confidentiality, consistent with State and Federal laws and the ethical standards of appropriate professional credentialing agencies. All services provided by the EAP are free to the employee/family member.

The EAP can also provide management consultation for the purpose of helping managers and supervisors manage their employees more effectively. Consultation may include training and/or coaching in the area of appropriate interventions. Other services to assist the employee and management may be offered as needed. Services include training in relevant areas, providing alternative dispute management or mediation services, consulting with supervisors when employees' personal difficulties appear to be affecting job performance or when group dynamics are interfering with departmental performance.

Other services available through the EAP include an employee Emergency Loan Fund (ELF) for those times when an unforeseen crisis may occur and no other form of financial assistance may be available. The EAP also provides training on the topics of conflict resolution, team dynamics, workplace violence, stress management, household money management, interpersonal communications, and other related areas. Information on all available services may be obtained by contacting the Office of Employee Assistance Services at (850) 644-2288.

### **University Policy on Minors in the Workplace**

Bringing a dependent child to the workplace is not permitted unless an employee has a dire emergency, and only after approval of the employee's supervisor and department head is received. Supervisors should be liberal when granting the use of accrued annual or compensatory leave to the employee in such instances. This practice is not only for the welfare of employees' children, but for fellow employees as well.

A minor participating in a supervised or sponsored activity must receive prior authorization in writing from the person responsible for the facility being entered and a signed waiver from their parent/guardian prior to entry into areas where hazardous materials or equipment are present such as laboratories, machine shops or maintenance shops unless they are enrolled as students or are employees in accordance with OP-C-7-B1 General Employment. Prior to entry into the area where hazards are present minors must receive a safety briefing on potential hazards and be provided with appropriate personal protective equipment. Minors must be escorted at all times by the person responsible for the facility or their designee.

This guidance is based on State and Federal laws that limit or prohibit children in most work environments. Additionally, many workplaces are unsafe for children and can interfere with the normal work of colleagues. Finally, the University's insurance may not provide coverage for children if they are injured in the workplace, and the potential liability is significant. Note, as a rule minors are not allowed in University laboratories. If you are uncertain as to the requirements detailed in this policy, contact Environmental Health and Safety for further guidance.

## **Contributing to the Success of FSU**

### **Prudential-Davis Productivity Awards Program**

Each year, the Prudential-Davis Productivity Awards program recognizes and rewards the outstanding achievements of Florida's state employees who clearly exceed their job descriptions and performance expectations, and whose innovative efforts significantly improve service delivery and save the state money. The program is sponsored by Prudential and co-sponsored by Florida Tax Watch, The Florida Council of 100, and the state of Florida. Cash awards, plaques and certificates are acknowledgements given to the award recipients. FSU employees have increasingly been the benefactors of the recognition and acknowledgement of the Prudential-Davis Productivity Awards program, and you are encouraged to participate annually in the nomination process.

## **Training and Development Programs**

### **Employee Development**

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. Supervisory approval is required if employees attend a class during their regular work hours, which is then considered time worked. Training programs offered by TOD are a benefit of employment. As such, no charge is assessed to you or your department for attendance at these programs. Please contact the Office of Training and Organizational Development for more information, or visit [www.hr.fsu.edu/train](http://www.hr.fsu.edu/train) for course offerings, registration information and additional training resources available at FSU.

Additionally, depending on what department you are in or your designated workplace, there may be legally mandated training requirements. To ensure compliance, please check with your supervisor or Environmental Health & Safety to make sure that you fulfill your training requirements, in accordance with OP-G- 11 Safety Training.

## Equal Opportunity Programs

### Sexual Misconduct

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, and stalking), and all other forms of sex discrimination, are violations of University policy and contrary to the University's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others.

If you have experienced sexual misconduct, FSU wants to help. The University has policies and services available to support you.

### Pertinent University Policies

- [Title IX Statement](#): Outlines FSU's Title IX obligations and identifies FSU's Title IX Coordinators.
- [Equal Opportunity Statement](#): outlines FSU's equal opportunity obligations and identifies FSU's equal opportunity administrator.
- [Equal Opportunity, Non-Discrimination, and Non-Retaliatio Policy](#): Prohibits sex discrimination (adverse treatment or the creation of a hostile environment based on a person's sex). Sexual misconduct, sexual harassment, and sexual violence are all prohibited forms of sex discrimination.
- [Sex Discrimination and Sexual Misconduct Policy](#): Provides detailed guidance about the University's prohibition against sexual harassment, which includes sexual misconduct and sexual violence as prohibited conduct.

### Confidential Support

If you have experienced sexual misconduct, you may want to discuss your options on a completely confidential basis. While FSU handles sexual misconduct complaints sensitively and discretely, many University employees, including faculty and supervisors, are required to report sexual misconduct to University administrators. If you are unsure whether someone can maintain complete confidentiality, ask them *before* you give details about your situation.

Staff members at the following on- and off-campus offices can maintain complete confidentiality and provide support:

<b>FSU Victim Advocate Program</b>	(850) 644-7161 or (850) 644-2277 Nights/weekends (850) 644-1234, ask for advocate on call	<a href="http://victimadvocate.fsu.edu">victimadvocate.fsu.edu</a>
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Confidential, 24-hour, free support services for victims of sexual violence and other crimes. Services include: crisis counseling, emotional support, assistance with academic alterations, temporary safe lodging, and assistance during medical and legal proceedings (including obtaining orders of protection) and on-campus complaint processes.

<b>FSU Counseling Center</b>	(850) 644-2003	<a href="http://counseling.fsu.edu">counseling.fsu.edu</a>
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Confidential, free, mental health counseling and referrals for FSU students. Hosts survivor support groups.

<b>FSU Employee Assistance Program</b>	(850) 644-4444	<a href="http://eap.fsu.edu">eap.fsu.edu</a>
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Confidential, free, mental health counseling, referrals, and other support services for employees.

### On Campus Complaint Resolution

<b>FSU Police Department</b>	(850) 644-1234 or 911 on campus	<a href="http://police.fsu.edu">police.fsu.edu</a>
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Emergency response, crime reporting (including sexual violence), and investigation of crimes occurring on campus. The University encourages survivors to simultaneously pursue both a criminal investigation with the FSU Police Department and a University sexual misconduct complaint investigation.

<b>Title IX Coordinators</b>	
Aishah Casseus, Interim Director	(850) 644-1774 (students)
Amber Wagner, Deputy Coordinator	(850) 645-1458 (employees & 3 <sup>rd</sup> party)
Vanessa Fuchs, Deputy Coordinator	(850) 644-4933 (Athletics)
Megan Brink, Deputy Coordinator	(850) 245-3894 (FSUS)

Oversight of University Title IX compliance (including sex discrimination, sexual harassment, and sexual violence complaint supervision) and information about University policies and complaint procedures.

<b>Equal Opportunity and Compliance</b>	(850) 645-6519	<a href="http://compliance.hr.fsu.edu">compliance.hr.fsu.edu</a>
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Responsible for resolution/investigation of sexual misconduct complaints against faculty, staff, visitors, contractors, and any other non-students (including sexual harassment and sexual violence complaints).

<b>FSU EthicsPoint Hotline</b>	(855) 231-7511	<a href="http://fsu.ethicspoint.com">fsu.ethicspoint.com</a>
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Anonymous discrimination and sexual misconduct (including sexual harassment and sexual violence) reporting hotline.

### **Equal Opportunity, Non-Discrimination, and Non-Retaliation**

FSU is an equal employment opportunity employer and educational provider committed to a policy of non-discrimination on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws, regulations, ordinances, and University policies and procedures.

The University recognizes that discriminatory and harassing behavior can create a hostile work environment. As a result, the University has established internal complaint procedures. The University supports the right of any employee who believes that a violation of the University's Non-Discrimination Policy has occurred to make a complaint and receive an impartial review. Accordingly, it is a violation of University policy for any act of retaliation to be taken against an employee because he or she has filed a complaint in good faith or participated in an investigation.

To make a complaint or if you have questions/concerns regarding discrimination in the workplace, please contact the Office of Equal Opportunity and Compliance at (850) 645-6519 to schedule an appointment with a representative or to submit a [Discrimination, Harassment, and/or Retaliation Complaint Form](#).

To review the University's Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy in its entirety or for more information on the University's Equal Opportunity Programs contained in this handbook, please contact the Office of Equal Opportunity and Compliance or consult the Human Resources' website at [www.compliance.hr.fsu.edu](http://www.compliance.hr.fsu.edu).

### **Americans with Disabilities Act (ADA)**

FSU is committed to ensuring that individuals with disabilities are not discriminated against and that they have equal opportunity and equal access to all the rights and privileges enjoyed by those who are not disabled. The University will comply with all applicable federal and state laws, regulations, ordinances, orders, and rules and will provide, upon request, reasonable accommodations to individuals with disabilities.

To review the University's ADA policy and reasonable accommodation procedures in its entirety, visit the Human Resources' website at <http://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/equal-opportunity-and-compliance-eoc#11>. Alternative accessible formats are available upon request. For more information about seeking a reasonable accommodation relating to University employment, please contact the ADA Coordinator in the Office of Equal Opportunity and Compliance at (850) 645-6519.

## **Your Personal Responsibility**

### **Publication of Personal Information**

FSU respects your right to privacy; however, you should be accessible to others who may need to contact you during normal work hours in the performance of your official duties. There are several options available to employees that enable you to control

publication of personal information. It is important for you to know about the following University publication practices.

The University maintains a website ([www.fsu.edu/directories/](http://www.fsu.edu/directories/)) where anyone can search a database of current FSU employees (including student employees) and obtain campus addresses, campus phone numbers and campus e-mail addresses.

### **View Your Personal Information in OMNI Self Service**

FSU employees can confidentially view personal information in OMNI Self Service such as the details of the most recent paychecks, recent leave usage and accrual details, home and campus addresses, and miscellaneous information.

Employees are responsible for verifying the accuracy of their information including address, telephone number, tax exemptions, and emergency contact information. Changes can be made to your Personal Information through OMNI Self Service. Contact your department representative if you need assistance.

### **Do You Have a Name Change?**

If you have a name change, contact your department representative for assistance. If you have a nickname or if you are known by your middle name rather than your first name, you can update your preferred name directly from the Human Resources' website using an employee form. On the bottom left hand side under Forms you will need to click on Employees and then Employee Data Management. If you have any questions please see your departmental representative.

### **Dual Compensation (Dual Employment)**

Requests for dual compensation must be approved prior to beginning the work. A request for dual compensation may be denied if it is requested after you have begun working. Dual compensation conditions exist when there is employment in excess of one (1) full-time equivalent (FTE) established position; simultaneous payment from two (2) or more categories of appointments; or employment in multiple departments.

### **Outside Employment**

FSU employees planning to engage in employment outside of the University must submit an Outside Employment Request to their supervisor for approval prior to assuming the employment. When changes occur in outside employment or University employment, the employee must submit a new request for approval.

### **Loyalty Oath**

As a condition of employment, you are required to sign the State of Florida Loyalty Oath. No employee will be paid until the oath is signed.

### **Employment of Relatives (Nepotism)**

Under the University's Employment of Relatives (Nepotism) Policy, relatives (defined as spouses, parents, grandparents, children, grand-children, siblings, aunts/uncles, or nieces/nephews—whether related by blood, adoption, marriage ("inlaws" or "step"), or other legal action) may not be employed in positions where they will report, directly or indirectly, to each other. If any change in employment results in a potential violation of the Employment of Relatives (Nepotism) policy or a conflict of interest, employees are responsible for reporting the potential violation or conflict to their supervisor.



## **Parking**

All vehicles that are parked on campus by employees must have a valid permit displayed, Monday through Friday, 7:30 a.m. until 4:30 p.m. Parking rules are available in the Transportation Services Office and on the Transportation Services website ([www.transportation.fsu.edu](http://www.transportation.fsu.edu)). Fees for parking may be payroll deducted.

## **Political Activities**

When authorized by the President, an employee may be a candidate for or hold a local public office, which involves no interest that conflicts or interferes with their University employment. Employees shall not take any active part in a political campaign while on duty or during any period when required to perform services for which compensation is received. If questions concerning political activities arise, the Office of Human Resources should be contacted.

## **University Information Technology (IT) Resources**

FSU provides a wide variety of IT resources, including computers, networks, software, computer accounts, cellular phones, beepers, office telephones, and hand-held wireless devices, for use by University students, faculty and staff. These resources are administered by the University's Information Technology Services Department, and a number of schools, colleges, departments and institutions. IT resources are intended for the legitimate business of the University.

Appropriate business use of IT resources includes instruction, research and the official work of the offices, departments, recognized student and campus organizations and other agencies of the University. Priority for resources may be granted to certain users or certain groups of users in support of the University's mission.

Computer accounts are provided to faculty, staff, and students as a privilege associated with membership in the University community. When an individual accepts this privilege, a number of responsibilities must be assumed, including knowledge of appropriate University policies and procedures. All uses of University IT resources are subject to applicable rules, regulations, policies and procedures of the University and/or governing boards as well as Florida Statutes governing computer fraud, misuse of state equipment resources, public information, and related criminal offenses.

For additional information on related policies at FSU, please see the Use of University Information Technology Resources policy ([www.vpfa.fsu.edu/policies/bmanual/itpolicy.html](http://www.vpfa.fsu.edu/policies/bmanual/itpolicy.html)).

## **Arrest Notification Requirement**

Florida State University requires all A&P, USPS, and OPS employees to inform their supervisor within two (2) business days if arrested for any felonies or first degree misdemeanors (or the equivalent thereof in another state). The employee must also notify their supervisor of the final disposition of their case within two (2) business days. In both circumstances, supervisors must immediately consult with the Human Resources' Employee and Labor Relations section to determine if the offense is job related and for further guidance. Failure to comply with this policy could result in disciplinary action, up to and including dismissal.

## **Leaving FSU**

### **Resignation**

You are a valuable member of the FSU staff and we hope that you will remain with the University for many years to come. However, if you choose to leave, we ask that you provide at least a two-week notice to your supervisor and/or department. Additionally, all University property must be returned and any debts owed to the University should be resolved prior to separation.

Upon leaving the University, you may receive a lump sum payment for any unused annual leave up to a lifetime maximum of 240 hours for USPS and 352 hours for A&P employees. Should you have more than ten years of creditable service, you are eligible to receive payment for 25% of your unused sick leave balance up to a total of 480 hours accrued after October 1, 1973. You may also continue your insurance plans, at your own cost, under the COBRA provisions.

If transferring to another university or agency within the State of Florida, you may transfer your unused annual and sick leave as well as some other benefits. Please consult with the Time & Labor and Benefits sections in Human Resources for assistance.

### **Retirement**

Once eligible to retire, you may apply for benefits from the Florida Retirement System (FRS) Pension Plan including the Deferred Retirement Option Program (DROP), FRS Investment Plan, or companies represented in the Optional Retirement Plan (ORP). You will be paid a lump sum for unused annual leave up to a lifetime maximum of 240 hours if USPS and 352 hours if an A&P employee. This leave payment may be tax deferred. The annual leave payment may be used as a credit for service in determining your retirement benefit.

Once your decision is made to retire, it is recommended you begin preparation at least three to six months in advance of the anticipated retirement date. For more information about retirement and what you need to do to take advantage of your benefits, including continuation of insurance coverage and sheltering leave payments, please contact the Benefits section in Human Resources.

### **Death**

In the event of the death of an employee, the Benefits section in Human Resources should be notified as soon as possible. Staff will work with the family or loved ones to ensure that the designated beneficiaries are provided entitlements within the coverage selected by the deceased employee.

### **Reemployment Assistance (Unemployment Compensation)**

Reemployment Assistance is handled by the Florida Department of Economic Opportunity (DEO) and is not affiliated with FSU. For more information, visit DEO's website at [www.floridajobs.org](http://www.floridajobs.org) or call (800) 204-2418.

# **FSU Job Performance and Complaint Appeal Procedures**

## **Employee Rights and Responsibilities**

You may, from time to time, experience some concern or have questions about personnel policies and procedures that affect you. The Employee and Labor Relations section in Human Resources welcomes the opportunity to provide you counsel should such situations arise.

As an FSU employee, you are a member of a large, diverse campus community. In order for an organization of this size to function properly, a commitment from all employees to build cooperative and positive relationships is imperative. The role you play in developing a positive environment is critical to the overall success of your work unit. You are encouraged to take active steps in building work relationships with your peers and your supervisor that are based upon genuine respect and understanding.

Hopefully, you will not feel the need to use the complaint procedures to resolve disputes. However, FSU has a formal complaint procedure that you may utilize as a staff member to seek resolutions to your problems. Employee and Labor Relations staff can assist with the complaint review process. Time spent in meetings arranged by the University pursuant to the University Complaint Procedure and during regular hours of work is also considered work time.

FSU also has a formal appeal process. This process involves the right of an employee to request review by an arbitrator concerning any involuntary actions that might be taken against the employee that would result in dismissal, demotion, a reduction in pay, suspension, layoff or transfer.

Important information is also found in the Regulations of Florida State University, Guidelines for Disciplinary Action, FSU-4.070, which can be accessed by going to the Employee and Labor Relations section of the Office of Human Resources' website ([www.hr.fsu.edu](http://www.hr.fsu.edu)). It is crucial that you, as an FSU employee, understand what kinds of behavior may result in disciplinary actions, the types of disciplinary actions, and your appeal and grievance rights. These Guidelines for Disciplinary Action are provided for you as notice of standards of conduct and the resulting disciplinary action if these standards are not met. You are responsible for adhering to these standards of conduct during your employment with the University.

If you would like more information regarding the role of Employee and Labor Relations and the complaint and appeal procedures available to you, or you have questions regarding the standards of conduct, please consult the Employee and Labor Relations section in the Office of Human Resources at (850) 644-6475.

## **University Ombuds Program**

The University Ombudsperson is an impartial dispute resolution practitioner who strives towards fair and equitable solutions according to University policies. The Ombudsperson provides confidential and informal assistance. Therefore, the Ombudsperson will not identify an employee or employee's confidences without

express permission of the individual, except where required by law. Also, conversations with the Ombudsperson may not be used in grievance or other formal proceedings.

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 resolve issues and concerns. If you have an issue that you would like to discuss with the Ombudsperson or for more information, please contact the Human Resources' Diversity and Inclusion section at (850) 645-1746 or consult the Ombuds Program website at [www.hr.fsu.edu/ombuds/](http://www.hr.fsu.edu/ombuds/).

## **A Final Note**

We hope that the information in this handbook, *FSU & You*, will provide you with an overview of policies, procedures, and University rules and regulations, as well as other information that will help make your employment experience a rewarding and enjoyable one.

The Office of Human Resources provides a website ([www.hr.fsu.edu](http://www.hr.fsu.edu)) where you may obtain defined, comprehensive and detailed information on the policies, procedures rules, and regulations which have been outlined for you in *FSU & You*. The website also allows direct email access and phone numbers to Human Resources staff if you need assistance. You may also visit us in the University Center, Building A on the sixth floor.

**Office of Human Resources**  
Florida State University  
A6200 University Center  
Tallahassee, Florida 32306-2410



Florida State University is an affirmative action and equal opportunity employer supporting a culturally diverse educational community.

[www.fsu.edu](http://www.fsu.edu)