HR Forum

Records Retention and Important Leave Topics

December 11, 2018
HR Updates

Attendance & Leave

Excess Annual Leave

• Departments should identify and notify employees within their department who have excess annual leave. Employees with excess annual leave as of Pay Period “N” (ending 12/27/18) will have their overage rolled to sick leave.

Accelerated Payrolls

• Processing for pay period ending 12/13/18 (M) will be moved up by one (1) day.
• Processing for pay period ending 12/27/18 (N) will occur before the University closes:
  – Tuesday, 12/18/18 = Time Entry Deadline.
  – Wednesday, 12/19/18 = Time Approvals by 12:00 p.m. and Cost Center 1.
  – Thursday, 12/20/19 = Final CRM Case deadline is 10:30 a.m.
HR Updates

Employee and Labor Relations

USPS Performance Evaluations

• USPS evaluations will be available in OMNI HR ePerformance on January 7, 2019.
• March 1, 2019: all documents due.
• Performance evaluations are not required for USPS employees who have been hired or transferred to a new USPS position on or after May 1, 2018; these employees will not have evaluations available in OMNI HR.
• Online training guides: www.hr.fsu.edu/eperformancetraining.
• ELR Main Line (850) 644-6475.
HR Updates

Employee Data Management

Minimum Wage Increase

- Effective January 1, 2019, the new Florida minimum hourly rate is $8.46. Employee actions with an effective date of January 1, 2019, or after should be appointed at the new hourly rate. All OPS employees making less than $8.46 an hour will be systematically increased in OMNI HR.
HR Updates

Smart Onboarding

• Department representatives should ensure they have their security roles (eORR) established so that they can access the system.
  – FSU_SM_DEPT_ADMIN.
  – FSU_ZSM-DEPT_%%%%%%

• Not building in enough time can potentially delay a candidate’s start date. Select a start date that is 2-3 weeks out when submitting an OMNI job offer.
  – If a job offer must route through additional approvers (ex. sponsored research or foundation), be sure to allocate adequate time for all approvals to be completed.
  – Allow time for a candidate’s steps in the portal to be completed, including a background check if required by the position.

• Remember to check My Tasks regularly for pending action items. All required and pending actions will appear in My Tasks.
HR Updates

Smart Onboarding

• Hiring Checklists for Staff and Faculty are updated on the ERS site for assistance.
  – Staff and faculty checklists have been updated and can be found on HR’s website.
  – These checklists are a useful tool in assisting in the new process flow.

• Salary Explanation Forms (if necessary) must be attached and submitted with the OMNI offer.
  – This is the only required document to be uploaded in the OMNI offer.
Records Retention and Important Leave Topics

Melanie Welch, Records Management Liaison Officer
WHAT IS RECORDS MANAGEMENT?

Records Management is the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.
What are Public Records

“Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Section 118.011(12), FS
In 1980, the Florida Supreme Court ruled that this definition included "any material prepared in connection with official agency business which is intended to perpetuate, communicate, or formalize knowledge of some type."

Shevin v. Byron, Harless, Schaffer, Reid, and Associates (378 So. 2d 633, Fla. 1980)
EXAMPLES OF PUBLIC RECORDS

• Electronic documents
• Photographs
• Recordings
• E-mail
• Invoices
• Travel Documents
• Meeting transcripts
PUBLIC RECORDS REQUIRES PUBLIC ACCESS

The Florida constitution and statutes guarantee that all state, county, and municipal public records shall at all times be open for personal inspection by any person.
PROVIDING ACCESS TO RECORDS

- Access is a right guaranteed to "any person".
- No special or legitimate interest is required.
- Agencies may not reject requests due to lack of particularity.
- Agencies may not impose restrictions.
PUBLIC ACCESS

Every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records.

Section 119.07[l][a], FS
EXEMPTIONS FROM FLORIDA’S PUBLIC RECORDS LAW

Many exemptions can be found under Florida Statute 119.071; other exemptions can be found throughout the Florida Statutes. Exemptions to Public Access are created by statutory authority ONLY!
WHAT IS E-MAIL?

E-mail is an electronic means of communication in which:

• Information is transmitted electronically (including graphics and/or audio information)

• Operations include sending, processing, receiving and storing information. Messages are held in storage until called for by the addressee
WHEN IS E-MAIL A PUBLIC RECORD?

• When it is prepared and transmitted in connection with official FSU business.
  – Florida Statutes

• When it is intended to perpetuate, communicate, or formalize knowledge.
  – Florida Supreme Court
ELECTRONIC MAIL AS A PUBLIC RECORD

• The content of the message determines whether it is a public record or not.

• The content determines to which record series the message belongs.

• The content determines how long the message needs to be retained.
ELECTRONIC MAIL AS A PUBLIC RECORD

Emails sent from a personal account can be a public record if it meets the test.
PRESERVING E-MAIL

Once you ascertain that an e-mail is a public record, store it in a manner that makes it easily accessible.

• Print e-mails and maintain them with your paper files
• Save e-mails as text files on the secure network server, not on your hard drive
• Create personal archive folders [.pst files] and store them on the secure network server, not on your hard drive
HOW LONG DO I HAVE TO KEEP MY PUBLIC RECORD?

The retention periods set forth in the general records schedules are based on a combination of federal and state laws, general administrative practices, and fiscal management principles.
General Records Schedules

General Records Schedules set retention requirements for records documenting administrative and program functions common to several or all government agencies.

Examples include personnel, accounting and general administration.

Not all individual records are covered by these General Records Schedules. Please contact your Records Management Liaison Officer for more information.

<table>
<thead>
<tr>
<th>Schedule Number</th>
<th>Agency</th>
<th>Last Revised</th>
<th>PDF</th>
<th>Excel</th>
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<tbody>
<tr>
<td>GS1-SL</td>
<td>State and Local Government Agencies</td>
<td>2017</td>
<td>356KB</td>
<td>85KB</td>
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<tr>
<td>GS2</td>
<td>Law Enforcement, Correctional Facilities and District Medical Examiners</td>
<td>2017</td>
<td>196KB</td>
<td>49KB</td>
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<td>GS3</td>
<td>Election</td>
<td>2012</td>
<td>632KB</td>
<td>138KB</td>
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<tr>
<td>GS4</td>
<td>Public Hospitals, Health Care Facilities and Medical Providers</td>
<td>2007</td>
<td>89KB</td>
<td></td>
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<tr>
<td>GS5</td>
<td>Public Universities and Colleges</td>
<td>2012</td>
<td>69KB</td>
<td>62KB</td>
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</tbody>
</table>
DOCUMENTING DISPOSITION OF PUBLIC RECORDS

Rule 18-2L.J .003[9][d] requires agencies to document the following for each records disposition:

- Schedule Number
- Item Number
- Record Series Title
- Inclusive Dates
- Volume in Cubic Feet
- Disposition action (manner of disposition)
- Date
Important Leave Topics

Christine Conley, Senior Associate Director, A&L/EDM
Holidays

• The University recognizes 9 **HOLIDAYS** per year. Additional holidays must be approved by the President. It is important to not assume Winter Break or other holidays will be provided until official communication is released by Human Resources.

• If necessary, departments may require employees to work over the Holiday/Break. Compensation is contingent upon their classification.

  – OPS are not eligible for holiday payment. **OPS Nonexempt** should log any hours worked on their timesheet and **OPS Exempt** are paid based on their funding.
Winter Break & Holiday Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>Friday, December 21, 2018</td>
<td>Normal Business Hours</td>
</tr>
<tr>
<td>Monday, December 24, 2018</td>
<td>Winter Break Holiday</td>
</tr>
<tr>
<td>Tuesday, December 25, 2018</td>
<td>University Holiday</td>
</tr>
<tr>
<td>Wednesday, December 26, 2018</td>
<td>Winter Break Holiday</td>
</tr>
<tr>
<td>Thursday, December 27, 2018</td>
<td>Winter Break Holiday</td>
</tr>
<tr>
<td>Friday, December 28, 2018</td>
<td>Winter Break Holiday</td>
</tr>
<tr>
<td>Monday, December 31, 2018</td>
<td>Winter Break Holiday</td>
</tr>
<tr>
<td>Tuesday, January 1, 2019</td>
<td>University Holiday</td>
</tr>
<tr>
<td>Wednesday, January 2, 2019</td>
<td>Normal Business Hours</td>
</tr>
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</table>

Salaried employees are expected to return back to work following the Winter Break.
• Straight or Winter Time Comp is not applicable until the employee has worked the required number of hours during the work week.
  – Week 1 (12/21-12/27) – 32 Holiday Hours / 8 Required Hours
  – Week 2 (12/28-1/3) – 24 Holiday Hours / 16 Required Hours
• Employees who have worked beyond the required number of hours may be eligible to earn Straight or Winter Time Comp for a combined total not to exceed the number of holiday hours.
  – Exempt are only eligible to earn up to 8 hours of Comp Time if they physically worked on a University Holiday or Winter Break Day (weekends excluded).
  – Nonexempt are eligible to earn Comp Time if they worked more than the required number of hours within the work week.
Comp Time & Holiday/Closure

• Winter Compensatory Leave may be earned for working on 12/24, 12/26, 12/27, 12/28, & 12/31 (Winter Break Days).

• Straight Compensatory Leave may be earned for work on all other days during the closure.

• Combined Winter & St. Compensatory Leave (max)
  – Week 1 (12/21-12/27) – 32 Hours
  – Week 2 (12/28-1/3) – 24 Hours

• Nonexempt (Week 1): 8 Required Hours + 32 Comp Hours Earned means the employee has worked 40 hours and is now overtime eligible.
Annual Leave

4-OP-C7-E1.4

• Annual leave must be approved in advance.
  – Supervisors should not approve annual leave if it violates policy and should consider business operations.

• Employees may not retain annual leave for the purpose of using it as terminal leave prior to retirement or separation from the University.

• While on annual leave, an employee may not be employed elsewhere unless the requirements for outside activity have been met.
Annual Leave Discussion

How should the supervisor handle?

Scenario 1

Gregory is an A&P employee and received a 352 hour payout upon entering DROP in January 2014. Gregory has requested to take the month of December off and return to work on 12/21 (the day before Winter Break) since he will not be eligible for a second payout.
Flex Schedule

• Refers to the temporary change of an employee’s schedule within the University work week.
• Managers have the authority to control the employee’s schedule.
• Normally used for nonexempt employees to avoid overtime.
• May be used to offset leave taken on a particular day.
  – Example: Employee works 35 hours in a 4 day period. They would only record 5 hours of leave on their timesheet.
Flex Schedule Discussion

_How should the supervisor handle?_

**Scenario 1**
Katrina goes to her supervisor on Friday and requests to come in 1 hour late on Monday. Katrina would like to reduce her meal period to 30 minutes on Monday and Tuesday to make up the time.

**Scenario 2**
Sean goes to his supervisor at 12:00 pm (noon) on Thursday (last day of the work week) and requests to leave for the remainder of the day indicating he worked additional hours earlier in the week to finish a project. Additionally, several coworkers in Sean’s department are out of the office and the supervisor relied on him to provide office coverage Thursday afternoon. Does FLSA status matter?
Other Important Leave Topics

• Pets are not considered immediate family members, and therefore employees may not use sick leave for vet appointments or to care for their pet.

• Employees who are out part/full time and are not covered under a University Program such as FMLA, Military Leave, Sabbatical, Parental Leave, etc. should request a Leave of Absence.
Questions?
# One-on-One Questions

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