HR Forum

FSU Diversity & Inclusion Updates

August 14, 2019
Faculty Employment Contracts

• New/renewed contracts effective August 8, 2019 for the 2019-2020 academic year are available to generate in OMNI HR.
• Faculty contracts must be completed by August 30, 2019.
  – Prior to generating contracts, ensure Job Data is updated with fall appointments and any applicable increases effective August 8th.
• Instructions
• Help Sessions – please RSVP.

<table>
<thead>
<tr>
<th>Adam Donaldson</th>
<th>Danni Staats</th>
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<tbody>
<tr>
<td>(850) 645-1952</td>
<td>(850) 644-0184</td>
</tr>
<tr>
<td>Generating contracts in OMNI HR and Help Session RSVPs</td>
<td>Manual contracts and specialized faculty multi-year appointments</td>
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HR Updates

Employee Data Management

I-9 Forms

• I-9 Deadlines: Section 1 of the I-9 form must be completed on or before the employee’s first day of work. Section 2 of the form must be completed by the third business day.

• Remote I-9 process is available for those who are not available to complete Section 1 or 2 in Tallahassee.

• More information can be found on the I-9 instructional website.

Onboarding Supplemental Documents Submission

• Ensure that all required documents are uploaded to the Supplemental Documents (Dept.) step in Smart Onboarding prior to submitting to HR. See Hiring Department Resources page to help determine required documents.
HR Updates

Employee Data Management

Hire Date Changes

• Hire Date Changes should only be for candidate onboarding delays or extensive background checks.

• If a hire date change is required, an FSU Service Center case should be submitted and include the following details:
  – Candidate Name
  – Applicant ID
  – Candidate ID and/or Empl ID
  – New Hire Date
  – Reason for Hire Date Change
HR Updates

Employee and Labor Relations

A&P Performance Evaluations

• A&P evaluations are now available in OMNI HR ePerformance.

• Evaluation period measures performance from August 8, 2018 – August 7, 2019.

• September 6, 2019: all documents due.

• Performance evaluations are not required for A&P employees who have been hired or promoted to an A&P position on or after May 7, 2019; these employees do not have evaluations available in OMNI HR.

• A performance evaluation with an overall performance rating of Below Satisfactory requires a Performance Improvement Plan (PIP). Supervisors must contact ELR prior to issuing a Below Satisfactory overall rating.

• Online training guides can be accessed on the HR website.

• ELR Main Line: (850) 644-6475
HR Updates

Employment & Recruitment Services

Fall Appointment Reminders: Smart Onboarding

• Smart Onboarding is used for new hires, rehires, additional appointments, and internal movement (e.g., promotions, laterals, etc.). **Job Offers must be submitted 2-3 weeks in advance** of the expected start date.

• Once the job offer is final approved, HR will launch the invitation to your candidate.

• Candidate invitations will expire after 21 days. Please ensure candidates start the onboarding process timely.

• Department Representatives and approvers should proactively monitor their My Tasks activities, worklist, and FSU Onboarding Approvals.

• Refer to the [Appointment Papers Matrix](#) for a list of supplemental documents required for the position (e.g., contract, driver’s license, etc.).
HR Updates

Employment & Recruitment Services

Fall Appointment Reminders: Express Pools

- Fall express pools are available for use for OPS, GA, and OPS Faculty appointments.
- Training guides are available for step-by-step instructions on the express appointment process.
HR Updates

Training & Organizational Development

Welcome, Leah Sibbitt!

• Leah Sibbitt is the new Instructional Designer for HR Training & Organizational Development.
FSU Diversity & Inclusion Updates

Michelle Douglas, Director
Organizational Development/Equal Opportunity Compliance
Diversity & Inclusion at FSU
Compliance

Protected Groups at FSU

FSU prohibits discrimination based on: race, creed, color, sex, religion*, national origin, age, disability*, genetic information, veterans’ status, marital status, sexual orientation, gender identity, gender expression, and other legally protected groups.

*Duty to provide reasonable accommodation(s).
Compliance

FSU Policies

• Equal Opportunity Statement
• Title IX Statement
• Non-Discrimination Policy
• Sexual Harassment Policy
• Sexual Battery Policy
Diversity
Diversity

FSU Faculty & Staff
Sex Demographic

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<tr>
<th></th>
<th>Female</th>
<th>Male</th>
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<tbody>
<tr>
<td>Faculty</td>
<td>15.22%</td>
<td>18.65%</td>
</tr>
<tr>
<td>Staff</td>
<td>35.38%</td>
<td>30.74%</td>
</tr>
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Diversity

FSU Faculty & Staff
Race Demographic
Diversity

Individuals with Disabilities

- Individuals with Disabilities: 4.50%
- 95.50%
Inclusion

• Create a productive workplace where people of all backgrounds and cultures feel included, welcome, and valued.
  – Inclusive
  – Respectful
  – Productive
Benefits of Inclusion

• Happier workplace
• Reduced absenteeism, sick leave, and turnover
• More motivated and engaged employees
• Better teamwork
• Creative solutions
• Better communication
• Improved customer service
Creating an Inclusive Environment

• Recognize your role
• Prioritize inclusion
• Don’t assume
• Step out of your comfort zone
  – get to know other employees from different backgrounds
• Put yourself in their shoes
• Address issues promptly and seriously
• Be receptive to feedback
Barriers to Inclusion

• Biases (conscious and unconscious)
• Lack of knowledge
• Passivity
• Rigidity
Employee’s Toolkit

• Hard Skills (technical)
  – Computer software
  – Machine use
  – Accounting
  – Drafting blueprints

• Soft Skills (interpersonal)
  – Communication
  – Motivation
  – Managing expectations
  – Cultural Competency
Culture

Culture is made up of a set of values, attitudes, and beliefs that differ from one culture to another.

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<thead>
<tr>
<th>Parents</th>
<th>Family</th>
<th>Geography</th>
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<tbody>
<tr>
<td>Community</td>
<td>School</td>
<td>Generation</td>
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<tr>
<td>Race</td>
<td>Ethnicity</td>
<td>Place in Family</td>
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<td>Education</td>
<td>Religion</td>
<td>Travel</td>
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<td>Socio-economics</td>
<td>Societal Events</td>
<td>Life Changes</td>
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<tr>
<td>Role Models</td>
<td>Friends</td>
<td>Time</td>
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</table>
Cultural Competency

• Cultural Competency is the ability to work effectively with people from different backgrounds, ethnicities, belief systems, and experiences.
D&I at FSU

• EEO Statement

• Discrimination & Harassment Policy

• Strategic Plan
Diversity & Inclusion Council

• In February 2009, the Board of Trustees approved the development of a Diversity and Inclusion Operating Plan. The Diversity and Inclusion Council is led by the President and facilitated by the Assistant Vice President of Human Resources and Chief Diversity Officer.
Diversity & Inclusion Council

• The Council fully embraces the mission of enhancing diversity and inclusiveness throughout the entire campus community.

• As we continue to increase awareness and the participation of individuals and groups that represent cultural diversity, we are committed to the development of policies, programs, groups, and special initiatives that address diversity and inclusion.
Diversity & Inclusion Council

President
John Thrasher

Steering Committee
President’s Cabinet

Council
Faculty, Staff, Students, Community Members

HR Administrative Liaisons
HR Staff

Affinity Groups
Diversity & Inclusion Initiatives

• Recruit, develop, and retain a diverse faculty and staff.
• Recruit and graduate outstanding and diverse students.
• Develop and strengthen partnerships with diverse internal and external organizations.
Campus Diversity & Inclusion Resources

Diversity & Inclusion webpage

Chief Diversity Officer
Affinity Groups
National Coalition Building Institute (NCBI)
Initiatives
Learning Opportunities
How Are We Doing?

• FSU was recognized by *INSIGHT Into Diversity* magazine as 1 of 11 Diversity Champion colleges and universities in the nation.

• Our continuing efforts to move diversity and inclusion to the forefront of the University mission also received national recognition with the Higher Education Excellence in Diversity (HEED) Awards in 2014, 2015, 2016, 2017, and 2018, recognizing outstanding commitment to diversity and inclusion.
How Are We Doing?

• The University was awarded the 2018 **Platinum Level Institutional Award for Global Learning, Research & Engagement** from the [Association of Public and Land-grant Universities](https://www.aplu.org) (APLU).

• The national award is APLU’s highest honor celebrating universities that employ inclusive strategies to internationalize their campuses.

• The association presented Florida State with the only Platinum Level award in the nation, saying the University created an “extraordinary global-engagement” network.
How Are We Doing?

• Florida State received the inaugural Innovative Leadership Award from Nobel Peace Prize laureate Tawakkol Karman and Kate Cumbo, the executive director of the PeaceJam Foundation.

• The College of Business ranks No. 13 overall, No. 11 among public schools, on U.S. News & World Report's 2019 list of "Best Online MBA Programs for Veterans."

• Military Times ranked Florida State No. 22 in the "Best Colleges 2018" rankings, which are published annually by the magazine.

• Florida State's online graduate program in criminal justice is ranked No. 4 nationally for educating veterans, according to U.S. News & World Report's "Best Online Programs for Veterans" rankings (2018).
How Are We Doing?

D&I Ideas

• Submit your D&I ideas and proposals to the President’s Council for Diversity & Inclusion online.
Final Thoughts

• Diversity and Inclusion continues to be a top priority for President Thrasher and the University.
• He is committed to educating students in a diverse and multicultural atmosphere and preparing them for 21st century jobs.
• He demonstrates this commitment by placing high expectations on faculty, staff, and students to meet and support the University’s goal of inclusivity.
Questions?
Resources

Equal Opportunity Compliance
(850) 645-6519
Up Next

New HR Policies & Policy Refresher – Policy Jeopardy!
September 11, 2019
8:30 – 10:00 AM
## One-on-One Questions

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<th>Representative(s)</th>
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<td>Benefits</td>
<td>Kacy Ellis</td>
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<tr>
<td>Compensation Services</td>
<td>Shelley McLaughlin</td>
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<td>Diversity &amp; Inclusion</td>
<td>Michelle Douglas</td>
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<td>Workers’ Compensation</td>
<td>Michelle Douglas</td>
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<tr>
<td>FMLA</td>
<td>Denice Henderson</td>
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<td>Employee &amp; Labor Relations</td>
<td>Julie Ritter</td>
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<td>Employee Data Management (EDM)</td>
<td>Anna Capenos</td>
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<td>EDM Special Projects</td>
<td>Amy Walker</td>
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<td>Employment &amp; Recruitment Services</td>
<td>Lindsay Holzmacher</td>
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<td>Faculty Relations</td>
<td>Adam Donaldson</td>
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<td>Housing HR</td>
<td>Ashlee Shafer</td>
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<td>Training &amp; Organizational Development</td>
<td>Sandra Dixon</td>
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