HR Forum

New HR Policies and Policy Refresher

September 11, 2019
HR Updates

EDM Special Projects

Courtesy Appointments

• Coming Soon: Campus-wide Courtesy Electronic Processing!
  – Process mirrors non-advertised OPS Express.
  – HR creates a Courtesy Express Pool.
  – Department Representative links a candidate to Courtesy Express Pool.
  – Department Representative creates and submits a Courtesy Job Offer.
  – Candidate will be issued a Smart Onboarding invitation.
  – Department Representative submits documents if needed via Smart Onboarding supplemental documents.

• Courtesy email: hr-courtesydocs@fsu.edu
HR Updates

Equal Opportunity & Compliance

EOC Statement & Equal Opportunity Data

• EOC Statement – Update and reaffirmation of commitment.
• Equal Opportunity Data – Invitation to self-identify.
New HR Policies and Policy Refresher

Gladys Murray & Shelley Lopez

Program Coordinator

HR Program Director

Communications/Special Projects
New & Updated Policies

• Recruiting Incentives
• Employment of Relatives (Nepotism)
New & Updated Policies

Recruiting Incentives 4-OP-C-7-B12

• Formerly “Moving Expenses”, rewritten to comply with legislative changes.

• Effective as of April 29, 2019.
New & Updated Policies

Purpose of Recruiting Incentives 4-OP-C-7-B12

• Outlines compensation procedures for new hires deemed as critical to the mission and operation of the University.

• Provides guidance and procedures for:
  – Recruiting Incentives
  – Direct payment of moving expenses
  – Temporary housing
  – Related incidentals
Summary of Changes to Recruiting Incentives Policy:

• Sign-on bonuses are allowed but a repayment period will be enforced if an employee terminates within the first year of employment.

• University payment for moving expenses:
  – Reimbursement for personal relocation expenses are no longer allowed.
  – Direct payments to contracted vendors are allowed but considered taxable income to the employee.
  – Departments may provide both a lump sum sign-on bonus and a direct payment to a contracted vendor for movement of household goods.
New & Updated Policies

Summary of Changes to Recruiting Incentives Policy:

• Temporary Housing
  – May be paid by the University if the payment is clearly in the best interest of the University.
  – May be provided as a monthly allowance or the department may pay housing costs directly to vendors.
New & Updated Policy

Employment of Relatives (Nepotism) 4-OP-C-7-L

• Revised policy noticed July 16, 2019 – August 6, 2019.
• Effective as of August 6, 2019.
Purpose of Employment of Relatives (Nepotism) 4-OP-C-7-L

- Ensures a fair and measured approach to the employment of relatives to prevent conflicts that may arise from nepotism.
- Employment actions will be based on job-related qualifications.
Summary of updated changes made to Nepotism policy:

• Definition of “relative”
• Definition of “line of authority”
• Sections added for:
  – Relationship conflicts in supervising research personnel
  – Disciplinary action
  – Legal support and justification
New & Updated Policy

Relationship Conflicts in Supervising Research Personnel:

• Relatives of the Principal Investigator (PI)
• Exceptions
• Approval Process
• Alternate Reporting Structure
How well do you know HR Policy & Procedures?

If you took a quiz right now, what would your score be?
Instructions

• Form teams of no more than 6 people.
• Sit with your team.
• Select someone to buzz in for your team.
<table>
<thead>
<tr>
<th>ATTENDANCE &amp; LEAVE</th>
<th>EMPLOYEE DATA MANAGEMENT</th>
<th>EMPLOYMENT RECRUITMENT SERVICES</th>
<th>COMPENSATION</th>
<th>BENEFITS</th>
<th>EMPLOYEE LABOR RELATIONS</th>
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NONEXEMPT EMPLOYEES MAY EARN UP TO 8 HOURS OF THIS TYPE OF LEAVE IF THEY WORK MORE THAN 32 HOURS DURING A WORKWEEK WITH ONE HOLIDAY

ANSWER
WHAT IS STRAIGHT-TIME COMPENSATORY LEAVE?
THIS TYPE OF ADMINISTRATIVE LEAVE REQUIRES APPROVAL OF THE CHIEF HUMAN RESOURCES OFFICER OR PRESIDENT
WHAT IS “CLOSE” OR “CLOSURE”?
A TRANSACTION ISSUED TO ELIGIBLE SEPARATING EMPLOYEES NO EARLIER THAN TWO FULL PAY PERIODS FOLLOWING TERMINATION

ANSWER
WHAT IS A LEAVE PAYOUT?
THE MAXIMUM BALANCE AN EMPLOYEE CAN CARRY ON OVERTIME COMPENSATORY LEAVE

ANSWER
WHAT IS 160 HOURS?
THE COMPENSATION FREQUENCY FOR SALARIED STAFF, 12-MONTH FACULTY, AND EXEMPT OPS INCLUDING GRADUATE ASSISTANTS

ANSWER
WHAT IS 26.1?
THIS IS THE COMPENSATION FREQUENCY THAT IS USED FOR OPS NON-EXEMPT EMPLOYEES
WHAT IS HOURLY?
THIS IS REQUIRED IF AN EMPLOYEE IS WORKING IN MORE THAN ONE DEPARTMENT AT THE UNIVERSITY, WORKING MORE THAN 1.0 FTE, OR WORKING IN BOTH AN OPS AND SALARIED CAPACITY

ANSWER
WHAT IS A DUAL COMPENSATION FORM?
THIS IS THE MINIMUM ANNUAL RATE FOR A FULL-TIME POSTDOCTORAL SCHOLAR APPOINTMENT
WHAT IS $47,658.60?
THREE OF THESE MUST BE OBTAINED WHEN HIRING A NEW EMPLOYEE (INCLUDING OPS) TO CONFIRM INFORMATION PROVIDED BY THE APPLICANT

ANSWER
WHAT ARE REFERENCE CHECKS?
ALL APPOINTMENTS REQUIRE THIS TO BE COMPLETED AND APPROVED BY HUMAN RESOURCES BEFORE THE APPOINTMENT CAN BE PROCESSED OR ANY WORK CAN BEGIN

ANSWER
WHAT IS THE BACKGROUND CHECK QUESTIONNAIRE?
TO ENSURE AN OPEN AND COMPETITIVE PROCESS, THE HIRING TEAM IS REQUIRED TO CONDUCT A MINIMUM OF THIS NUMBER OF INTERVIEWS FOR POSITIONS WITHIN PAY BAND 05 AND BELOW

ANSWER
WHAT IS 3?
THESE APPOINTMENTS, WHICH LAST NO LONGER THAN 30 DAYS, ARE USED FOR THE PURPOSE OF TRAINING A NEW EMPLOYEE TO TAKE OVER THE DUTIES OF ANOTHER WHO IS VACATING THE POSITION
WHAT ARE OVERLAP APPOINTMENTS?
A PROCESS BY WHICH JOBS OF A COMMON NATURE WITH SIMILAR DUTIES AND RESPONSIBILITIES ARE GROUPED TOGETHER FOR THE PURPOSES OF ASSIGNING AN APPROPRIATE PAY RANGE
WHAT IS CLASSIFICATION?
THIS TYPE OF PAY INCREASE REQUEST REQUIRES AN OFFICIAL EXTERNAL JOB OFFER AS DOCUMENTATION
WHAT IS A COUNTER OFFER?
THESE ASSIST IN MORE CLEARLY DESCRIBING THE NATURE OR SCOPE OF WORK BEING PERFORMED IN A POSITION, BUT MUST NOT CONFLICT WITH AN APPROVED OFFICIAL CLASSIFICATION AT THE UNIVERSITY OR MISREPRESENT THE LEVEL OF THE POSITION.
WHAT ARE WORKING TITLES?
THIS FEDERAL REGULATION DETERMINES AN EMPLOYEE’S ELIGIBILITY FOR OVERTIME PAY
WHAT IS THE FAIR LABOR STANDARDS ACT (FLSA)?
A QUALIFIED RETIREMENT PLAN FOR PART-TIME, SEASONAL, OR TEMPORARY EMPLOYEES WHO ARE NOT COVERED BY THE FLORIDA RETIREMENT SYSTEMS (FRS)

ANSWER
WHAT IS THE BENCOR 401(a) FICA ALTERNATIVE PLAN?
THE NUMBER OF DAYS A BENEFIT ELIGIBLE NEW HIRE OR EMPLOYEE WITH A QUALIFYING STATUS CHANGE (QSC) EVENT HAS TO ENROLL IN BENEFITS

ANSWER
WHAT IS 60?
THE NUMBER OF DAYS FACULTY AND A&P STAFF HAVE TO SELECT THE OPTIONAL RETIREMENT PROGRAM (ORP) FROM THEIR HIRE DATE

ANSWER
WHAT IS 90?
THE PERCENTAGE ALL SALARIED EMPLOYEES CONTRIBUTE TO THEIR RETIREMENT PLAN
WHAT IS 3%?
FOR SOFT MONEY FUNDED A&P POSITIONS, THESE TWO ITEMS MUST HAVE THE SAME BEGINNING AND END DATE
WHAT ARE THE A&P CONTRACT AND OMNI FUNDING?
EMPLOYEES ARE REQUIRED TO RECEIVE THIS ANNUALLY ACCORDING TO UNIVERSITY POLICY AND FLORIDA STATE STATUTE 110.224 (2)

ANSWER
WHAT IS AN ANNUAL PERFORMANCE EVALUATION?
IT IS RECOMMENDED THAT SUPERVISIORS AND MANAGERS PROVIDE ONLY THESE THREE ITEMS WHEN CONTACTED FOR AN EMPLOYMENT REFERENCE: THE JOB TITLE WITH DUTIES, THE DATES OF EMPLOYMENT, AND THIS

ANSWER
WHAT IS THE ENDING SALARY?
EMPLOYEES SEPARATING FROM THE UNIVERSITY ARE PROVIDED THE OPPORTUNITY TO COMPLETE THIS PROCESS TO ASSIST IN MAKING THE UNIVERSITY A BETTER PLACE TO WORK. IT IS OPTIONAL, BUT ENCOURAGED.
WHAT IS THE ONLINE EXIT INTERVIEW?
FINAL JEOPARDY!
FACULTY RELATIONS
A BASE SALARY INCREASE FOR A FACULTY MEMBER THAT IS NOT SPECIFICALLY NEGOTIATED WITH THE FACULTY UNION
WHAT IS AN ADMINISTRATIVE DISCRETIONARY INCREASE?
Questions?
Resources

Faculty and Staff Policy & Procedures website

Shelley Lopez

HR Program Director
Communications/Special Projects

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(850) 644-6602
There will be no Department Representative Meeting this Fall.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
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<tbody>
<tr>
<td>October HR Forum</td>
<td>TBD</td>
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<tr>
<td>November HR Forum</td>
<td>November 7, 8:30 – 10:00 AM</td>
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<td>December Forum</td>
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## One-on-One Questions

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<th>Representative(s)</th>
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<tr>
<td>Attendance &amp; Leave</td>
<td>Cierra Moore</td>
</tr>
<tr>
<td>Benefits</td>
<td>Kathy Worthman</td>
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<tr>
<td>Compensation Services</td>
<td>Lisa Rosenthal</td>
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<tr>
<td>Diversity &amp; Inclusion</td>
<td>Michelle Douglas</td>
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<td>Adline Norwood</td>
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<td>FMLA</td>
<td>Denice Henderson</td>
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<td>Employee &amp; Labor Relations</td>
<td>Tracey Pearson</td>
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<td>Employee Data Management (EDM)</td>
<td>Abigail Lejeune</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>Amy Espinosa</td>
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<tr>
<td>Equal Opportunity &amp; Compliance</td>
<td>Tonya Edington</td>
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<td>Facilities HR</td>
<td>Tracey Pearson</td>
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<td>Adam Donaldson</td>
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<td>Housing HR</td>
<td>Greg Turner</td>
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<td>Training &amp; Organizational Development</td>
<td>Janet Fryman</td>
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