HR Forum
USPS Performance Evaluations and Performance Management
January 23, 2020
HR Updates

EDM Special Projects

Courtesy Electronic Appointment Process

- The courtesy appointment process is now an electronic submission.
- A Job Aid is located on the HR website.
- Courtesy email: HR-Courtesydocs@fsu.edu.

Summer Mass Appointment Process

- Faculty and Graduate summer appointments will begin in early March.
HR Updates

Employee Data Management

New Minimum Wage Rate

• Effective January 1, 2020, the new Florida minimum hourly rate is $8.56.
  – Employee actions with an effective date of January 1, 2020, or later should be appointed at the new hourly rate.
  – As a result, the current State Labor Law poster must be updated. Please remove the old poster (or the section of the All-in-One poster) and replace it with the new Notice to Employers, Minimum Wage in Florida poster.
HR Updates

Employee Data Management

2020 W-4’s

- The IRS has released a new version of the W-4 form effective January 1, 2020. Effective January 24, 2020, a completed [2020 W-4 form](#) will be required to be uploaded into the Supplemental Documents page for all candidates completing an original onboarding invitation. This requirement includes new hires and rehires with a break in service.

- Existing employees are not required to make any updates to their W-4 withholding information, but can make a change through Employee Self Service if desired.
HR Updates

Attendance & Leave

Sick Leave Pool

• Sick Leave Pool Open Enrollment will run from February 3 – February 21, 2020. Membership applications should only be submitted to HR during the open enrollment window. Additional information is available on the HR website.
Equal Opportunity Compliance

Poster Audit

• The Office of Equal Opportunity and Compliance will be conducting its annual compliance poster audit from **February 3 – March 6, 2020**.

• Please take this opportunity to review all compliance poster locations to make sure they are up to date. The posters should be located in a conspicuous area that is accessible to all employees.

• Updated compliance posters can be found on the Human Resources [website](#). Click on Compliance Postings to print the posters.

• If you have any questions or need help coordinating with other Department Representatives within your building, please contact Shannon Byrum at [smbyrum@fsu.edu](mailto:smbyrum@fsu.edu) or (850) 645-6519. Thank you for your attention to this matter.
HR Updates

Employment & Recruitment Services

Smart Onboarding Login Enhancement

• A communication was sent on November 22, 2019.

• Effective November 25, 2019, Smart Onboarding invitations launched to candidates who are current employees or have an applicant type of External-Previous Employee, no longer require the candidate to create a unique set of credentials for the onboarding portal.

• The candidates will instead receive a link with instructions to log in using their myFSU credentials.
Smart Onboarding Login Enhancement

• To determine the type of login that your candidate will use, view the Applicant Type in the Offer Details section of the job offer.
HR Updates

Employment & Recruitment Services (cont’d)

Smart Onboarding Login Enhancement

• Once the candidate logs into the myFSU portal, it will bring them straight to the onboarding invitation to get started.

• All other applicant types including Express and External applicants, will continue to create a unique Smart Onboarding login and password to complete the onboarding process.
HR Updates

Compensation

FLSA and Compensation/Classification Review Project

• Department of Labor Updates to the Fair Labor Standards Act
• FSU Compensation/Classification System Review
Performance Evaluations and Performance Management

Tracey Pearson
Director
Employee & Labor Relations
Importance of Performance Evaluations

• Per Florida Statute 110.224, (2), each public employee must have a performance evaluation at least annually, and the employee must receive an oral and written assessment of his or her performance evaluation.

• It is the policy of Florida State University to communicate Administrative and Professional (A&P) and University Support Personnel System (USPS) employees’ job performance expectations and management's evaluation of the employee's job performance [4-OP-C-7-G1].

• This is a tool for supervisors to provide feedback to employees regarding performance expectations, deficiencies, and recognition for accomplishments.

• Evaluations provide documentation to support administrative actions, such as promotions, salary increases, bonuses, and disciplinary actions.

• Evaluations are considered public records and may be accessed by a third party for review.
Importance of Performance Evaluations

• All employees are required to be evaluated annually utilizing the ePerformance module in OMNI.

• Supervisors and Department Representatives are encouraged to utilize the training resources provided. Online training guides for the A&P and USPS ePerformance process can be found at www.hr.fsu/edu/eperformance.

• Track completed evaluations and status updates by using the query: FSU_ELR_EPERF_STATUS_DEPT. To run the query, insert **Review Period End Date of 12/31/2019.**
A Bad Performance Review Meeting
Importance of Performance Evaluations

• A&P and USPS Employees are rated on the following:
  – FSU Behavioral Expectations
  – Job Responsibilities
  – Competencies
  – Goals and Objectives (Optional)

• Completed by Immediate Supervisor.
• Reviewed by Higher Level Supervisor (USPS employees only, when applicable).
• Acknowledged systematically by Employee.
Ratings

FSU Behavioral Expectations

Job Responsibilities

Job Competencies

Overall Ratings

- Above Satisfactory
- Satisfactory
- Below Satisfactory
- Exemplary
- Above Satisfactory
- Satisfactory
- Below Satisfactory
- Not Applicable
- None
- Basic
- Proficient
- Advanced
- Not Applicable
- Exemplary
- Above Satisfactory
- Satisfactory
- Marginal Satisfactory
- Below Satisfactory
# What Do the Ratings Mean?

## Performance Rating Guidelines

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<tr>
<th>Rating</th>
<th>Behaviors Exhibited</th>
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<tr>
<td><strong>Below Satisfactory:</strong> “D’s and F’s” - You are not doing the basics of what your position requires.</td>
<td>• Little or no contribution to organizational goals</td>
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<td>• Failure to meet work objectives</td>
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<td>• Inattention to organizational priorities &amp; admin requirements</td>
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<td></td>
<td>• Poor work habits resulting in missed deadlines</td>
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<td></td>
<td>• Incomplete work products</td>
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<td>• Strained work relationships</td>
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<td>• Failure to respond to customer needs</td>
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<td></td>
<td>• Lack or response to supervisor’s corrective efforts</td>
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<td><strong>Marginal Satisfactory:</strong> “C’s and D’s” - Performance does not meet all of the job requirements. Periodically, performance is inconsistent and unacceptable in some areas.</td>
<td>Duties or Responsibilities are carried out in an inconsistent manner.</td>
</tr>
<tr>
<td><strong>Satisfactory (You Know Your Business): “B’s and C’s” - Performance against accountabilities which meets the requirements of the position. Your performance consistently fluctuates between commendable and adequate</strong></td>
<td>You understand your position and continuously carry out the duties assigned to you.</td>
</tr>
<tr>
<td><strong>Above Satisfactory:</strong> “A’s and B’s” - Performance against accountabilities which always meets and sometimes exceeds the requirements of the position. Approaching the highest levels of standards set.</td>
<td>You know your business, you know your coworkers business and you help them when they need you.</td>
</tr>
<tr>
<td><strong>Exemplary: “A+ and Extra Credit” - Performance</strong></td>
<td>You not only know your business, you know the department’s business, AND you generate or change our business.</td>
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Preparation for Evaluations

• Historical documents for employees can be found in Manager Self Service, provided that the employee has the same supervisor. If another supervisor completed the employee’s evaluation last year, please contact ELR for assistance with obtaining previous evaluations.

• Performance evaluations are not required for USPS employees who were hired or transferred to a USPS position on or after May 1, 2019. These employees will not have evaluations available in OMNI HR.
Navigation in OMNI

• **Supervisor:** myFSU > HR > Manager Self-Service > Performance Management > Team Performance > Current Documents.

• **Higher Level (Approval):** myFSU > HR > Manager Self-Service > Performance Management > Approve Documents.

• Online Training Materials: [www.hr.fsu.edu/eperformance](http://www.hr.fsu.edu/eperformance).
ePerformance Steps

1. Complete the document.
2. **Submit for Approval** – USPS Evaluation Only, when applicable.
3. Schedule and hold a performance evaluation meeting with the employee.
4. Make the document available to the employee by selecting the “Share with Employee” button and confirm the meeting was held by selecting the “Request Acknowledgement” button.
5. Employee acknowledges evaluation.
6. Complete the performance evaluation by marking the “Complete” button.
USPS Evaluations

• The evaluation is considered complete when:
  – There is an overall rating factor listed in the evaluation document.
  – The evaluation has been reviewed with the employee.
  – The employee has acknowledged the evaluation online and the rater has marked the evaluation document complete.

• Remember:
  – The supervisor is responsible for the timely completion of evaluations.
  – USPS Evaluations are due on March 1, 2020.
Training and Resources

• Training sessions are available upon departmental request.

• Resources:
  – Higher Level Supervisor Guide
  – Employee Action Guide
  – Completing the Performance Evaluation Guide

• Questions? Contact ELR at (850) 644-6475.
Tool Box

• Employee & Labor Relations
• Probationary Extension
• Performance Expectations Plan
• Evaluation (Annual or Special)
• Disciplinary Action
• Performance Improvement Plan (required with Below Satisfactory ratings)
• Regular 1:1 meetings
• Required training
• Counseling memos
Probationary Period

• This is an extension of the hiring process.
• Key opportunity to set expectations and begin discussing and documenting concerns.
• Scrutinize what is a “new and learning” issue compared to a “this is how it is going to be” issue.
• Do not assume that things may get better. Handle the situation as it is now.
First Things First

• Have you set the expectations?
• Have you given honest and open feedback?
• Has the employee received adequate training?
• Does the employee’s performance evaluations reflect the employee’s performance and behavioral concerns that you have discussed with them?
• Is the issue related to the job?
Disciplinary Process

• The purpose of discipline is to correct employee behavior/actions or performance that have a negative impact on the individual, co-workers, department, or the University.

• **Supervisors issue disciplinary actions.** ELR investigates the matter and serves as a subject matter expert regarding policies and procedures. ELR drafts the disciplinary action and ensures actions are consistent with University guidelines.
Tips to Remember

• Focus on job-related behavior and issues.
• Be consistent.
• Document and discuss.
• Communicate and provide feedback – both good and bad.
• Do not wait to handle performance or behavior issues.
• When in doubt, call in an expert.
Contact & Resources

• Tracey Pearson, Director
• Julie Ritter, Assistant Director
• Danni Staats, HR Specialist
• Courtney Gogan, HR Specialist
• Melissa Olson, HR Representative
• ELR Main Line: (850) 644-6475
• HR website: www.hr.fsu.edu
Questions?
Up Next

February HR Forum

*Important Employee Benefits Reminders*

Thursday, February 27, 8:30 – 10:00 AM
## One-on-One Questions

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