An important message from FSU Office of Human Resources

This message has been approved by Renisha Gibbs, Associate Vice President for Human Resources and Finance & Administration Chief of Staff, for distribution to Panama City campus employees.

Please read the following message in its entirety.

As you know, the University’s Tallahassee and Panama City campuses were closed beginning Tuesday, October 9, 2018 due to Hurricane Michael. The storm caused significant damage throughout the Panhandle, particularly in your area, and our thoughts are with you during this difficult time. FSU has completed a preliminary assessment of the FSUPC campus and due to damage caused by the storm, the FSUPC campus will remain closed until further notice. Administrators are working with local officials to assess the situation and will announce a new reopen date as soon as possible. We expect that the campus will remain closed for most, if not all, of next week.

Employees who were impacted by the storm, or had family members impacted, can utilize the University’s Employee Assistance Program (EAP). The EAP is a free, confidential program that provides a professional support system for the faculty and staff of the University and helps employees in dealing with personal and/or workplace difficulties. To obtain more information and/or schedule an appointment, please call 644-2288.

In order to assist you with some of the initial HR related questions during this time, we have provided some HR updates below.

Benefits Fair and Open Enrollment

The FSUPC Benefits and Wellness Fair scheduled to be held on FSUPC campus on October 29th has been cancelled. Once the University has a more accurate timeline of reopening, HR will assist with either rescheduling or disseminating necessary information to employees. For FSUPC employees that may have left the area, please know that you are welcome to attend the Benefits Fair on October 18th in Tallahassee at the Florida State Conference Center (Turnbull). The fair is scheduled from 10:00 a.m. to 2:00 p.m.

Open Enrollment is currently scheduled for October 15th through November 2nd. The University is working to request and extension of Open Enrollment to accommodate those affected by the storm. If extended, HR will send out a notification.

Timekeeping Guidance for Closure

Below is timekeeping guidance for pay period I (October 5, 2018 through October 18, 2018). Additional timekeeping guidance will be provided for next pay period that will include additional closure dates beyond the current pay period.
When and why does FSU provide Administrative Leave for the closure?

The purpose of Administrative Leave (Admin Leave) for University closures is to compensate employees who are prevented from working due to the closure. Full-time salaried employees (USPS, A&P, Executive Service, and Faculty) who work on the Panama City campus location that is closed from October 9, 2018, through October 18, 2018, may receive up to 64 hours of Administrative Leave for pay period I (October 5, 2018 through October 18, 2018). Part-time employees shall be granted a proportionate number of hours based on their FTE. Due to the impact of the storm on FSUPC campus and its employees, Human Resources will ensure that the employees listed above will have Administrative Leave entered on their timesheet with the override code CLOSE. In the event supervisors or administrators do not have the ability to approve time, Human Resources will approve all outstanding time entry by FSUPC employees by noon on Friday, October 19, 2018.

What does this look like for different types of A&P/USPS employees?

- **Workweek and Campus Closure:**
  - The University closure for the Panama City campus for the current pay period will extend over the course of two work weeks. The closure from Tuesday, October 9, 2018 through Thursday, October 11, 2018 occurred during the first week of pay period I; the closure from Friday, October 12, 2018 through Thursday, October 18, 2018, occurs during the second week of pay period I. Full-time salaried employees will be provided 24 hours of Administrative Leave in the first week of the pay period and 40 hours of Administrative Leave in the second week.

- **Straight Time Comp for A&P Nonexempt and USPS:**
  - A&P nonexempt and USPS employees who worked during the first week of the pay period are eligible to earn up to 24 hours of Straight Time Comp Earned (see example below). A nonexempt employee who worked more than 40 hours during the workweek is eligible for overtime compensation. USPS exempt employees who worked more than 40 hours during the workweek are eligible for compensation in the form of compensatory leave or pay at their straight hourly rate.
  - A&P nonexempt and USPS employees who work during the second week of the pay period are eligible to earn up to 40 hours of Straight Time Comp Earned. A nonexempt employee who works more than 40 hours during the workweek is eligible for overtime compensation. USPS exempt employees who work more than 40 hours during the workweek are eligible for compensation in the form of compensatory leave or pay at their straight hourly rate.
  - Employees that are able to communicate with their supervisors should advise them of any time worked during this pay period.

- **Straight Time Comp for A&P Exempt Employees:**
  - For the first week of the pay period, A&P exempt who physically worked on days that the University was closed for the current pay period and worked more than the required number of hours during the work week will be eligible for Straight Time Comp (maximum of 8 hours per day).
For the second week of the pay period, A&P exempt who physically work on days that the University is closed will be eligible for Straight Time Comp (maximum of 8 hours per day).

Employees that are able to communicate with their supervisors should advise them of any time worked during this pay period.

What is the process for requesting a payout of compensatory leave earned?

A&P and USPS employees who earn compensatory leave during the closure will have the option to request a payout of the compensatory leave earned during the campus closure. The amount paid out will only be for hours worked during the campus closure. Once the Panama City campus has resumed normal operations, communication will be distributed regarding the payout process.

What are some other common questions?

- Employees with Approved Annual or Scheduled Sick Leave: An employee who was scheduled for leave during the closure period will be granted Administrative Leave and will not be required to record sick or annual leave during the closure.

What do I do with OPS Employees?

Per University Policy, OPS employees are not eligible to receive Administrative Leave for the closure.

- OPS Nonexempt Employees (paid for time worked) do not receive Admin Leave for closures. Only the hours actually worked should be reported on the timesheet.
- OPS Exempt Employees (Grad Assistants and Adjuncts) do not report time on their timesheets and do not receive Admin Leave for closures. If the employee is funded during the closure period, their compensation for the week will be unaffected by the closure.

Am I required to work if I have electricity restored?

Employees should communicate with their supervisor about work requirements at this time. Some employees may be required to work, depending on their individual situation, and their ability to obtain internet access. An official return to work date for campus is still being determined.

Questions on Timekeeping? Please contact Attendance and Leave.