



# NEO: Employee & Labor Relations

Welcome to the New Employee Orientation e-course about **Employee & Labor Relations (ELR)** at Florida State University. This introductory course provides information about ELR's mission and services that support employees at the University.

Navigation:

- This is a 30-minute self-paced interactive online training.
- A panel will appear on the left-hand side once you begin the course.
- Use the menu to move through each of the sections.
- Click on all interactive media to fully engage with the information.
- Select the **Start Course** button at the top of the page to begin.

**Introduction to ELR**

**Pay Plans**

**Performance Evaluations**

**Guidelines for Disciplinary Action**

**Complaint Resolution Options**

## Wrap-up & Summary

# Introduction to ELR

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## **What is Employee & Labor Relations?**

The Employee & Labor Relations (ELR) section of Human Resources is committed to promoting a cohesive, effective, and high-performing workplace by providing guidance and assistance to non-faculty employees and managers in

administering FSU policies and procedures, in support of the University's mission, vision, and strategic initiatives.

Administrative Assistance

Managing the Commercial Driver's License Drug & Alcohol Testing Program, and responding to Reemployment Assistance (RA) claims sent by the Department of Economic Opportunity (DEO).

Performance Evaluations

Managing the Performance Evaluation process for the USPS and A&P classifications.

## Guidelines for Disciplinary Action

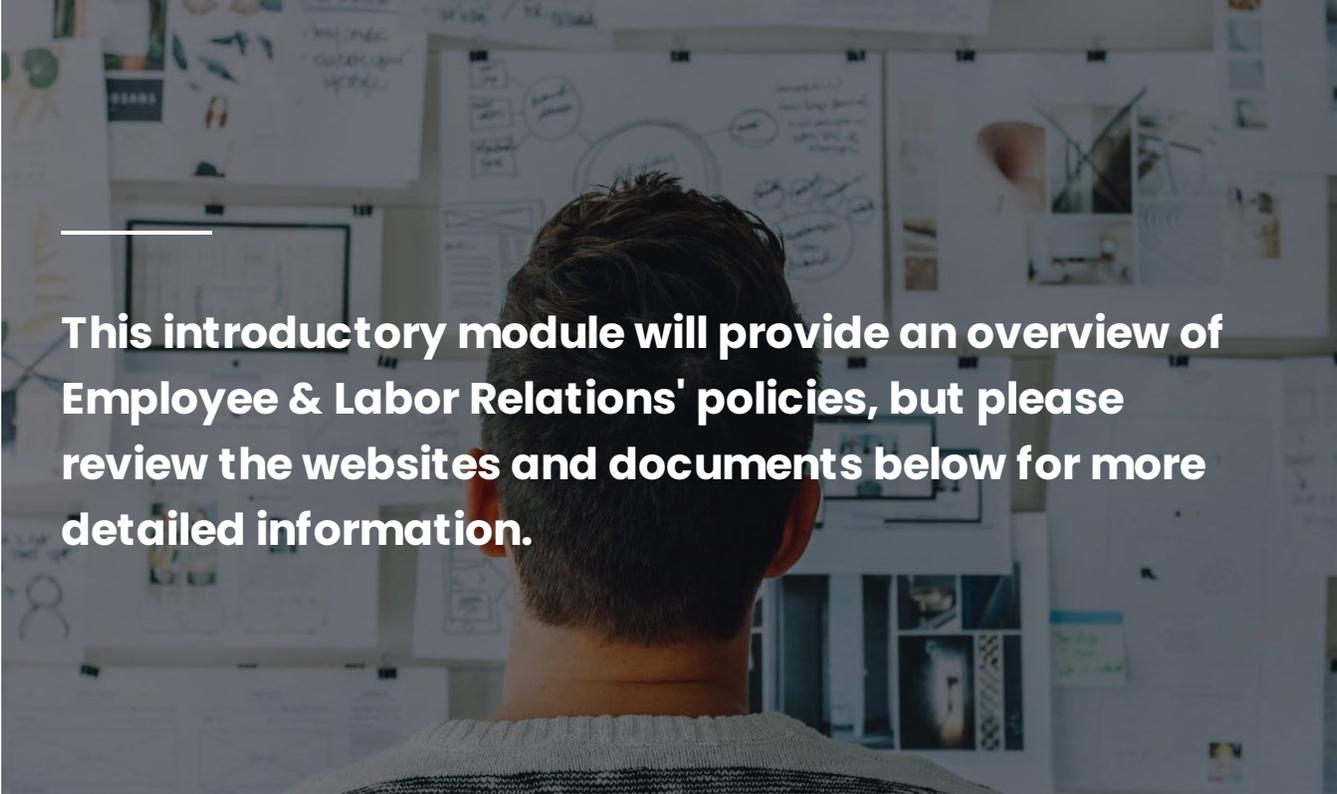
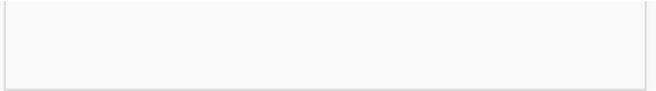
Providing consistent and fair advice to management and employees on performance management concerns and the University's progressive disciplinary process.

## Collective Bargaining

Negotiating, administering, and ensuring compliance with the provisions of the University's collective bargaining agreements.

## Complaint Resolution Options

Providing confidential assistance to employees with questions or concerns about work-related issues, including investigating and providing conflict resolution options.



**This introductory module will provide an overview of Employee & Labor Relations' policies, but please review the websites and documents below for more detailed information.**

**Contact Information & Resources**

**Office of Human Resources, Employee & Labor Relations**

**Phone: (850) 644-6475**





[HR Employee & Labor Relations](#)



[FSU & You Handbook](#)



[Employee & Labor Relations Policies and Procedures](#)



[FSU Guidelines for Disciplinary Action](#)

***FSU values you as a person and the work you do. The Employee & Labor Relations***

***team is here to give you the tools and support you need to succeed.***

# Pay Plans

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## Different Roles, Different Pay Plans

There are many types of non-faculty roles at FSU.

Click the employees below to learn about all three:





### **Administrative and Professional (A&P)**

Administrative and Professional (A&P) positions are responsible for the organization and direction of highly specialized functions. These positions also have authority and responsibility for formulating, interpreting, and implementing policies which have an impact on a major element or the University as a whole.



## University Support Personnel System (USPS)

USPS positions are responsible for performing paraprofessional, administrative, clerical, secretarial, technical, skilled crafts, service, or maintenance related duties.



## Other Personal Services (OPS)

Other Personal Services, or OPS, is the pay plan for temporary, hourly, at-will employees.

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## More About Pay Practices

Visit [Compensation Services](#) for More Information

A&P

USPS

FACULTY

OPS

**An A&P employee is one whose duties and functions are primarily professional or administrative in nature. A&P employees are considered “exempt” from the Fair Labor Standards Act, which means that for any hours worked over 40 hours in a workweek, they do not receive overtime wages. A&P employees sign an Employment Contract upon hire. Should a contract end for any reason, A&P employees will be given notice or will receive a buyout per the provisions of the A&P contract.**

**NOTE: University policy requires supervisors to contact ELR prior to terminating any non-faculty employee.**

“Hard Money” Funded A&P Employees	“Soft Money” Funded A&P Employees
> 5 years of service = 20 weeks notice	> 5 years of service = 20 weeks notice or remainder of contract period, whichever is less
1 – 5 years of service = 12 weeks notice	1 – 5 years of service = 12 weeks notice or remainder of contract period, whichever is less
< 1 year of service = 4 weeks notice	< 1 year of service = 4 weeks notice or remainder of contract period, whichever is less

A&P	USPS	FACULTY	OPS
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**University Support Personnel System, or USPS, positions are responsible for performing paraprofessional, administrative, clerical, secretarial, technical, skilled crafts, service, or maintenance related duties.**

**Exempt employees are not covered by Fair Labor Standards Act, and do not receive overtime pay for 40+ hrs in a work week**

**Non-Exempt employees are covered by the Fair Labor Standards Act, and do receive overtime for 40+ hrs in a work week**

USPS NON-EXEMPT	USPS EXEMPT
Covered by Fair Labor Standards Act	Not covered by Fair Labor Standards Act
If over 40 hours worked in a work week, must receive overtime wages or compensatory time	If over 40 hours worked in a work week, receive straight time wages or compensatory time.

A&P	USPS	FACULTY	OPS
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**The Faculty Relations section of HR and the Office of Faculty Development and Advancement serve faculty members in providing information about faculty development and sabbaticals, faculty appointments and procedures, outside**

**employment, dual compensation, promotion, tenure, faculty assignments, and faculty evaluations.**



<b>A&amp;P</b>	<b>USPS</b>	<b>FACULTY</b>	<b>OPS</b>
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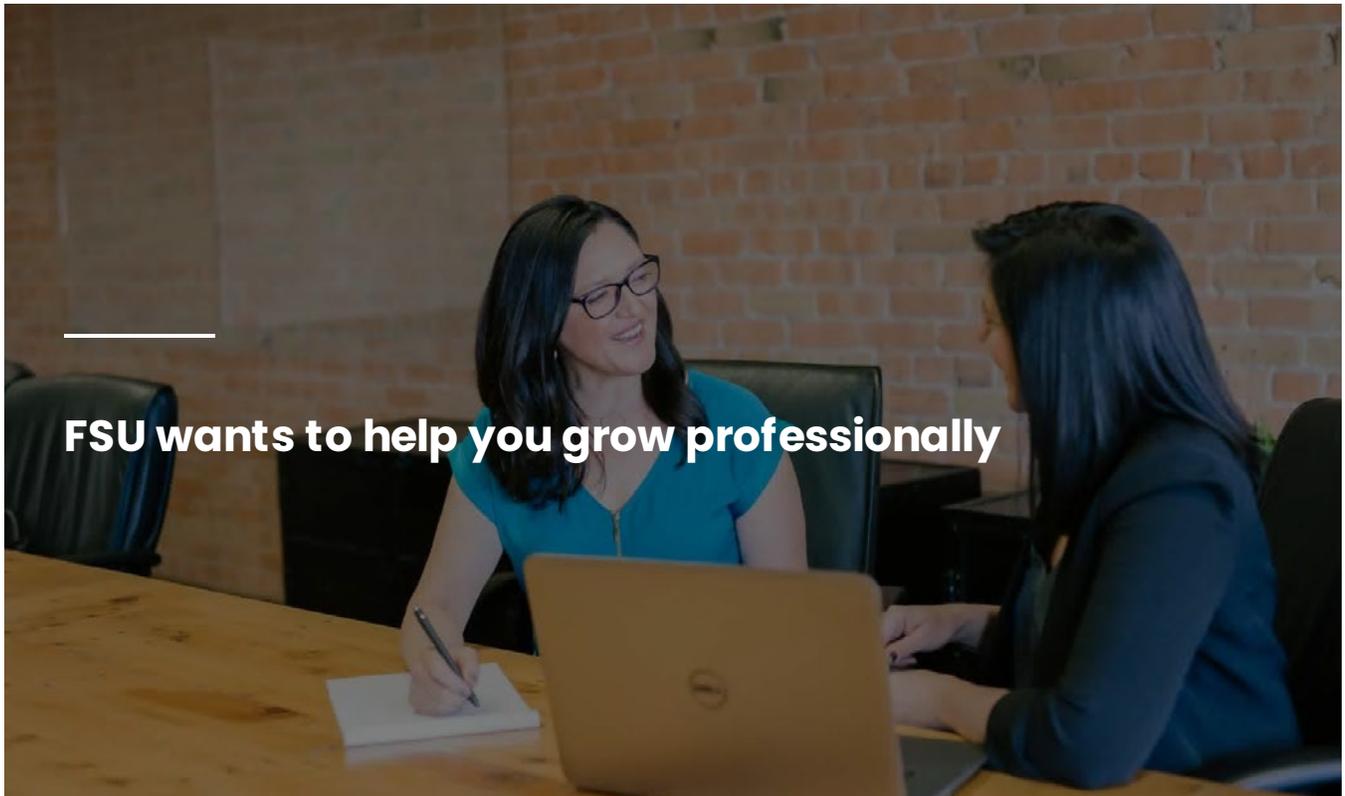
Other Personal Services (OPS) is the fourth pay plan. Employees under this pay plan are considered temporary, hourly, at-will, and may be separated from employment at any time. Notice or reason for termination is not required and layoff rights do not apply. Departments are required to consult with ELR prior to terminating an OPS appointment for misconduct or work performance issues.

OPS employees are subject to the nondiscrimination and sexual harassment policies and procedures. Eligible OPS employees are covered under the Federal Family and Medical Leave Act, Americans with Disabilities Act, and the Workers Compensation Law.



# Performance Evaluations

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FSU wants to help you grow professionally

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Salaried employees will have an oral and written performance assessment completed every year.

Your supervisor will meet with you to discuss the following 5 topics:

- FSU Behavioral Expectations
- Responsibilities
- Competencies
- Goals
- Overall Summary

A & P

Evaluated annually in **August** by immediate supervisor

USPS

Evaluated  
annually in  
**January** by  
immediate  
supervisor

### **Performance Evaluations Rating Scale**

How well do you understand the FSU Evaluation Rating Scale?

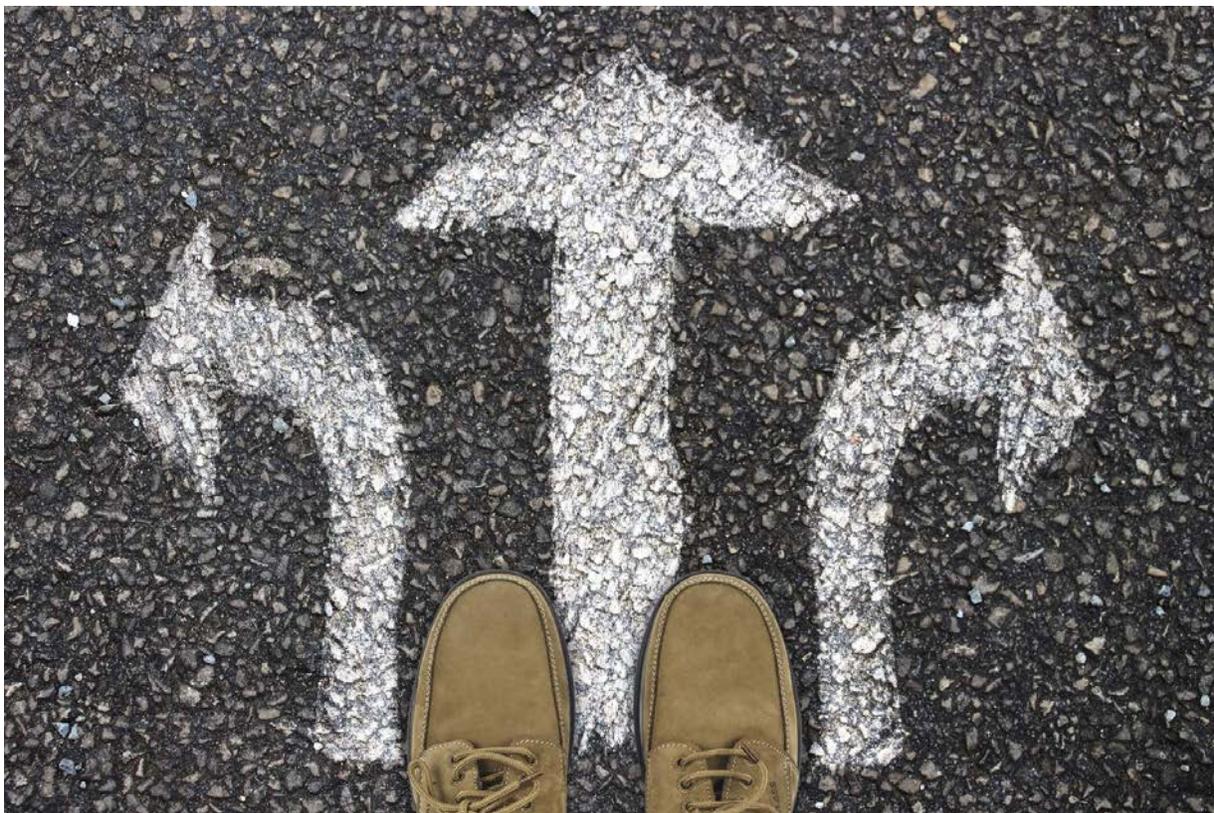
Match the descriptions of employee performances below with their expected rating on Performance Evaluations.

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**SUBMIT**

**ⓘ Performance Evaluations must be completed online using the ePerformance module in OMNI. The rater is the employee's immediate supervisor.**

**Probationary Employees**



## Probationary Evaluations

Probationary Evaluations are unique to **USPS Employees**, in addition to their annual Performance Evaluation. Check out the details below!

### What is the Probationary Period? —

The probation period is considered an extension of the hiring process, which means that during the probationary period, the

employee is considered “at-will” and can be terminated at any time without the right to appeal the termination.

**How long is the Probationary Period?** —

USPS employees serve a 6-month probationary period, with the exception of police officers, who serve a 1-year probationary period.

**When is the Probationary Evaluation?** —

Probationary evaluations should be completed within 30 days prior to the end of the probationary period.

**What happens after the Probationary Evaluation?** —

**EITHER...**

The employee receives regular USPS status in the system and also in the classification to which they are appointed.

**OR**

A probationary period may be extended for up to 6 additional months, in 60-day intervals for additional training or on the job experience, below performance, or for an approved leave of absence.



# Guidelines for Disciplinary Action

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Employee discipline is a very serious action that is taken with care, objectivity, and full consideration for the rights and interests of both the employee and the University.

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

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FSU practices the concepts of Progressive and Cumulative discipline.

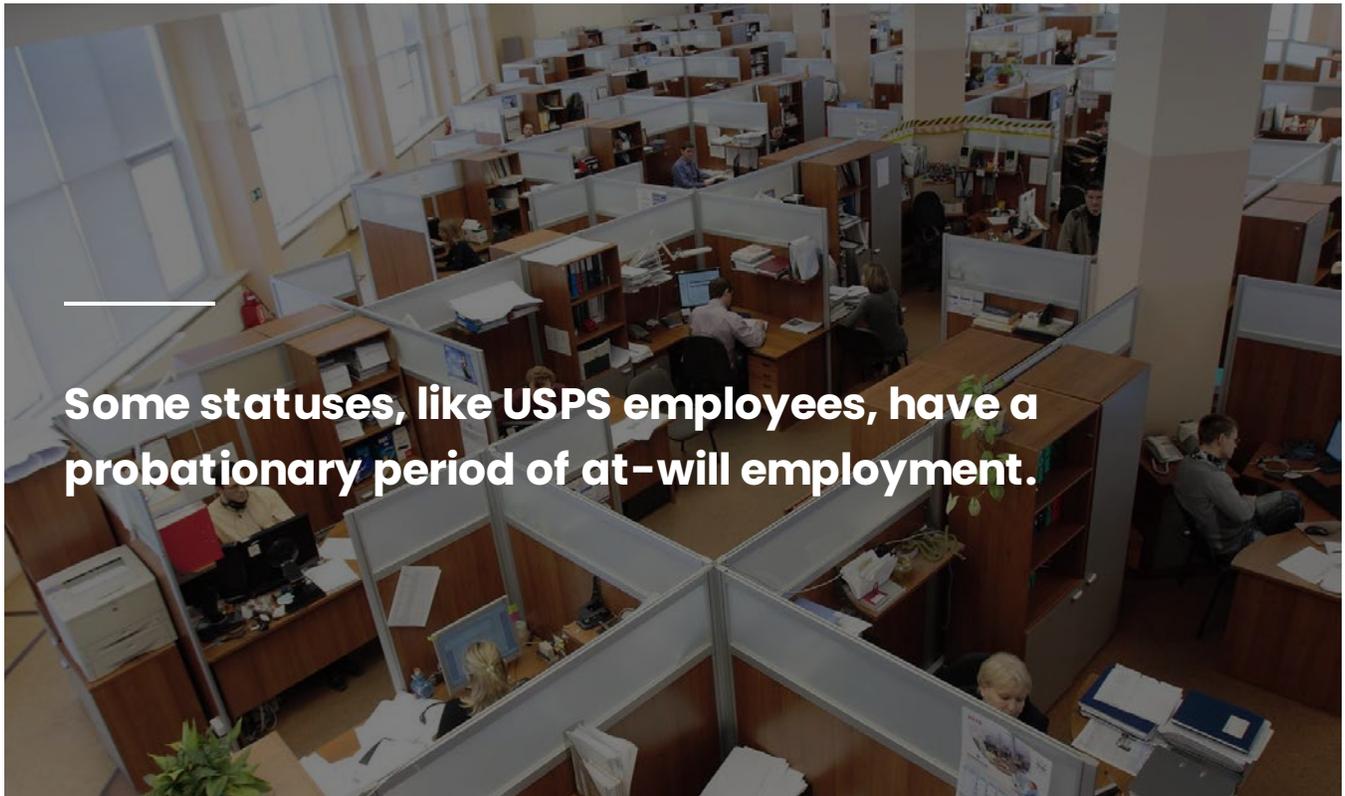
Progressive

Incremental steps in severity of disciplinary action, determined by severity of the offense.

Cumulative

Multiple offenses can escalate the severity of the disciplinary action, even when the offenses are not identical.

## What is the Probationary Period?



They may be terminated at any time if deemed appropriate based on consultation with ELR. However, the reason for termination must be defensible legally justifiable.

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More information on the discipline process at FSU is offered in our Fundamentals of Discipline course. For more information, contact [Employee Labor and Relations](#) or the office of [Training & Organizational Development](#).

# Complaint Resolution Options

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A person is sitting on a snowy ledge, looking out a window. The scene is dark and moody, with the person's silhouette visible against the light outside. The text is overlaid on the image.

**Fear of job loss prevents many people from coming forward when issues arise. FSU cares about addressing your complaints and honoring your confidentiality.**

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**Prior to filing a formal complaint or grievance, employees with a concern are encouraged to discuss the issue with their supervisor or supervisory chain. Employees also can elect to use the complaint resolution options described below.**



## **EAP Resources**

Employees can first refer to the [Employee Assistance Program \(EAP\)](#) for advice and mediation.

### **Ombudsperson**

Don't be fooled by the unusual job title!

Ombudspersons are a vital resource for you in the

complaint resolution process. Click on the image below to read some Frequently Asked Questions about what Ombudspersons do at FSU.





### **What is an Ombudsperson?**

The ombudsperson plays the role of counselor, go-between, informal fact-finder or upward feedback provider.



### **What can they do for me?**

The Ombudsperson is an impartial individual appointed to aide in dispute resolution. This person's goal is to arrive at fair and equitable solutions for all parties concerned in accordance with FSU's policies.



Are they confidential?

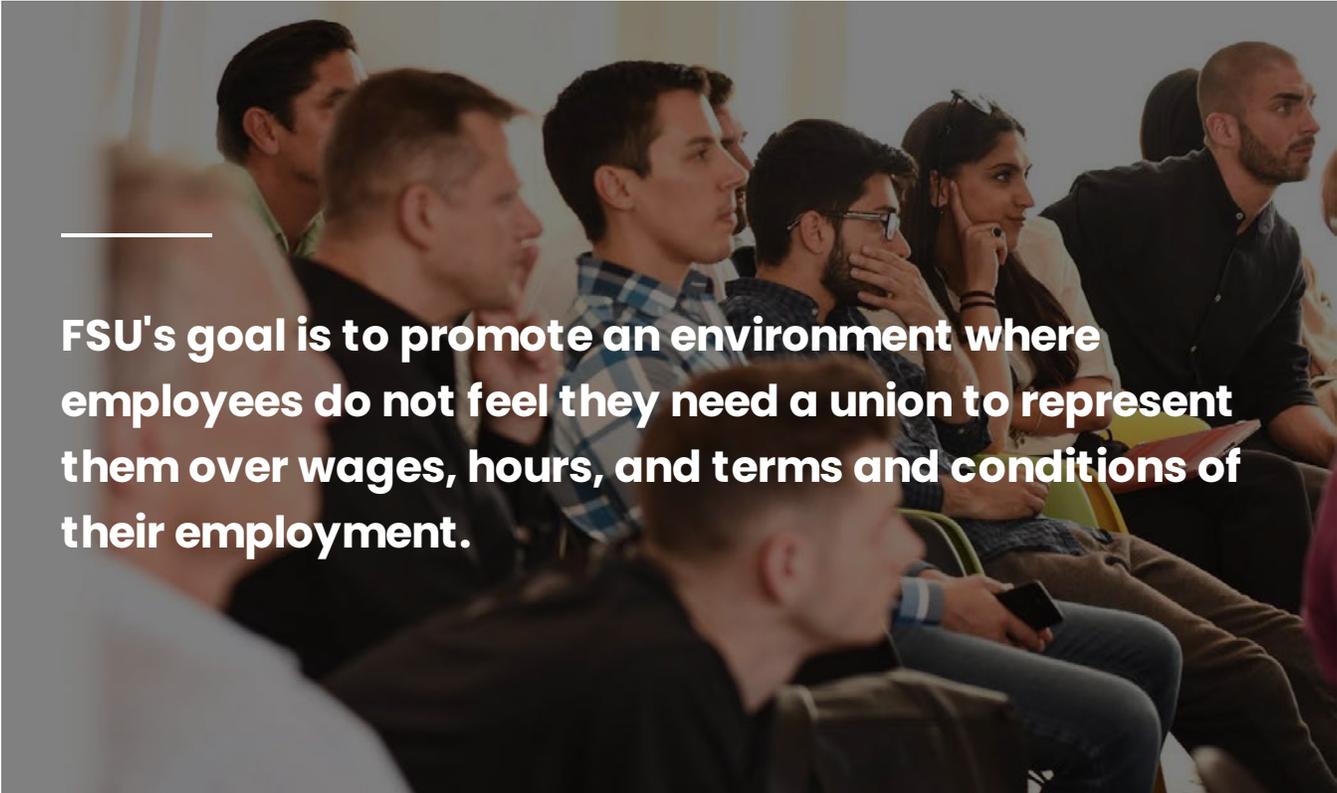
Yes! They will never identify an employee or their confidences without that individual's permission, except where legally obligated. Also, conversations with the ombudsperson may not be used in grievance or other formal proceedings.

## **Internal Complaint Procedure**

FSU provides both USPS and A&P employees with an internal Complaint Procedure to provide a formal mechanism to bring complaints to the attention of management and to address those complaints.

**There shall be no reprisals against any employees involved this Complaint Procedure.**

## **Collective Bargaining**



**FSU's goal is to promote an environment where employees do not feel they need a union to represent them over wages, hours, and terms and conditions of their employment.**

### **Collective Bargaining Units**

*However, if employees elect to become part of a union, we will bargain in good faith. Below is an overview of the staff unions at FSU.*

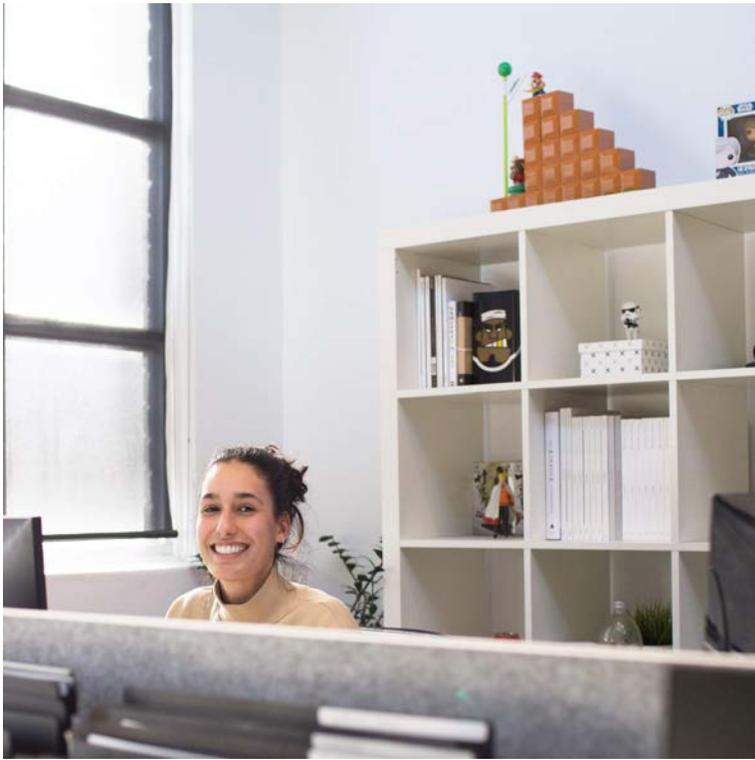
## **Police Benevolent Association (PBA)** —

Represents sworn law enforcement officers.



## **American Federation of State County and Municipal Employees (AFSCME)** —

Represents administrative, clerical, laborers, technicians, and other professionals.



## **Florida Nurses Association (FNA)** —

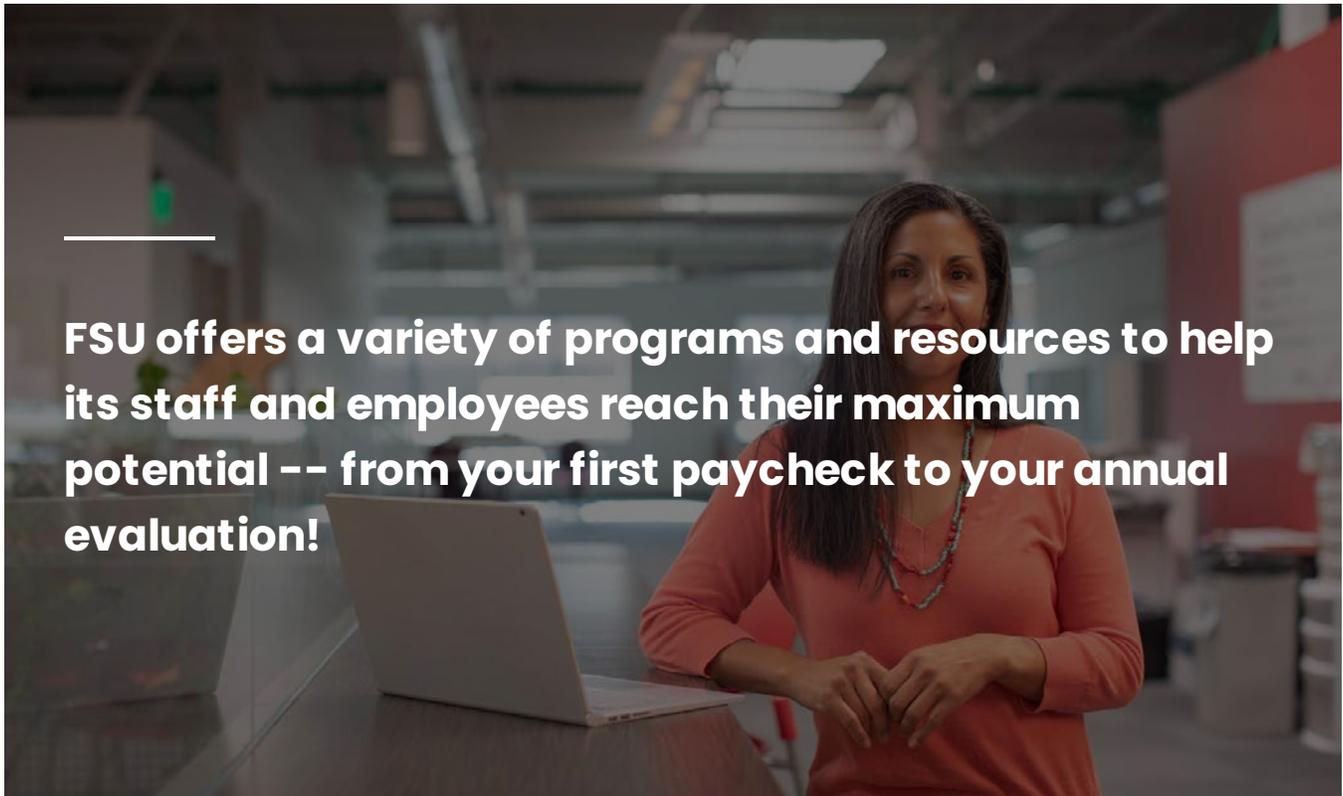
Represents employees who deliver professional health care services.



**i** **Reminder: All classifications (positions) are not part of a Collective Bargaining Unit. If an employee has a work-related concern, we encourage staff and employees to utilize conflict resolution resources available to them or contact ELR.**

# Wrap-up & Summary

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**FSU offers a variety of programs and resources to help its staff and employees reach their maximum potential -- from your first paycheck to your annual evaluation!**

## Helpful Resources

Explore the links below to be reminded of everything Employee & Labor Relations (ELR) has to offer, and discover more about the programs introduced today.

### Collective Bargaining

[GO TO WEBSITE](#)

### **Complaint Resolution**

[GO TO WEBSITE](#)

### **Disciplinary Guidelines**

[GO TO WEBSITE](#)

### **Performance Evaluations**

[GO TO WEBSITE](#)

### **Employee & Labor Relations**

[GO TO WEBSITE](#)

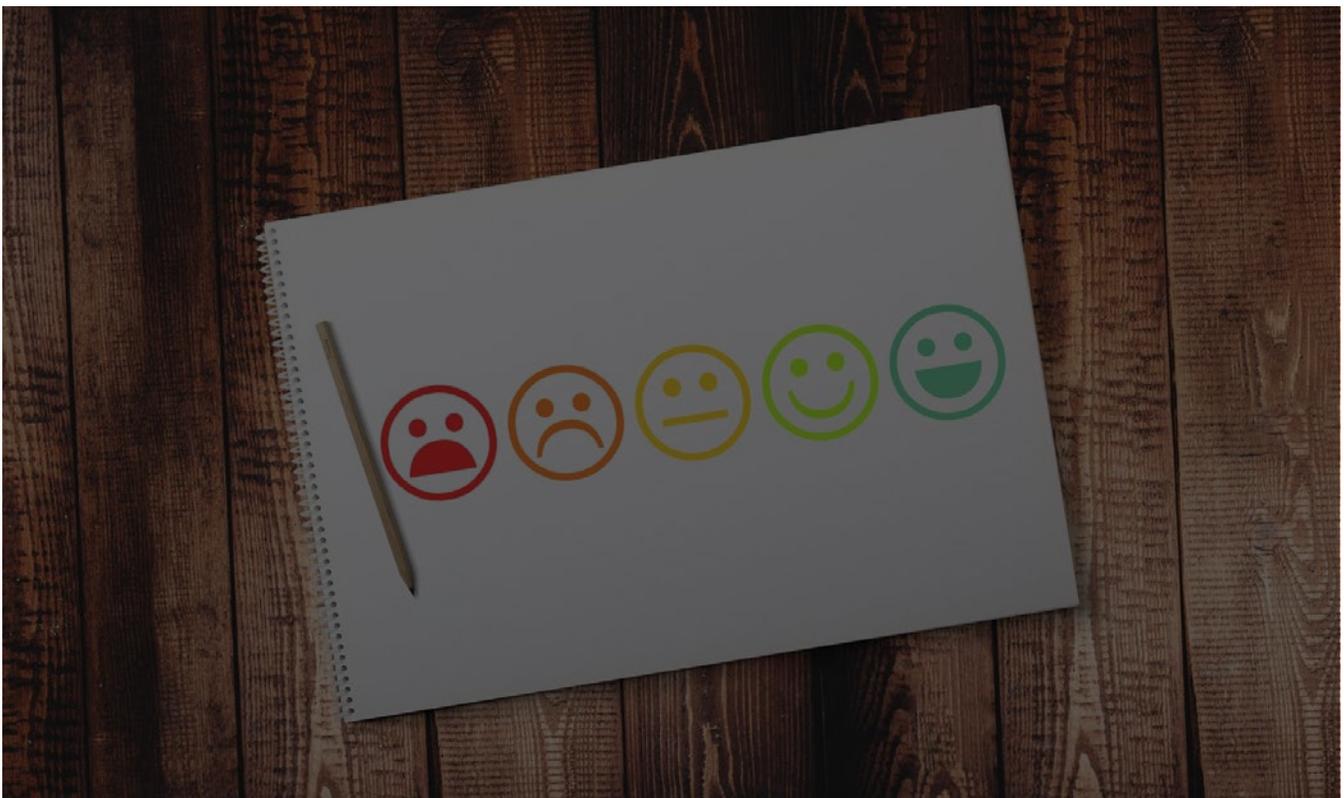
### **Training and Organizational Development**

[GO TO WEBSITE](#)

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Thank you for completing this course. Contact [ELR](#) with questions or concerns. (850) 644-6475

HOW DID WE DO?



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We want your feedback!

Please take a **brief survey** to help improve future training for FSU employees.