



## FLORIDA STATE UNIVERSITY

Welcome to Florida State University (hereinafter referred to as “Florida State University,” “FSU,” or the “University”)! We are pleased that you have selected FSU as your university and employer of choice.

As an FSU employee, you play a strategic role in assisting the University in achieving its goal of providing quality education and service to our students, faculty, and all employees. The Office of Human Resources (hereinafter referred to as “Office of Human Resources” or “Human Resources”) has developed this handbook as a reference tool to answer questions you may have regarding the services we provide and information on University policies, procedures, benefits, and other work-related items.

We encourage you to read and use *FSU & You* as your resource guide and to consult with your supervisor or representative from Human Resources regarding any questions you may have. You may contact us at (850) 644-6034 or visit our [website](#).

You have joined a diverse organization and a premier research institution of higher learning. Your contributions and dedication to service and excellence will help build an inclusive culture and great work environment for all.

Again, welcome to Florida Sate University. We hope your employment here is both a rewarding and productive experience.

Sincerely,

Renisha L. Gibbs  
Associate Vice President for Human Resources and  
Finance & Administration Chief of Staff



This handbook is intended as an overview of some of the University's policies, benefits, and general information, which should assist you during your employment. This handbook is not a contract. The University reserves the right to make changes in content or application of this handbook at any time, as it deems appropriate. Please consult the Office of Human Resources [website](#) for the most current policies and procedures.

The information provided in this handbook has been written primarily for all University Support Personnel System (USPS) and Administrative and Professional (A&P) employees. Faculty members are encouraged to consult the Faculty Handbook for various processes and procedures pertaining to their appointment.

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This handbook is available in alternative formats. Please direct requests to the Office of Human Resources ADA Coordinator at (850) 645-6519.

**Florida State University** is one of 12 universities in the State University System of Florida and is one of the oldest institutions of higher learning in the state. It is a comprehensive, graduate-research University with a liberal arts base. The University's primary role is to serve as a center for advanced graduate and professional studies while emphasizing research and providing excellence in undergraduate programs.

The University is divided into five major divisions consisting of Academic Affairs, Finance and Administration, Research, Student Affairs, and University Advancement.

The University's location in the state capital provides great opportunities for service and interaction among a variety of businesses and governmental agencies.

The University is a "community" with its own health center, utility plant, dining and recreational facilities, retail stores, housing, police department, and more. With over 6,000 regular status full-time and part-time employees, including University Support Personnel System (USPS), Administrative and Professional (A&P) staff, and Faculty, the University is one of the largest employers in the capital city. Employees of the University are a part of a system that provides job stability, equitable salaries, and a comprehensive benefits package.

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## **Getting Started**

The University administers five different Personnel Pay Plans – Faculty, Executive Service (AEX), Administrative and Professional (A&P), University Support Personnel System (USPS), and Other Personal Services (OPS). This handbook provides general information regarding the University's policies and procedures. Additionally, any employee covered by a collective bargaining agreement may have terms and conditions of employment set forth in such collective bargaining agreement.

### **The A&P Contract**

If you are an Administrative and Professional (A&P) employee, you have signed a contract for a specific period of time and you are considered a contractual employee. As an A&P employee, you will have your job performance evaluated annually to coincide with the annual A&P evaluation cycle. Your evaluation will be documented electronically and a copy will be placed in your official personnel file.

An out-of-unit A&P employee's employment contract may be cancelled upon the recommendation of the employee's immediate supervisor and the approval of the President or his designee. In such cases, an A&P employee must receive at least twenty (20) weeks' notice if the employee has more than five (5) years of service in the A&P pay plan with the University; at least twelve (12) weeks' notice if the employee has one (1) to five (5) years of service in the A&P pay plan with the University; or at least four (4) weeks' notice if the employee has less than one (1) year of service in the A&P pay plan with the University. A notice of cancellation is not required to coincide with the anniversary date of reappointment. Employment contracts for A&P employees holding visiting, acting, or provisional appointments, who have been appointed for less than one year, or who are funded by any contract, grant, auxiliaries or local funds (i.e., "soft money"), may terminate on the ending date indicated on the contract, and no further notice of cessation of employment is required.

A&P employees may be terminated during the contract period for budgetary reasons or for just cause in accordance with the [University's Guidelines for Disciplinary Action](#).

### **USPS Probationary Period**

Florida State University views the probationary period as an extension of the selection process. As a University Support Personnel System (USPS) employee, you typically will serve a six-month probationary period from the date of your initial employment. USPS employees in law enforcement classifications serve a twelve-month probationary period. The probationary period provides you with an excellent opportunity to ask questions about your job and become familiar with what your supervisor will expect of you. During the probationary period, your supervisor will be evaluating your progress in the job as well as your ability to perform the items cited on your position description. A defined, written description of the duties and responsibilities of your job should have been made available to you at the time of your appointment. If you have demonstrated that your work progress has been satisfactory and the decision is made to continue your employment, you will earn regular status in the position. During the probationary period, you earn the same benefits as an employee with regular status.

The probationary period may be extended if: 1) an employee is rated Below Satisfactory; 2) a supervisor decides that additional time is needed for appropriate training or on the job experience; 3) an employee is granted an authorized leave of absence; or 4) an employee makes a written request based on reassignment to a different position in the same class. The six-month probationary period is one of the most important employment periods associated with your continuation as an FSU employee. A USPS employee may be terminated during the probationary period without notice or reason and without rights of appeal.

USPS employees earn regular status after successful completion of a designated probationary period. Regular status in a "class" is earned after successful completion of the designated probationary period of the class.

## **Nonexempt Pay Plan (USPS and A&P)**

### **Recording Your Work Time**

Whether you occupy a regular, temporary, or part-time position, you are either nonexempt or exempt according to the overtime provisions found in the Fair Labor Standards Act (FLSA). The FLSA establishes federal minimum wage, overtime payment, record keeping requirements, and child labor standards for employees based on either an “exempt” or “nonexempt” status, which relates to your duties and the responsibilities in your position description (the document that defines your job). A nonexempt employee shall receive pay for all hours worked and receive overtime compensation at a rate of time-and-one-half for hours worked beyond forty (40) in a workweek.

The standard work schedule for full-time employees is a 40-hour, five-day workweek of eight (8) hours a day plus a meal break. Other schedules may apply to part-time employees and shift employees.

Your supervisor(s) is responsible for determining an appropriate work schedule. A supervisor may seek appropriate approval(s) to use a variable work schedule subject to the department’s needs.

Your “work time” (or hours worked) includes the time that the University requires or permits you to be on duty, whether on the FSU campus or at other designated work sites.

Attendance at training programs or other meetings may also be considered work time if approved by your supervisor, or if you are required to attend training programs and meetings as part of your job, whether during, before, or after your regular work schedule.

If you are a nonexempt employee, you MUST maintain an accurate daily total of your regular hours worked as well as any “overtime” (hours which you work in excess of the forty-hour FSU workweek). If you are a nonexempt employee who works more than eight (8) hours in a workday, your schedule may be adjusted so that you will not work more than forty (40) hours in a workweek. Also, all nonexempt employees should not begin work before the established starting time or work beyond the established quitting time unless a supervisor has approved the schedule in advance.

Unless otherwise approved, no work shall be taken from the workstation to be completed at home after hours. Additionally, you are required to record your time and leave each biweekly pay period.

### **Breaks**

During the first half as well as the second half of your workday, you may be permitted a fifteen-minute break (rest period). A break cannot be accumulated and used at a later time (i.e., to extend your lunch period, arrive at work late, or leave early). Breaks cannot be combined to provide a thirty-minute rest period and you are not required to record your breaks on your time sheet.

### **Meal Periods**

A meal period is recommended if you work more than six (6) hours per day. The meal period should occur near the middle of the workday and should not be used to shorten the workday. Please check with your supervisor regarding your scheduled meal break. The Fair Labor Standards Act (FLSA) considers a “meal period” to be at least thirty consecutive minutes during which an employee is completely relieved of duty. It does not count as hours worked. A “meal period” of less than thirty consecutive minutes must be considered as time worked for nonexempt employees.

### **Travel Time**

Travel time spent as part of your normal job activity, such as traveling from job site to job site during your regularly scheduled working hours, is considered work time and must be recorded as such on your time sheet. Travel to and from work is not counted as time worked. When traveling out of town during normal work hours on work assignments, regardless of the day of the week, your travel time is considered work time and ends upon arrival at the travel site or upon your return home.

### **Meetings and Conferences**

When your attendance at meetings and conferences is deemed beneficial to the University and/or may contribute to professional development and the effectiveness of your employment, attendance is considered time worked with supervisory approval.

### **Examinations and Interviews**

Examinations and/or job interviews pertinent to University employment are considered time worked with supervisory approval.

### **Overtime Pay and Overtime Compensatory Leave**

If you are a nonexempt employee and are required to work more than forty (40) hours in the established FSU workweek, you will be eligible for overtime pay (calculated as one and one-half times your regular rate of pay) or overtime compensatory leave. Overtime compensatory leave shall be cashed out annually for non-law enforcement employees. Your supervisor may require you to modify your work schedule to minimize overtime during the workweek. At no time can a nonexempt, non-law enforcement employee accrue more than one hundred and sixty (160) hours of overtime compensatory leave. Time earned over one hundred and sixty (160) hours shall be paid during the biweekly pay period in which it is earned.

### **Straight-Time Compensatory Leave**

Nonexempt employees may earn straight-time compensatory leave if they work more than the required number of hours but less than forty (40) hours during the University workweek. This may occur due to additional hours being worked during workweeks for which 1) a holiday occurred; 2) an employee was summoned for jury duty; 3) the University closed. At no time can a nonexempt, non-law enforcement employee accrue more than eighty (80) hours of straight-time compensatory leave. Time earned over eighty (80) hours shall be paid during the biweekly pay period in which it is earned.

### **Compensatory Leave Payouts**

Accrued compensatory leave is paid out annually for employees unless they are approved to retain their compensatory leave.

Supervisors may require leave to be taken to reduce accrued compensatory leave balances.

## **Exempt Pay Plan (USPS and A&P)**

As an exempt employee, you occupy a position where the duties and functions are primarily executive, professional, or administrative in nature and qualify for an exemption under the Fair Labor Standards Act. You are expected to work, at minimum, your scheduled hours unless out on approved leave. You are required to record your time and leave information each biweekly pay period.

A&P exempt employees are not paid overtime or granted compensatory leave for time worked in excess of their scheduled hours. However, they are eligible to earn straight-time compensatory leave when they are required by their supervisor to work during a University holiday. Certain A&P nonexempt employees designated as Essential may also be eligible to earn straight-time compensatory leave while working during a University closure.

USPS exempt employees shall receive payment or compensatory leave at the straight-time rate on an hour-for-hour basis for time worked beyond forty (40) hours in a workweek (or beyond their FTE for part-time employees).

At no time may an employee's straight-time compensatory balance exceed 80 hours. Accrued compensatory leave is paid out annually for employees unless they are approved to retain their compensatory leave.

Annual leave may be used only **after it has been approved by your supervisor in advance**, except in the case of a documented emergency. A part-time employee or an employee in less than full-time pay status earns annual leave proportional to the full-time rate.

Annual leave earned during any biweekly pay period is credited on the last day of the pay period and cannot be used until it is credited. Any annual leave earned in excess of the pay plan maximum as of the last pay period of the calendar year t will be transferred to your sick leave balance.

A USPS employee with six (6) or more months of continuous Florida State University service who separates from the University may be paid for unused annual leave up to a lifetime maximum of two hundred and forty (240) hours. Upon re-employment by the University in a leave accruing position within one hundred (100) days, or upon layoff recall by the University within one year, all unpaid annual leave shall be restored and any annual leave paid at the time of separation shall be restored upon repayment by the employee.

## **General Pay and Work Policies**

### **Reporting to Work**

As an FSU employee, you are expected to report to work on a regular and consistent basis and report promptly at the start of your shift. You are considered late if you are not at your assigned work location at the time your shift starts. If you are more than seven (7) minutes late, your pay will be docked. Note that the “seven minute rule” is for timekeeping purposes only and does not provide a “grace period” associated with reporting to work on time. In certain circumstances, employees may be subject to disciplinary action for tardiness or excessive absenteeism.

### **Pay Day**

FSU employees are paid biweekly (generally every other Friday) based upon a payroll distribution schedule of 26.1 pay periods in a one-year period of time. Should a payday fall on a holiday, payment is normally made on the preceding day. Participation in direct deposit (Electronic Funds Transfer, EFT) using a United States bank account is required of all regular and temporary FSU employees, except those excluded by law. EFT is accomplished by completing the “Direct Deposit Authorization” form provided with the new hire paperwork. Once established as an employee in the OMNI HR system, an individual’s banking information can be updated by the employee by accessing the OMNI Employee Self Service or by completing a new “Direct Deposit Authorization” form and submitting directly to FSU Payroll Services. Each biweekly pay period, pay statements may be viewed by accessing Employee Self Service in OMNI HR. Any paper payroll check issued to an employee will be distributed to the employee via the United States Postal Service to the employee’s mailing address on record in the OMNI HR system. Please check all deductions each time you view your statement and should you have any concerns or questions, ask your departmental payroll representative for assistance.

### **Pay Increases**

The Florida Legislature may consider and authorize a salary increase for public employees annually. The amount, type of increase, and effective date of any increase may vary from year to year. Other pay increases are subject to available University funds and other pay criteria in the University’s rules, regulations, policies, and procedures.

### **Payroll Deductions**

Certain federal and state deductions are mandatory and are deducted automatically from your paycheck. These deductions include federal income tax and social security taxes. Other payroll deductions may be made from your paycheck for State of Florida or FSU sponsored insurance programs, the United Way Community Campaign, tax-sheltered annuities, loan payments, etc. More information can be found about deductions in the section titled “Employee Benefits.”

### **Hourly Rate**

If you are a full-time employee, you can determine your hourly rate by dividing your biweekly salary by eighty (80) hours. Part-time employees may calculate their hourly rate by dividing the gross pay by the number of hours worked in each biweekly pay period.



### **Pay Band**

A pay band is a wide salary range with a minimum and maximum amount. Employees working in a classification assigned to a particular band may be paid an amount within that band.

### **Classification**

Your job classification is determined from the duties and responsibilities outlined in the job description. Your hiring department should supply you with a copy of your current position description at the time of employment.

### **Reclassification**

If the duties and responsibilities of your position have changed significantly, you or your supervisor may request Human Resources to review a draft of the changes to determine if they warrant a reclassification to a new title. A reclassification will be approved only if there is a change in the level of responsibilities or nature of the job. Seniority, years of service, job performance, or ability to handle an increased volume of work, though appreciated by FSU, are factors that will not be considered in determining if the position warrants a reclassification. Specifically, classification focuses on responsibilities of the position and not the person doing the job.

Position description reviews result in one of three outcomes: 1) the position is upgraded to a higher level consistent with the assigned duties; 2) the position is downgraded to match the assigned duties; or 3) the classification remains the same, but the department may update the position description to reflect current duties.

### **Falsification**

Falsification of any employment records, including but not limited to employment applications and Pay and Leave reports, is grounds for disciplinary action, up to and including dismissal under University regulations and other applicable sanctions under Chapter 837.06, Florida Statutes.

## **Employment Opportunities**

### **Job Vacancies**

Florida State University's Office of Human Resources posts job vacancies daily. A listing of all job vacancies is available on the Office of Human Resources [website](#). You may obtain information about a specific position by calling Employment and Recruitment Services at (850) 644-6034. Florida State University is an Equal Opportunity/Access/Affirmative Action Employer.

### **Reassignment/Promotion**

You may apply for job vacancies that may result in a reassignment or promotion by submitting an online application via OMNI Self Service for specific positions for which you wish to be considered.

### **Layoff**

The University will only lay off employees if there is a business need to do so. Examples of business needs include, but are not limited to, adverse financial circumstances; reallocation of resources; reorganization of programs or functions; curtailment or abolishment of programs or functions; shortage of work; or a material change of duties. In the event of a layoff of employees, a determination of which employees to retain and which employees to separate would be based on business needs and the qualifications of the employees in the department in which the layoff occurs.

Layoffs and recall of employees will conform to established policies and procedures of the University.

Employees subject to layoff will be contacted by the Employee & Labor Relations section of the Office of Human Resources.

## **Holiday and Leave Policies**

### **Holidays**

The following holidays are observed by the University through closing all offices and units in which functions can be discontinued without affecting service to the University and public:

New Year's Day	Veterans Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Holidays that fall on Sunday are observed on the following Monday and those falling on a Saturday are observed on the preceding Friday.

A&P and USPS employees who are required to work on a holiday will be credited with straight-time compensatory leave equal to the time on duty, not to exceed eight (8) hours, when they work more than the required hours for the workweek.

### **Sick Leave**

As a full-time A&P or USPS employee, you will earn four (4) hours of sick leave for each biweekly pay period in which you are in pay status, work, and/or leave with pay.

A part-time employee earns sick leave in proportion to the time actually worked and/or on a leave with pay status each biweekly pay period. There is no limit to the amount of sick leave you may accrue.

Sick leave should be saved for those times when you are too ill to work. Sick leave may also be used for taking time off for personal appointments with a physician, dentist, or other recognized healthcare provider. You may be required to show proof of your illness or disability by submitting a doctor's statement prior to the approval of sick leave with pay. Sick leave may also be used for the illness, injury, health care appointments, or death of a member of your immediate family. An immediate family member defined for leave purposes by the University is a spouse, grandparent, parent, brother, sister, children, and grandchildren of both the employee and the employee's spouse.

If for any reason you will be late or cannot report to work due to illness, let your supervisor know prior to the start of your shift or as soon as possible. Please consult your supervisor regarding the procedures for reporting absences. Failure to properly report absences could result in disciplinary action.

Employees may be required to furnish a medical certification after three (3) absences due to illness within a 30 consecutive day period. This medical certification must be furnished before any further sick leave or leave without pay will be approved. Medical certification is required after ten (10) or more consecutive days of absence. Employees who are on sick leave and know that their use of sick leave has exceeded these policy limits should obtain medical certification prior to returning to work.

Medical certification may be required from an employee at any time by their immediate supervisor or appropriate authority if an employee has been put on notice for excessive absenteeism or if there is sufficient cause to do so. However, it is the policy of FSU not to require medical certification for routine doctor appointments or minor family illness.

Partial payment for accrued sick leave will be paid upon termination from the University after ten years of creditable service. For further information, refer to Human Resources Policies and Procedures located on the Human Resources [website](#).

### **Annual Leave (A&P)**

All full-time A&P employees will accrue annual leave at the rate of 6.769 hours biweekly. Employees who are in pay status less than a full pay period or are part-time will accrue leave at the pro-rated amount. Leave

earned is credited at the end of the last day of the pay period and cannot be used until it is credited. Upon termination, an A&P employee may be paid for up to a lifetime maximum of three hundred and fifty-two (352) hours of unused annual leave. Any accrual earned in excess of three hundred and fifty-two (352) hours must be used during the calendar year or it will be transferred to the employee's sick leave balance.

### **Annual Leave (USPS)**

All full-time USPS employees who are filling established positions earn annual leave based on their creditable service as follows:

<b>USPS Service</b>	<b>Biweekly Hours</b>
0 – 60 months / Up to 5 years	4
61 – 120 months / 5 – 10 years	5
Over 120 months / Over 10 years	6

Annual leave may be used only **after it has been approved by your supervisor in advance**, except in the case of a documented emergency. A part-time employee or an employee in less than full-time pay status earns annual leave proportional to the full-time rate.

Annual leave earned during any biweekly pay period is credited on the last day of the pay period and cannot be used until it is credited. Any annual leave earned in excess of (240) hours must be used during the calendar year or it will be transferred to your sick leave balance.

A USPS employee with six (6) or more months of continuous Florida State University service who separates from the University may be paid for unused annual leave up to a lifetime maximum of (240) hours. Upon reemployment by the University in a leave accruing position within one hundred (100) days, or upon layoff recall by the University within one year, all unpaid annual leave shall be restored and any annual leave paid at the time of separation shall be restored upon repayment by the employee.

### **Personal Holiday (USPS)**

All full-time USPS employees are eligible for one eight-hour personal holiday each fiscal year with proportionate accrual for part-time employees. If the personal holiday leave is not taken during the fiscal year, it is forfeited on June 30 each year. Supervisory approval must be obtained **prior** to taking this personal holiday. The personal holiday must be used in full and cannot be split for use on multiple days except when the employee's shift crosses midnight.

### **Sick Leave Pool**

FSU offers employees the opportunity to become a member of the FSU Sick Leave Pool. This benefit option will provide you with paid sick leave should you experience a personal catastrophic illness after you have used all accrued sick, annual, personal holiday, and compensatory leave. A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee which has resulted in a life-threatening condition and/or has had a significant and major impact on life functions. Requests to use leave from the pool are reviewed by the Sick Leave Pool Committee.

To join the Sick Leave Pool, you must have one year of University service, donate eight (8) hours of sick leave to the pool, have a balance of at least sixty-four (64) hours after you make the donation, and have an average yearly sick leave usage of less than nine (9) days. Applications for membership in the Sick Leave Pool are subject to approval of the Sick Leave Pool Committee, a representative group of FSU employees. You may apply to join the pool within thirty (30) days after completing one year of service, within thirty (30) days of transfer from a state agency or public university where you were a sick leave pool member, or during the open enrollment period for the Sick Leave Pool. Please contact the Office of Human Resources for more information about the FSU Sick Leave Pool, or visit our [website](#).

### **Administrative Leave**

Administrative leave is not charged against your individual leave balances and is granted to keep you in full pay status under certain circumstances. Typically, it is authorized only in an amount necessary to bring you up to your regular FTE and/or forty (40) hour workweek schedule. No type of administrative leave shall be accrued for payment at a later date. Some typical situations in which administrative leave is authorized subject to supervisory approval are:

- ◆ Jury duty – If you are called to serve as a juror or subpoenaed as a witness, you will be granted administrative leave not to exceed the number of hours in your normal workday. Jury or witness fees shall be retained by you unless they are within the scope of your duties. Administrative leave will not be granted for court attendance if you are engaged in personal litigation or serve as a paid expert witness.
- ◆ Short-term military training – Administrative leave shall apply for annual field training or other active duty for training exercises upon presentation of a copy of official orders issued pursuant to the authority of Title 10 or Title 32 United States Code. Such leave shall not exceed two hundred and forty (240) hours within one fiscal year.
- ◆ Death in immediate family – Upon appropriate request, an employee will be granted two (2) days of administrative leave upon the death of an immediate family member as defined in FSU policy.
- ◆ Official emergency closing of University facilities – Administrative leave shall be provided for official closing of University facilities.

### **Advanced Annual Leave for Natural Disasters**

There are times when emergency conditions do not result in University closures but individual employees are unable to report to work in the period following a natural catastrophe because of danger to human life and/or property. In such cases, departments may, with appropriate Vice Presidential approval, advance up to five (5) days of annual leave to employees. This advancement is granted on a case-by-case basis in instances when an employee is unable to report to work due to mandatory evacuation, hazardous or unsafe travel conditions, or severe damage to primary residence located in an area that a state of emergency has been declared.

### **Military Leave**

An employee ordered to active military service will, upon presentation of a copy of orders, be granted a leave of absence in accordance with federal regulations. The first thirty (30) calendar days of such leave will be with full pay provided official written orders have been received. At the end of the first thirty (30) calendar days and with the approval of the supervisor and appropriate administrator, the employee may use accrued personal leave. If the employee has no leave, or chooses not to use it, the employee will be placed on leave without pay during the remainder of the military leave while retaining applicable University benefits.

### **Paid Parental Leave**

A&P and USPS employees in regular status who have been employed with the University for a consecutive 12-month period and have worked a minimum of 1250 hours in the immediate 12-month period may be eligible for up to six weeks of paid parental leave. The leave can begin on the date of birth/placement of the child or up to two weeks before the anticipated birth/placement of the child. The beginning date of the leave can be no later than eight weeks after the birth/placement of the child. Part-time employees in regular status may also be eligible for Paid Parental Leave, provided they have been employed with the University for at least one year and met the minimum work hours requirement of 1250 prorated on their full-time equivalency (FTE). Part-time employees will have their paid leave hours prorated based on their FTE not to exceed a total of six weeks of leave. Employees utilizing the Paid Parental Leave benefit are required to return to the University after the paid leave of absence for six months and must physically work a minimum of 600 hours, or a prorated amount for part-time employees based on FTE, before separating from the University.

### **Parental Leave (Unpaid)**

The Office of Human Resources administers Parental Leave procedures for all employees in accordance

with [Chapter 110.221, Florida Statutes](#) and applicable [University Regulations](#). Parental Leave is designated as unpaid leave for the father or mother of a child who is born to or adopted by that parent.

Under Parental Leave, all employees, including Other Personal Services (OPS) employees, shall be granted up to six months of unpaid leave when they become a biological or adoptive parent. Parental Leave shall not begin more than two weeks prior to the expected date of the child's arrival unless otherwise approved by the supervisor and Chief Human Resources Officer.

To request Parental Leave, the employee should complete the first two pages of the FMLA/Parental Leave Request and Notice Form and obtain the supervisor's acknowledgment on the third page of the form. The form should then be sent to Human Resources for processing and approval. Once the FMLA/Parental Leave Request and Notice Form is processed, the employee will be provided with the Notice of Eligibility Rights and Responsibilities and the Health Care Provider Certification form. The completed Health Care Provider Certification is required before Parental Leave is granted.

Human Resources shall notify the employee in writing as to the period of leave to be granted, clearly specifying the date the employee will return to duty and that the employee will return to the same position or to an equivalent position with equivalent pay and seniority, retirement, fringe benefits, and other service credits accumulated prior to the leave period.

While Parental Leave is unpaid leave, the employee may request and be approved to use accrued leave to cover any part of the six-month period until all or any part of the employee's accrued leave has been used. The request to use leave with pay should be included in the FMLA/Parental Leave Request and Notice Form. Should accrued leave be used during Parental Leave, the employee shall be entitled to accumulate all benefits granted under paid leave status.

Parental Leave is a qualifying condition under the [Family and Medical Leave Act](#) (reference the [Family and Medical Leave](#) policy).

### **FMLA**

The Office of Human Resources administers Family and Medical Leave Act (FMLA) for eligible employees in accordance with the [Family and Medical Leave Act of 1993 \(FMLA\)](#), [University Regulations](#), and applicable collective bargaining agreements.

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. Upon submission of medical certification, faculty members may be eligible for up to 12 weeks of FMLA within a 12-month period for the birth of a child, the serious health condition of the employee or an employee's [immediate family member](#), or a qualifying exigency. Additional time may be available for military caregivers in accordance with FMLA regulations. To be eligible for FMLA, an employee must meet the following requirements:

- Have a minimum twelve (12) months of employment with the University. The twelve (12) months of total University employment does not have to be consecutive and must be within a seven-year period from the FML request date.
- Have worked a minimum of one thousand two hundred and fifty (1,250) hours, not including leave used and/or holidays, in the twelve-month period preceding the beginning of the leave.

To request FMLA, the employee should complete the first two pages of the [FMLA/Parental Leave Request and Notice Form](#) and obtain the supervisor's acknowledgment on the third page of the form. The form should then be sent to Human Resources for processing and evaluation of the employee's eligibility. Once the FMLA/Parental Leave Request and Notice is processed, the employee will be provided with the Notice of Eligibility Rights and Responsibilities and Health Care Provider Certification, if applicable. The completed Health Care Provider Certification is required prior to FMLA being granted.

The University uses a "rolling" 12-month period to assess an employee's available FMLA entitlement, rather

than a calendar year or academic year. This 12-month period is measured backward from the date an employee initiates the use of any FML. Under the rolling 12-month period, each time an employee takes FMLA, the remaining entitlement is any unused balance of the twelve (12) weeks that has not been used during the immediately preceding twelve (12) months. FMLA is unpaid; however, employees are to report accrued paid leave (vacation, sick, compensatory, and personal holiday) in conjunction with the unpaid FMLA taken. FMLA should also be appropriately coded in OMNI by the employee or time/leave entry coordinator.

While an employee is on FMLA, the University continues to pay the employer portion of the employee's insurance premiums. The employee is responsible for continuing payment of the employee portion of the premiums. The University will not pay for any other elected benefits. Employees must contact the [Benefits Office in Human Resources](#) at (850) 644-4015 prior to any leave of absence, with or without pay, to ensure correct and timely payment of contributions for insurance coverage.

Employees on continuous FMLA for their own serious health condition who have absences exceeding five (5) business days are required to furnish a Fitness for Duty Statement before returning to work. The Fitness for Duty Statement is a written statement from a health care provider stating that the employee is fit to return to work. Employees will not be restored to active employment until a Fitness for Duty Statement has been received. All Fitness for Duty Statements should be submitted to the FMLA Administrator in Human Resources to be placed in the employee's confidential medical file.

The Family and Medical Leave Act is complex and you are urged to seek counsel from Human Resources regarding the use of FMLA. Further information regarding the employee's rights under the FMLA can be found on the Human Resources [website](#).

### **Other Unpaid Leave**

You may be granted other unpaid leave from your position, not to exceed twelve (12) calendar months, provided your department head deems such leave to be justified and not detrimental to the department's operations. Your supervisor, the appropriate Vice President, and the Chief Human Resources Officer must approve such leave.

## **Employee Benefits**

If you are an employee hired in a salaried position (USPS, A&P, or Faculty) or appointed into a salaried position on emergency or temporary status, you are eligible to participate in the benefit plans offered by FSU. It is essential that you make your decision to either enroll or not enroll in the insurance plans within sixty (60) days from your date of hire or you will not have the opportunity again until the annual open enrollment period or unless you experience a Qualifying Status Change (QSC) event.

Should you experience a QSC, you have sixty (60) days from the time the event occurs to make coverage changes. Should you fail to make the change in this period, you must wait until the annual open enrollment period.

A new FSU employee must complete the online [New Employee Orientation](#) to obtain further information regarding benefits. For additional information, visit the Benefits section of the Human Resources [website](#).

### **The State of Florida Pre-tax Benefits Plan**

The State of Florida Pre-tax Benefits Plan allows an employee to pay for benefits from gross earnings before taxes are calculated. Participation in this is automatic. To waive participation, an employee must submit a Pre-tax Premium Waiver form.

### **Health Insurance**

The State of Florida provides comprehensive health insurance programs for you, your spouse and children through the State employee's Preferred Provider Organization (PPO) plan or a Health Maintenance Organization (HMO) plan. Both offer a Standard Plan and a High Deductible Health Plan (HDHP). These

plans provide hospitalization, physician and pharmaceutical coverage. The coverage can be effective the first of the month following enrollment, and the payment of the first month's premiums can be made through payroll deduction or personal check. The State of Florida pays a portion of the premium for all salaried employees. You will not be permitted to change coverage unless you experience a QSC.

### **Life Insurance**

The State of Florida provides life insurance coverage with a corresponding amount of Accidental Death and Dismemberment Insurance. The amount of coverage is equal to \$25,000. The State pays the premium for all full-time salaried employees. Additional optional life insurance coverage is available in amounts up to seven times your annual base salary. Optional life insurance premiums are paid entirely by the employee at reduced group rates and are payroll deducted on a post-tax basis.

### **Supplemental Insurance Plans**

Supplemental insurance plans are offered to provide coverage for pre-tax insurance plans (dental, vision, hospitalization, intensive care, cancer, short-term disability, and accident) and post-tax benefits (long-term care, long-term disability, and optional life insurance). Supplemental insurance coverage premiums are an employee pay-all benefit available through payroll deduction.

### **Flexible Spending Accounts (FSA)**

One of the features offered through the Pre-tax Benefits Plan is the option of a Health Care FSA and/or Dependent Care FSA. Contributions to these accounts are on a pre-tax basis and offer reimbursement to you for eligible dependent care and health-related expenses. Consider the amount that you will authorize for pre-tax payroll deduction should you choose to open either a Health Care FSA or Dependent Care FSA.

### **Annual Open Enrollment for Benefits**

Each year, the State of Florida has an open enrollment period. During this period, employees may make changes to their benefits. Such changes include, but are not limited to: electing new coverage, adding or dropping dependents, changing health and supplemental companies, electing to participate in a flexible spending account, or canceling coverage. Enrollments and/or changes made by employees during the open enrollment period will be effective January 1 of the following year. It is the employee's responsibility to make the necessary changes during this specific period. If you do not make such changes during open enrollment or do not experience a qualifying status change event during the year, you must wait until the next annual open enrollment period to make coverage changes.

### **Employee Tuition Scholarship**

As a salaried full-time staff member of FSU, you may be eligible for the Employee Tuition Scholarship. Eligible employees may enroll in up to two academic classes totaling no more than six credit hours of instruction per term at FSU without having to pay tuition and most fees.

### **Miscellaneous Programs**

The University offers several programs available to employees through payroll deduction, including Florida Prepaid College Program, Florida College Investment Plan, and membership at the Leach Recreational Center and Fitness & Movement Clinic.

### **Seminole Savings**

This employee discount program offers discounts on products and services at local, state, and national businesses serving our employees' diverse needs and interests.

## **Retirement**

The State of Florida provides comprehensive retirement programs for state and university employees. Newly hired employees must satisfy the enrollment criteria to participate in the Florida Retirement System (FRS) Pension Plan, Investment Plan, or the Optional Retirement Plan (ORP). Membership in the FRS Pension Plan or Investment Plan is compulsory for USPS employees working in a full-time or part-time regularly established salary position. Faculty and A&P employees have the option of electing FRS Pension Plan, Investment Plan, or the Optional Retirement Plan (ORP). All plans require a mandatory employee

contribution.

The FRS Pension Plan is a defined benefit plan and requires eight (8) years of FRS service to vest and receive a retirement benefit. The University pays contributions to the plan and the amount contributed is based on a percentage of the employee's salary as established by state law. The monthly benefit at retirement is based on a calculation of final average salary, years of service, and a percentage factor. Normal retirement occurs at age sixty-five (65) and vested or any age after thirty-three (33) years of service and employees will not be subject to a reduction in benefits. Employees may also participate in the Deferred Retirement Option Program (DROP), which allows you to retire and begin accumulating your retirement benefits without terminating employment for up to sixty (60) months from the date you first reach normal retirement. There is a one lifetime switch allowed between the FRS Pension Plan and the FRS Investment Plan.

The FRS Investment Plan is a defined contribution plan and requires one year of FRS service to vest. The University contributes a percentage of earnings, as defined by state law, to a participant's account. Members receive income at retirement based on the amount of funds contributed, the investment earnings of those funds, and the type of payout selected. The Investment Plan directs contributions to individual member accounts, and the participant allocates contributions and account balance among various investment funds. There is a one lifetime switch allowed between the FRS Investment Plan and the FRS Pension Plan.

The ORP is a defined contribution plan providing for immediate vesting. The University contributes a percentage of earnings to a participant's account as defined by state law. Members receive income at retirement based on the amount of funds contributed, the investment earnings of those funds, and the type of payout selected. All ORP members must select an investment option and sign a contract within the first ninety (90) days of employment to activate their membership. Failure to elect ORP membership within the ninety (90) days will result in enrollment in either the FRS Pension Plan or the FRS Investment Plan. Members have several companies available as investment choices. Employees may make voluntary employee contributions to their ORP account.

### **Tax Sheltered Annuities (403b) and Deferred Compensation (457)**

The University tax sheltered annuity program and the deferred compensation program offer a variety of plans and investment options available under Section 403(b) and Section 457 of the Internal Revenue Code. Employees may reduce their taxable income by contributing to either or both. Enrollment may occur at any time and all employees may participate. To obtain a current listing of approved companies, visit the Benefits section of the Human Resources [website](#) or contact the Benefits section at (850) 644-4015.

### **Roth 403(b)**

The Roth 403(b) allows individuals to contribute after-tax dollars to an account in which the earnings will grow tax-free. Withdrawal of earnings will not be taxed if certain requirements are met. Employees have the option of directing 403(b) contributions to either a regular 403(b) or a Roth 403(b) or some combination of the two plans as long as those contributions do not exceed that year's contribution limits. For more information, visit the Benefits section of the Human Resources [website](#) or contact the Benefits section at (850) 644-4015.

## **University Resources & General Information**

### **Personnel File**

The official personnel file is maintained by the Office of Human Resources. Each employee's official personnel file may include the following: employment application, personnel/payroll changes (appointment/promotion, etc.), performance evaluations, disciplinary actions, insurance applications, and other information related to employment.

Under [Chapter 119, Florida Statutes](#), most documents within the personnel files are considered public record and may be reviewed by anyone upon request. Records of sworn law enforcement personnel are generally excluded from review by the public.



## University Facilities

University facilities serve all staff employees as well as students and faculty. Facilities that you may use include:

- ◆ Bookstore
- ◆ Food service facilities
- ◆ Golf course and tennis courts
- ◆ Health and Wellness Center
- ◆ Leach Recreation Center
- ◆ Public lectures, art exhibits, movies, plays, and concerts
- ◆ Seminole Reservation
- ◆ Oglesby Union
- ◆ Swimming pools
- ◆ University libraries

Fees may be charged to you depending on the facilities used.

## FSUCard

All faculty and staff are required to have an FSUCard that serves as their Florida State University photo identification card.

Identification and Access: Your FSUCard will open many “doors” for you. Depending on which building your office is in, you may swipe your FSUCard to gain access. You will also need to show your FSUCard when you visit the Key Shop to pick up your office keys. If you purchase a faculty/staff membership at the Leach Recreation Center, you will need your FSUCard to work out. Your FSUCard is your University library card as well, allowing you to check out materials and use resources at all of FSU’s libraries.

Financial Savings: By showing your FSUCard when making purchases at the University Bookstore, Seminole Sport Shop, and at the Panama City Branch Bookstore, you will receive a 10% discount on general merchandise and gifts (some exclusions apply). Faculty and Staff can also ride any StarMetro bus throughout the City of Tallahassee for free by swiping a valid FSUCard.

Full-Service Banking: As a faculty or staff member at FSU, you are eligible for a fee-free checking account linked with your FSUCard. With this account, your FSUCard becomes a debit card that is accepted by merchants and ATMs on and off campus. You may complete a payroll deduction form to direct deposit all or any portion of your salary into this account. For more details, please call the Truist FSU Campus Branch at (850) 850-273-7325.

The FSUCard Center is located in Parking Garage #1 on the corner of Woodward Ave. and W. Call Street. They are open Monday through Friday from 8:00 a.m. to 5:00 p.m. The cashier’s office is open Monday through Friday from 8:30 a.m. to 4:30 p.m. and accepts all forms of payment.

## Lost and Found

A Lost and Found Department is located in the Student Services Building on the second floor. Lost articles that are turned in directly or sent in from other departments are logged, labeled, and stored for thirty (30) days. The Lost and Found staff makes every effort to locate owners and return articles to them. You may inquire in person or call (850) 644-3434 for more information regarding hours of operation and procedures for reclaiming lost items. You may also report lost items on their website at <https://union.fsu.edu/ces/lost-found>. Additionally, the Florida State University Police Department maintains a lost and found department at Tanner Hall. You may also inquire in person or call 850-644-5960 for more information. Email correspondence can be sent to [lostandfound@fsu.edu](mailto:lostandfound@fsu.edu) email-icon.

## Transportation

The Seminole Express is an on-campus bus service available to all employees free of charge. Bus service

is available Monday through Friday between 7:00 a.m. and 8:00 p.m. during the fall and spring semesters, and between 7:00 a.m. and 5:00 p.m. during the summer semester. Employees are encouraged to use the Seminole Express bus service when getting around campus. Maps and bus stop locations are available in Transportation & Parking Services and on their [website](#). Additionally, no fare is required on any StarMetro regular citywide route with a valid FSU Student, Faculty, or Staff ID. Visit the City of Tallahassee StarMetro website for more details.

### **Campus Free Expression Act**

Florida State University supports the [Statement of Free Expression](#) adopted by the State University System (SUS) of Florida. The principles of freedom of speech and freedom of expression in the United States and Florida Constitutions, in addition to being legal rights, are an integral part of the three-part SUS mission to deliver a high-quality academic experience for students, engage in meaningful and productive research, and provide valuable public service for the benefit of the local communities and the state. The University is committed to maintaining our campuses as places where the open exchange of knowledge and ideas is encouraged and valued.

## **Health and Safety**

### **Safety**

The Department of Environmental Health & Safety (EH&S) supports the University's efforts in providing a healthy and safe learning and working environment. Through its policies and programs, EH&S instills safety consciousness and sound safety practices throughout the University community. Its areas of responsibility include:

- General Occupational Health & Safety
- Fire Safety
- Industrial Hygiene
- OSHA compliance
- Research related Safety
  - Biological Safety
  - Chemical Safety
  - Laboratory Safety
  - Radiation Safety
- Risk Management
  - Insurance Services
  
- Building and Construction Safety

Your role is to abide by established policies and to practice safe behaviors. This includes:

- Notifying EH&S when you see unsafe conditions or activities.
- When using a motor vehicle for University related business, it is your responsibility to drive in a responsible and legal manner that protects the safety of yourself, pedestrians, passengers, and the occupants of other vehicles; this applies to all motor vehicles, whether they are University owned, leased, rented, or owned by you personally. University vehicles shall only be used for University business while in the course and scope of employment. University vehicles shall not be used for personal use.
- Participating in safety training specified for your job.
- Knowing the emergency fire exit routes and location of fire extinguishers and alarm pull stations.
- Evacuating the building when the fire alarm sounds.
- Wearing any personal protective equipment, such as safety glasses and gloves needed to safely perform your job.

Please feel free to call EH&S at (850) 644-6895 with any concerns you may have. You can email EH&S through its [website](#).

## **Workers' Compensation**

All employees of Florida State University, including Faculty, University Support Personnel (USPS), Administrative and Professional (A&P), and Other Personal Services (OPS) are covered by Workers' Compensation Insurance while in the course and scope of employment in accordance with [Florida Statutes 440](#). If you are injured or become ill while you are at work, you must notify your supervisor immediately. Please refer to the Human Resources [website](#) for policies and procedures outlining specific requirements for reporting work related accidents. Contact the Workers' Compensation Manager at (850) 645-2731 should you have any specific questions.

## **Emergency Management**

The Office of Emergency Management (EM) is charged with the facilitation of the University's all-hazards emergency framework that drives preparedness, response, recovery, and mitigation actions for a variety of emergency conditions. This is accomplished by a comprehensive approach that includes engaging internal and external stakeholders in plan development, training, exercises, and outreach. FSU Emergency Management coordinates the University's emergency alert and notification process and maintains constant situational awareness of conditions that could adversely affect the health, safety, and/or general welfare of students, faculty, staff, visitors, and families. For more information about **FSU Alerts** please visit <https://emergency.fsu.edu/services/fsu-alert-emergency-notification-warning-system>. If there is a condition which threatens the health and safety of persons on campus, University officials will warn the campus community using one or a combination of methods that are both active and passive, which include but are not limited to text, email, and sirens. For more information regarding the **FSU ALERT** system, please visit their [website](#). For real-time University status and official announcements, visit this [webpage](#).

In addition to **FSU ALERT**, FSU Emergency Management has developed a public safety app called *SeminoleSAFE*. *SeminoleSAFE* features include:

- Emergency notifications: Receive instant notifications and instructions from campus safety when on-campus emergencies occur.
- Emergency help: Contact campus safety staff quickly for help in an emergency.
- Campus safety resources: Access all important safety resources and safety tips in one convenient app.
- Maps & Driving Directions: Maps of all buildings on campus, as well as crime maps and Blue Light Emergency maps. We have partnered with the Waze Traffic App to give you driving directions to campus buildings.
- Game Day Guide: A thorough game day guide that has parking information, gate information, maps, ATM locations, weather, and much more.

Download the app via the [SeminoleSAFE Mobile App page](#) to ensure that you are prepared in the event of an emergency.

## **FSU Police Department**

The Florida State University Police Department (FSUPD) is a state-accredited, full-service law enforcement agency. FSUPD officers receive the same level of training as state, county, and municipal law enforcement officers. FSUPD officers patrol and respond to calls for service on the Tallahassee Campus and the Panama City Campus. The Annual Security and Fire Safety Report, required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, contains information on a variety of security services and programs available to members of the university community and is intended to inform the University community of Florida State's safety programs and security procedures. This publication is available on the FSU Police Department's website at <https://police.fsu.edu/>. FSUPD encourages members of the community to report any suspicious people or activities to assist with maintaining a safe and secure campus environment. For emergency services on or off campus, please dial 911 immediately. For non-emergency services on campus call FSUPD at (850) 644-1234.

## **Weapons on Campus**

Florida State University is a school based on the established definitions from [Section 790.115, Florida Statutes](#). As such, students, staff, and faculty must not have any type of defined weapon at any University-sanctioned activities, at any University-sponsored events, or while on any University property, excluding

the vehicle exception in [Section 790.25\(5\), Florida Statutes](#). A weapon could include a firearm, electric weapon or device, destructive device, or other weapon as defined in [Section 790.001\(13\), Florida Statutes](#), as well as non-lethal weapons such as razor blades, dirks (or daggers), pellet guns, knives, metallic knuckles, slingshots, billies, tear gas guns, chemical weapons or devices, or other objects defined as a deadly weapon.

### **Statement on Workplace Violence**

Florida State University is committed to providing and maintaining a respectful environment that is conducive to safe working, learning, and living for all members of the University community. In keeping with this commitment, it is the policy of Florida State University that acts of violence, threats of violence, and behavior meant to intimidate others is strictly prohibited. Such prohibition includes any act, behavior, or communication which is abusive, threatening, or disruptive to the work, education, or well-being of any individual or groups of individuals employed by, enrolled in, or visiting the University.

Anyone who believes that he or she is a victim of violence should report their concerns to the Florida State University Police Department and/or any University Vice President, Assistant Vice President, Dean, Director, or Department Chair/Head. Any threat or violent act by an employee or student will be considered serious misconduct and may be the basis for disciplinary action, up to and including dismissal.

### **Drug Free Workplace**

No employee will report to work under the influence of or unlawfully possess, use, or distribute illicit drugs and alcohol on University property or as a part of any University activity. An employee may be required to submit to reasonable suspicion testing in accordance with [Section 112.0455, Florida Statutes](#), and all related information is confidential in accordance with Section 112.0455(11), Florida Statutes. Contact the Employee & Labor Relations section of the Office of Human Resources for additional information.

### **Tobacco-Free Campus**

For the health and wellness of the campus community, tobacco use, including simulated tobacco use such as electronic cigarettes, is prohibited on property, interior and exterior, owned or managed by Florida State University within the State of Florida.

Tobacco is not permitted in University facilities, common or private work areas, elevators, hallways, garages, restrooms, dining areas, employee lounges, conference and meeting rooms, and all other enclosed or semi-enclosed areas. Additionally, no tobacco use will be permitted in outdoor areas including parking lots, parking garages, grounds, rooftops, plazas, courtyards, entrance/exit ways, University-owned or leased vehicles, and any other indoor or outdoor areas owned or managed by the University.

This policy applies to all Florida State University students, employees, consultants, contractors, visitors, external individuals, and companies renting university-owned or managed space.

It is important that everyone participate in the establishment and maintenance of our tobacco-free campus. This shared enforcement responsibility will ensure a healthy environment for all of us, as well as reduce the hazards, accidental fires, and costs associated with the disposal of discarded tobacco products.

### **Driving Vehicles for University Business**

In order to operate a vehicle, you must have a valid driver's license. If you are required to drive a vehicle for University business and your license is revoked and/or becomes invalid (e.g., suspended), you must notify your department immediately.

University vehicles are to be operated in accordance with applicable laws and regulations. You are personally responsible for any traffic violations and fines and may be liable for any property damages or injuries resulting from the violation of laws and/or regulations related to the operation of a University vehicle. You also could be subject to disciplinary action for violation of laws and/or regulations related to the operation of a University vehicle. Any accident, property damage, or injury involving motor vehicles must be immediately reported to the University's Insurance Coordinator within the Environmental Health and

Safety Office. Please reference [Policy OP-C-9 Use of State Vehicles](#) for specific requirements.

### **Commercial Driver's License Drug Testing Program**

FSU, in accordance with federal law, requires pre-employment drug testing and subsequent random testing for employees in jobs requiring a commercial driver's license. A positive test can discontinue the hiring process or cause an employee to be subject to further testing, referral to the Employee Assistance Program, or result in dismissal. For more details, please call Employee & Labor Relations at (850) 644-6475.

### **Operation of Non-licensed Vehicles**

The operation of non-licensed vehicles, such as golf carts and utility vehicles, must be in accordance with [OP-G-10.2.1 Golf Cart, Utility Vehicle and All-Terrain Vehicle procedure](#). The guidance contained within the procedure is in accordance with State Motor Vehicle code and inappropriate use could lead to issuance of a citation to the operator.

### **Communicable Diseases**

Students, employees, and applicants for Florida State University admission or employment who have or who may become infected with a communicable disease will not be excluded from enrollment, employment, or restricted in their normal responsibilities and access to University services or facilities due to their status. The only exception being medically based judgments establishing that exclusion or restriction is necessary to the welfare of the individual or of other members of the University community. The University will not discriminate against otherwise qualified disease-infected applicants, students, or employees.

### **Employee Assistance Program**

The Employee Assistance Program (EAP) is a voluntary, confidential service available to Faculty, Employees and their adult household members at no cost. The EAP empowers and promotes well-being by providing assistance with professional, personal and family challenges. On an individual level, the EAP offers assessment, short-term counseling, conflict mediations and referrals to resources. The EAP assists managers and workgroups through consultation and work-group interventions, including critical incident response.

The EAP provides consultation for leaders who are concerned about an employee's well-being or when an employees' personal difficulties appear to be impacting their job performance. Consultation may include training; coaching or assisting leaders to make supportive referrals to the EAP.

The EAP also offers a variety of trainings on topics such as conflict resolution, team dynamics, stress management, interpersonal communications, and other related areas.

The EAP is built on the principle of confidentiality and privacy is an essential component of the program.

- EAP professionals follow a strict code of ethics and follow all applicable federal and state confidentiality laws.
- All records are kept confidentially and cannot be released without your written consent.
- Your EAP professional will review confidentiality guidelines, safety exceptions and answer any questions you may have.

Other services available through the EAP include supporting employees with Emergency Loan Fund (ELF) applications for those times when an unforeseen financial crisis may occur.

For convenience, EAP provides both in person and virtual appointments. Information on all available services may be obtained by visiting the EAP webpage at [www.eap.fsu.edu](http://www.eap.fsu.edu) or by contacting the Office of Employee Assistance Services at (850) 644-2288.

### **University Policy on Minors in the Workplace**

Bringing a dependent child to the workplace is not permitted unless an employee has a dire emergency and only after approval of the employee's supervisor and department head is received. Supervisors should

be liberal when granting the use of accrued annual or compensatory leave to the employee in such instances. This practice is not only for the welfare of employees' children, but for fellow employees as well.

A minor participating in a supervised or sponsored activity must receive prior authorization in writing from the person responsible for the facility being entered and a signed waiver from their parent/guardian prior to entry into areas where hazardous materials or equipment are present such as laboratories, machine shops, or maintenance shops unless they are enrolled as students or are employees in accordance with [OP-C-7-B1 General Employment](#). Prior to entry into the area where hazards are present, minors must receive a safety briefing on potential hazards and be provided with appropriate personal protective equipment. Minors must be escorted at all times by the person responsible for the facility or their designee.

This guidance is based on state and federal laws that limit or prohibit children in most work environments. Additionally, many workplaces are unsafe for children and can interfere with the normal work of colleagues. Finally, the University's insurance may not provide coverage for children if they are injured in the workplace, and the potential liability is significant. Note, as a rule minors are not allowed in University laboratories. If you are uncertain as to the requirements detailed in this policy, contact [Environmental Health and Safety](#) for further guidance.

## **Contributing to the Success of FSU**

### **TaxWatch Productivity Awards Program**

Each year, the TaxWatch Productivity Awards Program, formerly known as the Prudential Productivity Awards Program, recognizes and rewards the outstanding achievements of Florida's State employees who clearly exceed their job descriptions and performance expectations, and whose innovative efforts significantly improve service delivery and save the state money. The program is sponsored by Kyra Solutions, Inc. and co-sponsored by Florida TaxWatch, the Florida Council of 100, and the State of Florida. Award recipients are presented with cash awards and commemorative plaques. FSU employees have increasingly been the benefactors of the recognition and acknowledgement of the TaxWatch Productivity Awards program and are encouraged to participate annually in the nomination process.

## **Training and Development Programs**

### **Employee Development**

The Office of Training and Organizational Development (TOD) provides a focused delivery of training opportunities for FSU employees in the areas of business transactions, compliance and organizational development, diversity and inclusion, customer service, leadership and supervisory skills, and personal development. To maximize convenience and accessibility of training for our employees, TOD offers these learning opportunities in the classroom and online. Supervisory approval is required if employees attend a class during their regular work hours, which if approved, is considered time worked. Training programs offered by TOD are a benefit of employment. As such, there is no charge to you or your department for participating in these programs. Please visit the Office of Training and Organizational Development [website](#) for course offerings, certificate programs, registration information, and additional training resources available at FSU.

Additionally, depending on what department you are in or your designated workplace, there may be legally mandated training requirements. To ensure compliance, please check with your supervisor or Environmental Health & Safety to make sure that you fulfill your training requirements, in accordance with OP-G- 11 Safety Training.

## **Equal Opportunity Compliance & Engagement (EOCE)**

FSU is an equal opportunity employer and educational provider committed to a policy of non-discrimination on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans'

status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws, regulations, ordinances, and University policies and procedures.

The University recognizes that discriminatory and harassing behavior can create a hostile work environment. As a result, the University has established internal complaint procedures. The University supports the right of any employee who believes that a violation of the [University's Non-Discrimination Policy](#) has occurred to make a complaint and receive an impartial review. Accordingly, it is a violation of University policy for any act of retaliation to be taken against an employee because he or she has filed a complaint in good faith or participated in an investigation.

To review the University's Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy in its entirety or for more information on the University's Equal Opportunity Programs contained in this handbook, please contact the Equity, Diversity and Inclusion Office or consult the Human Resources [website](#).

To file a complaint or if you have questions/concerns regarding discrimination in the workplace, please contact the EOCE office at (850) 645-6519 to schedule an appointment with a representative. A [Discrimination, Harassment, and/or Retaliation Complaint Form](#) may also be submitted directly to the EOCE office at [HR-EOC@fsu.edu](mailto:HR-EOC@fsu.edu).

### **Americans with Disabilities Act (ADA)**

FSU is committed to ensuring that individuals with disabilities are not discriminated against and that they have equal opportunity and equal access to all the rights and privileges enjoyed by those who are not disabled. The University will comply with all applicable federal and state laws, regulations, ordinances, orders, and rules and will provide, upon request, reasonable accommodations to individuals with disabilities.

To learn more about the University's reasonable accommodation procedures please visit the Human Resources [website](#). To review the University's ADA policy in its entirety please visit the [policy](#) page. Alternative accessible formats are available upon request. For more information about the accommodation process for employees, please contact the ADA Coordinator in the EDI office at (850) 645-6519. contact the ADA Coordinator in the Office of Equal Opportunity and Compliance at (850) 645-6519.

### **Pertinent University Policies**

- [Title IX Statement](#): outlines FSU's Title IX obligations and identifies FSU's Title IX Coordinators.
- [Equal Opportunity Statement](#): outlines FSU's equal opportunity obligations and identifies FSU's equal opportunity administrator.
- [Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy](#): prohibits sex discrimination (adverse treatment or the creation of a hostile environment based on a person's sex). Sexual misconduct, sexual harassment, and sexual violence are all prohibited forms of sex discrimination.
- [Sex Discrimination and Sexual Misconduct Policy](#): provides detailed guidance about the University's prohibition against sexual harassment, which includes sexual misconduct and sexual violence as prohibited conduct.

### **Sexual Misconduct**

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, and stalking), and all other forms of sex discrimination, are violations of University policy and contrary to the University's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others.

If you have experienced sexual misconduct, FSU wants to help. The University has [policies and services](#) available to support you.

## Confidential Support

If you have experienced sexual misconduct, you may want to discuss your options on a completely confidential basis. While FSU addresses sexual misconduct complaints sensitively and discreetly, many University employees, including faculty and supervisors, are required to report sexual misconduct to university administrators. If you are unsure whether someone can maintain complete confidentiality, ask them *before* you give details about your situation.

Staff members at the following on and off-campus offices can maintain complete confidentiality and provide support:

<b>FSU Victim Advocate Program</b>	(850) 644-7161 or (850) 644-2277 Nights/weekends (850) 644-1234, ask for advocate on call	<a href="http://victimadvocate.fsu.edu">victimadvocate.fsu.edu</a>
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This program provides confidential, 24-hour, free support services including crisis counseling, emotional support, assistance with academic changes, temporary safe lodging, assistance during medical and legal proceedings (including obtaining orders of protection), and on-campus complaint processes for victims of sexual violence and other crimes.

<b>FSU Police Department</b>	( 850) 644-1234 or 911 on campus	<a href="http://police.fsu.edu">police.fsu.edu</a>
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Emergency response, crime reporting (including sexual violence), and investigation of crimes occurring on campus. The University encourages survivors to simultaneously pursue both a criminal investigation with the FSU Police Department and a University sexual misconduct complaint investigation.

<b>FSU Counseling Center</b>	(850) 644-2003	<a href="http://counseling.fsu.edu">counseling.fsu.edu</a>
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Confidential, free, mental health counseling and referrals for FSU students. Hosts survivor support groups.

<b>FSU Employee Assistance Program</b>	(850) 644-4444	<a href="http://eap.fsu.edu">eap.fsu.edu</a>
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Confidential, free, mental health counseling, referrals, and other support services for employees.

## Complaint Submission Resources

The following resources are available on campus to address sexual misconduct complaints:

<b>FSU Police Department</b>	(850) 644-1234 or 911 on campus	<a href="http://police.fsu.edu">police.fsu.edu</a>
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Emergency response, crime reporting (including sexual violence), and investigation of crimes occurring on campus. The University encourages survivors to simultaneously pursue both a criminal investigation with the FSU Police Department and a University sexual misconduct complaint investigation.

<b>Title IX Coordinators</b>	(850) 644-2741 (students)
Terri Brown, Interim Director & Coordinator	(850) 644-7950 (employees & third party)
Michelle Douglas, Deputy Coordinator	(850) 645-9162 (Athletics)
Lisa Varytimidis, Deputy Coordinator	(850) 245-3800 (FSUS)
Megan Brink, Deputy Coordinator	



Oversight of University Title IX compliance (including sex discrimination, sexual harassment, and sexual violence complaint supervision) and information about University policies and complaint procedures.

**Equity, Diversity & Inclusion** (850) 645-6519 [compliance.hr.fsu.edu](http://compliance.hr.fsu.edu)

Responsible for resolution/investigation of sexual misconduct complaints against faculty, staff, visitors, contractors, and any other non-students (including sexual harassment and sexual violence complaints).

**FSU EthicsPoint Hotline** (855) 231-7511 [fsu.ethicspoint.com](http://fsu.ethicspoint.com)

Anonymous discrimination and sexual misconduct (including sexual harassment and sexual violence) reporting hotline.

**REPORT.FSU.EDU** [report.fsu.edu](http://report.fsu.edu)

This site allows you to file a formal report regarding incidents or concerning behavior impacting you directly or the Florida State University community. Reports may be submitted anonymously.

## **Your Personal Responsibility**

### **Publication of Personal Information**

FSU respects your right to privacy; however, you should be accessible to others who may need to contact you during normal work hours in the performance of your official duties. There are several options available to employees that enable you to control publication of personal information. It is important for you to know about the following University publication practices.

The University maintains a [website](#) where anyone can search a database of current FSU employees (including student employees) and obtain campus addresses, campus phone numbers, and campus e-mail addresses.

### **View Your Personal Information in OMNI Self-Service**

FSU employees can confidentially view personal information in OMNI Self-Service such as the details of the most recent paychecks, recent leave usage and accrual details, home and campus addresses, and miscellaneous information.

Employees are responsible for verifying the accuracy of their information including address, telephone number, tax exemptions, and emergency contact information. Changes can be made to your Personal Information through OMNI Self-Service. Contact your department representative if you need assistance.

### **Do You Have a Name Change?**

If you have a name change, contact your department representative for assistance. If you have a nickname or preferred name that differs from your legal name, you can update your preferred name by submitting the [Preferred Name Change Request form](#). If you have any questions, please see your departmental representative.

### **Dual Compensation (Dual Employment)**

Requests for dual compensation must be approved prior to beginning the work. A request for dual compensation may be denied if it is requested after you have begun working. Dual compensation exist when there is employment in excess of one (1) full-time equivalent (FTE) established position; simultaneous payment from two (2) or more categories of appointments; or employment in multiple departments.

### **Outside Employment**

FSU employees planning to engage in employment outside of the University must submit an [Outside Employment Request](#) to their supervisor for approval prior to assuming the employment. When changes occur in outside employment or University employment, the employee must submit a new request for approval. Disclosure of outside activities or conflicts of interest must be submitted annually or when changes occur, through the University's Conflict Administration Management System (CAMS). You can access your CAMS profile through the myFSU.edu portal.

### **Loyalty Oath**

As a condition of employment, you are required to sign the State of Florida Loyalty Oath. No employee will be paid until the oath is signed.

### **Employment of Relatives (Nepotism)**

Under the University's [Employment of Relatives \(Nepotism\) Policy](#), relatives (defined as persons living in the home, spouses, parents, grandparents, children, grandchildren, siblings, aunts/uncles, or nieces/nephews—whether related by blood, adoption, or marriage (“in-laws” or “step”), may not be employed in positions where they will report directly or indirectly to each other. If any change in employment results in a potential violation of the Employment of Relatives (Nepotism) policy or a conflict of interest, employees are responsible for reporting the potential violation or conflict to their supervisor.

### **Parking**

All vehicles that are parked on campus by employees must have a valid permit displayed, Monday through Friday, 7:30 a.m. until 4:30 p.m. Parking rules are available in the Transportation Services Office and on the Transportation Services [website](#). Fees for parking may be payroll deducted.

### **Political Activities**

When authorized by the President, an employee may be a candidate for or hold a local public office, which involves no interest that conflicts or interferes with their University employment. Employees shall not take any active part in a political campaign while on duty or during any period when required to perform services for which compensation is received. If questions concerning political activities arise, the Office of Human Resources should be contacted.

### **University Information Technology (IT) Resources**

FSU provides a wide variety of IT resources including computers, networks, software, computer accounts, cellular phones, beepers, office telephones, and hand-held wireless devices, for use by University students, faculty, and staff. These resources are administered by the University's Information Technology Services Department and a number of schools, colleges, departments, and institutions. IT resources are intended for the legitimate business of the University.

Appropriate business use of IT resources includes instruction, research, and the official work of the offices, departments, recognized student and campus organizations, and other agencies of the University. Priority for resources may be granted to certain users or certain groups of users in support of the University's mission.

Computer accounts are provided to faculty, staff, and students as a privilege associated with membership in the University community. When an individual accepts this privilege, a number of responsibilities must be assumed, including knowledge of appropriate University policies and procedures. All uses of University IT resources are subject to applicable rules, regulations, policies and procedures of the University and/or governing boards as well as Florida Statutes governing computer fraud, misuse of State equipment, resources, public information, and related criminal offenses.

For additional information on related policies at FSU, please see the [Information Security Policy](#).

### **Arrest Notification Requirement**

Florida State University requires all A&P, USPS, and OPS employees to inform their supervisor within two (2) business days if arrested for any felonies or first-degree misdemeanors (or the equivalent thereof in

another state). The employee must also notify their supervisor of the final disposition of their case within two (2) business days. In both circumstances, supervisors must immediately consult with the Human Resources' Employee & Labor Relations section to determine if the offense is job related and for further guidance. Failure to comply with this policy could result in disciplinary action, up to and including dismissal.

## **Leaving FSU**

### **Resignation**

You are a valuable member of the FSU staff, and we hope that you will remain with the University for many years to come. However, if you choose to leave, we ask that you provide at least a two-week notice to your supervisor and/or department. Additionally, all University property must be returned, and any debts owed to the University should be resolved prior to separation.

Upon leaving the University, you may receive a lump sum payment for any unused annual leave up to a lifetime maximum of two hundred and forty (240) hours for USPS and three hundred and fifty-two (352) hours for A&P employees. Should you have more than ten years of creditable service, you are eligible to receive payment for 25% of your unused sick leave balance up to a total of four hundred and eighty (480) hours accrued after October 1, 1973. You may also continue your insurance plans, at your own cost, under COBRA provisions.

If transferring to another university or agency within the State of Florida, you may transfer your unused annual and sick leave as well as some other benefits. Please consult with the Attendance & Leave and Benefits sections in Human Resources for assistance.

### **Retirement**

Once eligible to retire, you may apply for benefits from the Florida Retirement System (FRS) Pension Plan including the Deferred Retirement Option Program (DROP), FRS Investment Plan, or companies represented in the Optional Retirement Plan (ORP). You will be paid a lump sum for unused annual leave up to a lifetime maximum of two hundred and forty (240) hours if USPS and three hundred and fifty-two (352) hours if an A&P employee.

Once you decide to retire, it is recommended you begin preparation at least three to six months in advance of the anticipated retirement date. For more information about retirement and what you need to do to take advantage of your benefits, including continuation of insurance coverage and sheltering leave payments, please contact the [Benefits section](#) in Human Resources.

### **Death**

In the event of the death of an employee, the Benefits section in Human Resources should be notified as soon as possible. Staff will work with the family or loved ones to ensure that the designated beneficiaries are provided entitlements within the coverage selected by the deceased employee.

### **Reemployment Assistance (Unemployment Compensation)**

Reemployment Assistance is handled by the Florida Department of Economic Opportunity (DEO) and is not affiliated with FSU. For more information, visit DEO's [website](#) or call (800) 204-2418.

## **General Employee Complaint & Appeal Procedures**

### **Employee Rights and Responsibilities**

You may, from time to time, experience a concern or have questions about personnel policies and procedures that affect you. The [Employee & Labor Relations \(ELR\)](#) section in Human Resources welcomes the opportunity to provide guidance and support should such situations arise.

As an FSU employee, you are a member of a large, diverse campus community. In order for an organization

of this size to function properly, a commitment from all employees to build cooperative and positive relationships is imperative. The role you play in developing a positive environment is critical to the overall success of your work unit. You are encouraged to take active steps in building work relationships with your peers and your supervisor that are based upon genuine respect and understanding.

Hopefully, you will not feel the need to use the complaint procedures to resolve disputes. However, FSU has a [formal complaint procedure](#) that you may utilize as a staff member to seek resolutions to your work-related concerns. Employee & Labor Relations staff can assist with the complaint review process. Time spent in meetings arranged by the University pursuant to the [University Complaint Procedure](#) and during regular hours of work is also considered work time.

FSU also has a formal appeal process. This process involves the right of an employee to request review by an arbitrator concerning any involuntary actions that might be taken against the employee that would result in dismissal, demotion, a reduction in pay, suspension, layoff or transfer.

Important information is also found in the [Regulations of Florida State University, Guidelines for Disciplinary Action, FSU-4.070](#). It is important that you, as an FSU employee, understand what kinds of behavior may result in disciplinary actions, the types of disciplinary actions, and your appeal and grievance rights. The [Guidelines for Disciplinary Action](#) are provided for you as notice of standards of conduct and the resulting disciplinary action if these standards are not met. You are responsible for adhering to these standards of conduct during your employment with the University.

If you would like more information regarding the role of Employee & Labor Relations and the complaint and appeal procedures available to you, or you have questions regarding the standards of conduct, please consult the [Employee & Labor Relations section](#) in the Office of Human Resources at (850) 644-6475.

### **University Ombuds Program**

The University Ombudsperson is an impartial dispute resolution practitioner who strives towards fair and equitable solutions in accordance with University policies. The Ombudsperson provides confidential and informal assistance and will not divulge an employee's name or confidences without express permission of the individual, except where required by law. Additionally, information shared with the Ombudsperson may not be used in grievance or other formal proceedings.

The Ombudsperson, who may act as a counselor, go-between, informal fact-finder, or feedback provider, interacts with all persons within the University community essential to resolve issues and concerns. If you have an issue that you would like to discuss with the Ombudsperson or for more information, please contact the Employee Ombuds Program at (850) 644-7950 or [mbdouglas@fsu.edu](mailto:mbdouglas@fsu.edu).

## **A Final Note**

We hope that the information in this employee handbook, *FSU & You*, will provide you with an overview of policies, procedures, and University rules and regulations, as well as other information that will help make your employment experience a rewarding and enjoyable one.

The Office of Human Resources provides a [website](#) where you may obtain defined, comprehensive, and detailed information on the policies, procedures rules, and regulations which have been outlined for you in *FSU & You*. The website also allows direct email access and phone numbers to Human Resources staff if you need assistance. You may also visit us in the University Center, Building A, on the sixth floor.