



Office of Human Resources  
Fall 2015 Department Representative Meeting

Question & Answer Session

Note: These Questions & Answers have been modified somewhat to fit the online format.

***Criminal History Background Checks***

**Q: Do graduate students whose duties do not require a check, but who may do research or training in labs where chemicals and controlled substances are present, require a background check?**

**A:** As far as HR's purview, academic research alone would not require a background screening through Human Resources.

**Q: What determines the budget used for the billing of the background check?**

**A:** This information is provided by the department on the background check request form.

**Q: If an employee is hired in one position and decides to accept an offer (shortly after) in another position, will they need to go through the background check process again?**

**A:** In this type of situation, please consult Employment and Recruitment Services about using the check on file if it was run within the last 90 days.

***Proposed Changes to the Fair Labor Standards Act (FLSA)***

**Q: What are some of the effects the proposed FLSA changes would have on Higher Ed, as submitted by the SUS committee?**

**A:** The SUS committee provided recommendations to the Department of Labor during the comment period suggesting additional exemptions from the new salary requirements for the following types of positions in Higher Ed: Researchers (Faculty, Staff, and OPS); Academic Advisors; and Athletics. They also sought clarification on Graduate Assistants and Resident Assistants (those living on campus). Further, they asked to extend the automatic salary review process to a three year period, rather than annually.

**Q: Does this imply that A&P staff making less than 50K will be reclassified to USPS?**

**A:** No, not necessarily. Nor does this mean that everyone in an A&P role under the new threshold will be moved up to \$50,440. We are developing options and determining the University-wide impact of each of those options, while still awaiting the final rule from the Federal government. At this time, the primary focus of our review is current "Exempt" employees who we anticipate will be making less than the new salary threshold at the time the FLSA changes are implemented.

***Nepotism Policy***

**Q: Why are you changing the Nepotism Policy? Is the current policy not working?**

**A:** There was not a problem with the existing policy that triggered HR's decision to update it. HR periodically reviews all of our policies to make sure they are staying relevant and are as clear as possible. The proposed revisions to the

Nepotism Policy are designed to provide more clarity and modernize some policy language. For example, the current Nepotism Policy says that “Employment of related persons in a single organization unit or in work-related organizational units is permitted provided that such employment will not involve a conflict of interest . . . .” The proposed revisions would clarify what situations constitute “conflicts of interest,” specifically prohibiting employment that would create subordinate-superior relationships between relatives. The proposed revisions would also better account for blended families by clarifying to degree of relationships that are covered by the policy (including in-law and step relationships).

### ***Attendance & Leave Regulation Changes and OMNI 9.2 Upgrade***

**Q: Will the paperwork deadline for actions be changing?**

**A:** Yes, the deadline for spring Graduate Assistant appointments is 10/23/2015. The deadline for actions with an effective date in pay period K (11/6/2015-11/19/2015) is 10/30/2015. The full 2015 payroll deadline calendar can be viewed at the following link: <http://hr.fsu.edu/PDF/Publications/timeandleave/2015PayrollDeadlineCalendar.pdf>

**Q: What is the Affordable Care Act (ACA) form provided to OPS employees?**

**A:** Both salaried and OPS employees, as applicable, will receive the 1095-C form as required by the ACA.

**Q: Will department representatives receive a list of 9.2 OMNI-HR system changes?**

**A:** Human Resources will send a communication outlining some of the changes that can be anticipated with the upgrade. The majority are visual and general layout changes along with some additional features.

**Q: Will the 9.2 OMNI upgrade effect the job application process? Candidates applying? Department opening/closing posting?**

**A:** From the demonstration that Employment & Recruitment Services has seen thus far, the job application will be more user friendly for applicants. It includes enhanced search features and will be aesthetically different. Functionality should remain relatively the same. As we begin testing with ERP, we will update departments on any significant changes we may find.

### ***USPS ePerformance Update***

**Q: If a USPS evaluation is completed in October 2015, will I complete another evaluation in the new module? If so, will the rating period be for January 1, 2015 – December 31, 2015?**

**A:** Yes, if a USPS Performance Evaluation is completed in October 2015, the employee will need to be reviewed again using USPS ePerformance for the January 1, 2015 – December 31, 2015 review period.

**Q: If a new hire start date is October 9, 2015, will I complete the Probationary evaluation and then complete the USPS ePerformance Evaluation during the 2017 review period?**

**A:** Yes, a Probationary evaluation will be completed between March 9, 2016 and April 8, 2016, using the ePerformance Module in OMNI. The employee will then receive an annual evaluation during the next review cycle in January 2017.

**Q: If a USPS employee received an annual evaluation for the review cycle of June 2014 – June 2015, will the employee be reviewed for the review period covering January 1, 2015 – December 31, 2015 on January 1, 2016?**

**A:** Yes, keep in mind, the first year of USPS ePerformance will be considered our transition period. As we transition all USPS evaluations from a paper process to an automated process that uses an annual review date based on calendar year instead of the anniversary date, there will be some employees who will experience an overlap in the months of their review assessment period.

### ***HR-Faculty Relations Collective Bargaining Update***

**Q: Is there any concern that the hourly rate bargained with the GAs is higher than the rate of many staff employees? Are these increases going to be bargained again next year?**

**A:** We want our stipend rates for graduate assistants to be comparable to peer institutions, especially in the State University System. We need to be able to recruit top students to continue to be a top University. Wages and salaries are a required subject for bargaining every year, so those topics will be negotiated again next year, just as they are for all bargaining units on campus. We do not know what will be negotiated in those future bargaining sessions.

### ***Importance of Graduate Assistantships***

**Q: Is there a different process for GAs hired on a N9185 code to receive the insurance subsidy?**

**A:** No, there is not a difference in the process. Just as it is with other qualifying job codes, the payroll deduction process is governed by having appointments in the system by the subsidy deduction dates.

**Q: Appointments were submitted and approved, but the Graduate Office was telling students they weren't in, what happened?**

**A:** This would need to be researched on an individual basis. If you hear something like this has occurred, you can call Assistant Dean Barton's office in the Graduate School and they will investigate.

### ***Miscellaneous***

**Q: Is there a periodic check on telecommuting employees to verify if they are still eligible. How strict are the requirements to be able to telecommute?**

**A:** It is important to understand that telecommuting is a temporary measure to address an extenuating circumstance. Telecommuting is not meant to be a long term or permanent change to work location or the nature of the job duties. We do check in with supervisors and are mindful of timeframes. Telecommuting arrangements should not be made informally or at the departmental level. It is a process that ultimately requires approval from the AVP of Human Resources. Amber Wagner, [amwagner@fsu.edu](mailto:amwagner@fsu.edu), coordinates telecommuting and is a good contact if you have questions regarding telecommuting.