

Spring 2019

Department Representative Meeting

March 13, 2019

**Welcome!**

Shelley Lopez

*Program Director, HR Communications/Special Projects*

# Thank You to Our Partners

College of Medicine

Barefoot Athletics

FSU Office of Business Services

FSU Alumni Association

Renisha Gibbs

*Associate Vice President for Human Resources*

*Finance and Administration Chief of Staff*

# International Students, Scholars, and Faculty

Tanya Schaad, *SEVIS Data Coordinator*

Luciana Hornung, *Assistant General Counsel: Immigration Services*

Center for Global Engagement

## Updates

- USCIS Delays affecting H-1B, F-1 OPT, etc.
  - H-1B and premium processing
  - Submit requests 3-4 months in advance
  - Change from F1 to J1 requires international travel
- New Faculty Hires
  - Contact [Luciana Hornung](#)

## I-983 Form for Employees Needing STEM Extension

- Extension allows 24 more months of authorization.
- Requires FSU **hiring department** to complete Sections 3, 4, 5, and 6 of the I-983.
- I-983 is submitted by student to international office at the school that granted their degree.

## I-983 Continued

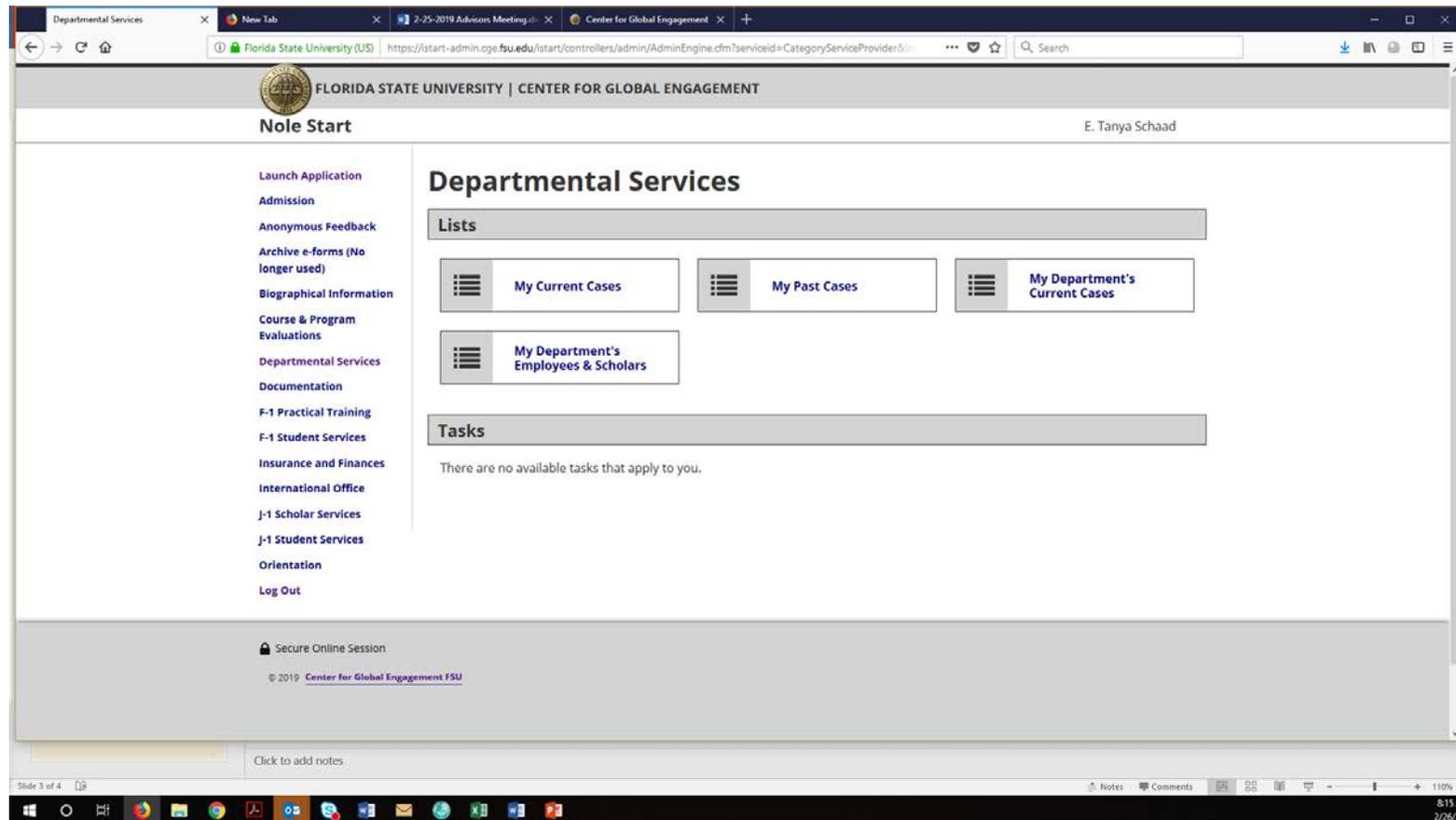
- Common questions:
  - NAICS Code: Use 611310 – Higher Education, not specific field.
  - FSU Client Company E-Verify Number – 320735.
  - Section 4 Employer Official – Could be department HR rep, supervisor, or chair/director.
  - Section 5 Official – Should be supervisor.

## I-983 Continued

- Pay attention to Section 4 attestations:
  - Notification to DSO of changes in hours, termination, or departure – 5 days.
  - Terms and conditions of STEM employment are commensurate with terms and conditions applicable to similarly-situated US workers (similar to H-1B requirements).

## Nole Start

- Upcoming new e-forms for J1 Requests



## Taxes

- CGE cannot advise on taxes.
- Non-residents for tax purposes should have received emails about Glacier Tax Prep.
- Residents for tax purposes can visit [www.irs.gov](http://www.irs.gov) for free file or VITA site options.

# On Demand Training Workshops

Kandiacé Buchheister

*Training Specialist, Training & Organizational Development*

Human Resources

# FLORIDA STATE UNIVERSITY

The Office of Human Resources

**FLORIDA STATE UNIVERSITY**  
Office of Human Resources  
Training & Organizational  
Development

On Demand  
Workshop and  
Course Catalog

How do you want to  
improve today?



# FLORIDA STATE UNIVERSITY

## The Office of Human Resources



### Crucial Conversations

Managing conflict makes relationships stronger. Learn tools that turn conflicts into positive outcomes.



### Effective Listening

In today's high-tech, high-speed, high-stress world, communication is more important than ever. Genuine listening has become a rare gift – the gift of time.



### Making Commitments

Getting things done right hinges on our ability to keep commitments to others. This course will discuss integrity and explore ways to build trust.



### Time Management

Effective time management is an indispensable skill. We'll show practical foundations for managing your time and becoming more productive.



### Accountability

Most work is done collaboratively. Learn how to hold a direct report, colleague, or even a boss accountable.



### Customer Service

Do the people you serve feel valued? When they don't, your role suffers. In this course, we will teach you the three crucial skill sets needed to deliver outstanding service.



### Powerless to Powerful

In this course we'll help you make the choice to embrace life's challenges, go from victim to hero, and help others do the same.



### Persuasion

Whether you are aspiring to be a role model for your kids or a powerful force at work, the art of persuasion is a skill that is essential to learn.

# New Employee Orientation Reminder

Janet Fryman

*Training Coordinator, Training & Organizational Development*

Human Resources



## New Employee Orientation

- **All** FSU employees must complete New Employee Orientation.
- NEO provides employees with information concerning:
  - Employee benefits
  - Rules and regulations affecting employment
  - University operating policies and procedures
- Help ensure **all** new hires complete Orientation by checking:
  - **FSU\_HR\_TRN\_COMP\_CRN\_NEO** (Faculty and Staff not completing NEO)
  - **FSU\_HR\_TRN\_COMP\_CRN\_NEO\_ALLOPS** (OPS not completing NEO)



## New Employee Orientation

- Manual uploads to OMNI training summary occur at the beginning of each month for previous month (i.e. employee completing NEO mid-month will not appear until the following month on queries).
- New Faculty attending ***on-site*** New Faculty Orientation at the start of each academic year are not required to complete online training.

## Door Prize



# Federal Work Study Appointments

Sherron Sloan

*Associate Director, Academic and Student Services*

Jennifer Hall

*Student Financial Specialist*

Office of Financial Aid

## What is Work Study?

- Work Study is a **need-based** financial aid award. This means that students qualify based on their federal need after scholarships, waivers, and grants are considered.
- Work Study allows students to be paid on the regular FSU employee pay schedule for work performed for a department or community service agency.

## What is Work Study?

- Federal Work Study is awarded to approximately 900 students each year at FSU.
- Students apply through the Free Application for Federal Student Aid (FAFSA).

## Timeline

<b>Important Dates</b>	
March - September	Students awarded
July - September	Hiring for Fall 2019 term
August 26	Fall 2019 term begins

## How Does Work Study Help Students?

- **Financial Benefits**
  - Can provide a steady source of income during the academic term to help with educational expenses (including food, transportation, miscellaneous costs).
- **Professional Development Benefits**
  - For some students, this is their first professional job, and a learning experience of what it means to work a regular job.
  - Others bring experience and are looking to gain new skills.
  - All students gain a connection to the University and the community. They learn what resources are available at FSU and in Tallahassee to help grow academically, professionally, and personally.

## How Work Study Can Help Your Department

- Provides part-time support for staff, faculty, and students in a variety of ways.
- Facilitates peer-to-peer outreach, allowing students to connect with their peers and effectively communicate messages from their department.

## What Kind of Jobs are Offered Through Work Study?

- Clerical/organizational
- Research/academic support
- Special events support/marketing (intermural athletics, conferences, concerts, theater)
- Outreach
- Tutoring/mentoring
- Web/technical support

## How Can Departments Get Work Study Employees?

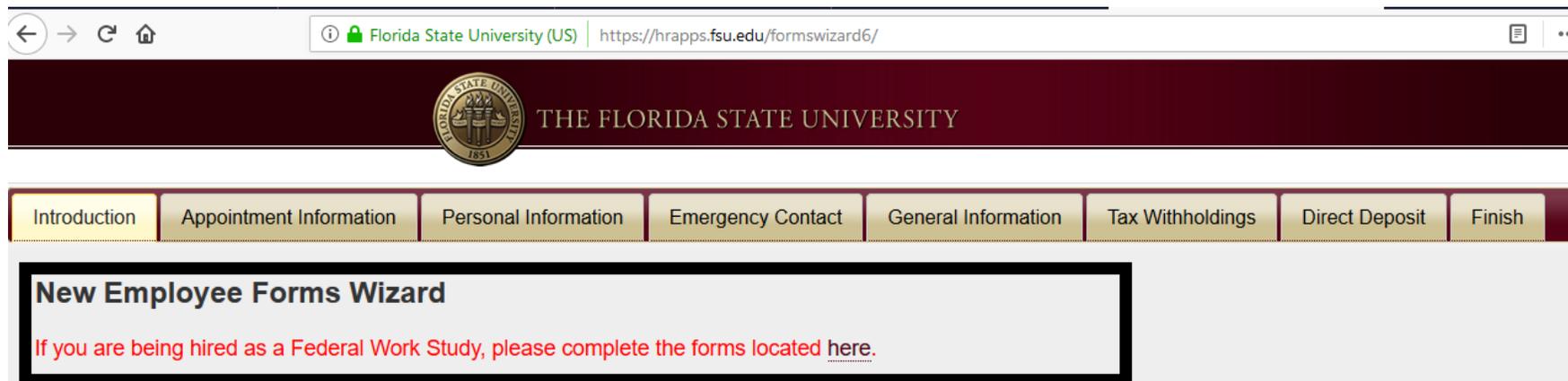
- Online FSU Work Study job listing
  - Create online FSU job listings, but in a separate FWS page.
  - Must complete FSU HR Background questionnaire.
  - **Jobs cannot be advertised until HR provides status for the Background requirement.**

## How Do Students Apply for Jobs?

- Students review the online job listings and apply.
  - Only students who have been awarded and accepted Work Study can see this list.
  - Students should attach their Work Study Authorization; this will certify the award amount.
  - Students may attach a resume.
- Departments may then contact students for interviews.

## Hiring Work Study Students

- Separate from the Smart Onboarding process.
- New Hires:
  - Department does I-9.
  - Department takes student through the FWS Wizard – link on [HR Site](#).



- Department sends FWS Wizard forms to Financial Aid through via [FSU DropBox](#) to FA-FWS@fsu.edu.

## Work Study Training

- Training for Supervisors
  - Expectations for students
  - Responsibilities of departments
- Training for HR Representatives
  - Hiring processes for new hires/re-hires/transfers

## Work Study Employee = Employee + Student

- Work Study students are university employees, and are subject to the same:
  - hiring practices (I-9 required before students start work, Background check)
  - time reporting requirements (payroll deadlines, time reporting practices)
  - safety and overtime regulations
- Remember that Work Study employees are also students and departments should be flexible with their scheduling.
  - They cannot work when they are supposed to be in class.

## Web Resources

- For students:

<https://financialaid.fsu.edu/types-aid/federal-state-work-study>

- For departments:

<https://financialaid.fsu.edu/types-aid/federal-work-study/department-representatives>

## Contacts

### **Work Study**

[FA-FWS@fsu.edu](mailto:FA-FWS@fsu.edu) | 850-644-0539

### **Sherron Sloan**

[ssloan@fsu.edu](mailto:ssloan@fsu.edu) | 850-644-5874

### **Jennifer Hall**

[jkhall@fsu.edu](mailto:jkhall@fsu.edu) | 850-644-6346

### **Jean Mills**

[jmills@fsu.edu](mailto:jmills@fsu.edu) | 850-644-4480

# Guardian Updates and Mass Appointments

Abigail Lejeune

*Assistant Director, Employee Data Management*

Human Resources

## E-Verify Photo Matching

- Effective March 22, 2019, Guardian will prompt users to upload documents requiring photo matching in E-Verify.
  - E-Verify requires photo matching if the employee provides:
    - U.S. passport or passport card, or
    - Permanent Resident card (Form I-551), or
    - Employment Authorization Document (Form I-766)
  - Documents used on the Form I-9 that are not included in E-Verify photo matching should not be uploaded.





## E-Verify Photo Matching

- Department Representatives completing the Form I-9 must upload the required photo matching documents prior to approving the I-9.

 Document Retention Required

 Our Organization maintains copies of the documents provided by the employee. Please upload a legible copy of the document(s) the employee provided.

**Note:** Document uploads are limited to 5 MB.

U.S. Passport

 Please upload this document

Confirmation

 Copies of the document(s) specified above must be retained to meet I-9 and/or E-Verify compliance requirements. However, if you are unable to upload the documentation at this moment, please select the checkbox below in order to proceed. The I-9 process will remain incomplete.

**No, I am unable to upload document copies at this time.**

### Form I-9 Reminders

- I-9s must be completed by the established federal deadlines.



Image from <http://www.uscis.gov/i-9-central>

- Department Representatives should not specify which documents an employee must present.
- Employees can provide either a List A document or a combination of a List B and a List C document from the [List of Acceptable Documents](#).
- Original, authentic, unexpired, valid, and acceptable documents are required for Section 2 completion. Copies or scans of documents are not acceptable.

## Mass Appointments

- Each semester, large volumes of Graduate Assistant and Faculty Reappointments must be completed. To aid in this procedure, the Mass Appointments process allows you to reappoint more than one employee at a time.
- This process is used instead of individual ePAF+ submissions.



# Mass Appointments

### Job and Personal Information

#### Enter Mass GA Appointments

Department 025000 Human Resources

Personalize | Find | View All | | First 1-8 of 8 Last

Appointment | Visa | Comments |

	Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code	*School Session	Begin Date	Funding End Date	Std Hrs	Combination Code
1	100003113	Susie Seminole	0	<input checked="" type="checkbox"/>	W9185	000046496	00400417	Summer A Class Dates	05/13/2019	08/02/2019	20.00	1400021100
2	100420095	Roger Renegade	0	<input checked="" type="checkbox"/>	M9184	000046496	00400441	Summer B Class Dates	05/13/2019	06/21/2019	10.00	1400021100
3	200363359	John Westcott	0	<input checked="" type="checkbox"/>	M9184	000046496	00400102	Summer C Class Dates	06/24/2019	08/02/2019	10.00	1400021100

# FLORIDA STATE UNIVERSITY

## The Office of Human Resources

### Summer 2019 GA Timeline

<b>Dates:</b>	<b>Mass Appointments Task:</b>
March 4 – March 14	Department Rep Entry
March 15 – March 19	Manager review and approval
March 20 – March 26	Department Rep Corrections
March 27 – March 29	Manager final review and approval
April 1 – April 5	Sponsored Research review and approval
April 10	Appointments load into OMNI HR
April 11	Confirm appointment details on Active Employees report

### Summer 2019 Faculty Timeline

<b>Dates:</b>	<b>Mass Appointments Task:</b>
March 4 – April 12	Department Rep Entry
April 15 – April 23	Sponsored Research review and approval
April 24	Appointments load into OMNI HR
April 25	Confirm appointment details on Active Employees report

## Resources and Upcoming Training

- Upcoming I-9, Guardian, and E-Verify training:
  - Thursday, March 28 at 10am
  - Wednesday, April 24 at 10am
- [I-9 Instructional Website](#)
- Mass Appointments Job Aids:
  - [Graduate Assistants](#)
  - [Summer Faculty](#)
  - [Fall Faculty](#)

## HR Contacts

- Form I-9 and Guardian Assistance:
  - Christie Riley, I-9 Administrator
    - [cnriley@fsu.edu](mailto:cnriley@fsu.edu)
- Mass Appointments:
  - Abigail Lejeune, Assistant Director
    - [alejeune@fsu.edu](mailto:alejeune@fsu.edu)

# OPS Express Hiring Process Change

April Smatt

*Senior HR Specialist, Employment and Recruitment Services*

Human Resources

## OPS Express - Process Improvement

- The OPS Express hiring process has been streamlined!
  - Used when a department has identified an OPS candidate
  - Modeled after the GA Express appointment process
    - Create appointment record, link record, and create Job Offer
    - Job Offers automatically route through electronic workflow
    - Human Resources launches the Smart Onboarding invitation
- OPS Express pools will transition to a system appointment process for hires effective **May 13, 2019**, and thereafter.

## OPS Express - Process Improvement

- What if my department has not identified an OPS candidate?
  - Departments may continue to create their own OPS Job Openings to recruit for an OPS candidate or pool via the FSU jobs website.
    - Online application process
    - Electronic Job Offer and workflow
    - Smart Onboarding

# OPS Express - Process Improvement

## Creating the OPS Express Record

The screenshot displays the 'Express Appt' form within the 'Recruiting' section of the OPS Express system. The interface includes a left-hand navigation menu with options such as 'Search Job Openings', 'Pending Approvals', 'Create Job Opening', 'Add Express Appointment' (highlighted), 'Search Applicants', and 'View References'. The main content area is titled 'Express Appt' and features a 'Save' button and a 'Save and Create Another' button. Below this, the 'Applicant' section contains a 'Preferred Contact' dropdown menu set to 'Not Specified'. The 'Applicant Status' section includes a '\*Status Code' dropdown set to 'Active' and a 'Status Date' field with the value '02/21/2019'. The 'Name' section contains fields for 'Name Format' (set to 'English'), 'Name Prefix', '\*First Name', 'Middle Name', '\*Last Name', and 'Name Suffix'. On the right side, the 'Email Addresses' section shows a message '\*No Email Addresses have been added for this' and an 'Add Email Address' button. The 'Phone Numbers' section shows a message 'No Phone Numbers have been added for this' and an 'Add Phone Number' button. The top navigation bar includes 'Department Administration', 'Recruiting', and utility icons for home, search, and notifications.

# OPS Express - Process Improvement

## Linking the OPS Express Record

1-1 of 1 | View All

Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Jobs Applied	
Testing Example	648621	Express Appt	010 Active		testing@fsu.edu	02/25/2019	1	<a href="#">Actions</a>

Deselect All [Group Actions](#)

[Link Applicant to Job](#)

[Send Correspondence](#)

### Link Applicant to Job Opening

**Applicants to be Linked**

Applicant	Name	Status	Email Address	
<input type="text" value="648621"/>	Testing Example	010 Active	testing@fsu.edu	<a href="#">Delete</a>

[Add Applicant](#)

**Job Openings**

Job Opening ID	Posting Title	Job Posted	Questionnaire	
<input type="text" value="44364"/>	OPS Express Pool - Summer 2019	No	Yes	<a href="#">Delete</a>

[Add Job Opening](#)

**Disposition Information**

\*Disposition:

Reason:

Date: 02/25/2019

[Link](#) [Cancel](#)

# OPS Express - Process Improvement

## Preparing the OPS Express Job Offer

### Manage Applicant

[Save](#) | [Return](#) | [Recruiting Home](#) | [Search Applicants](#) | [Create Applicant](#) | [Add Application](#)

**Name** Testing Example  
**Applicant ID** 648621  
**Applicant Type** Express Appt  
**Status** 010 Active

**Preferred Contact** Not Specified  
**Phone**  
**Email** testing@fsu.edu  
**Address**

[Applicant Activity](#) | [Notes](#) | [Applicant Data](#) | [Interested Parties](#)

[Current Status](#) | [Interview Evaluation](#) | [Expenses](#) | [History](#)

#### Applicant Activity <sup>?</sup>

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Route	Print	
<input type="checkbox"/>	OPS Express Pool - Summer 2019	44364	Linked					<a href="#">Other Actions</a>

Select All    Deselect All    [Group Actions](#)

- Create Interview Evaluation
- Prepare / ViewJob Offer**
- View / Edit Application Details
- RECRUITER ONLY - Edit Disposition

- Recruiting Actions** >
- Applicant Actions >

## OPS Express - Process Improvement

- **Tips for Success:**

- Become familiar with the [Training Guide](#)
  - Share the new process with your department
- Utilize [OPS Employment Checklist](#)
- Roles needed: `FSU_SS_MANAGER` and `FSU_GRAD_EX_PILOT`
- Enter a **valid** candidate email address when creating the record
- Ensure start dates are 2 – 3 weeks out for Smart Onboarding
- Add comments to Job Offers (type of appointment, provide employee ID if current employee, etc.)

Break

## Essential Piece Award

Renisha Gibbs

*Associate Vice President for Human Resources*

*Finance & Administration Chief of Staff*

## Essential Piece Award

- *“She is **wonderful** to work with!”*
- *“She only needs to be instructed on something once, and **she runs with the information.**”*
- *“She **makes an effort to learn** in different avenues, asks great questions, and applies the instruction she is given.”*
- *“She consistently and thoroughly reviews her cost center reports, and finds errors early. This makes her **an asset** to her employees, her department, and to HR.”*

# Jean Mills

*Office Administrator, Office of Financial Aid*



Spring 2019 Outstanding Department Representative

and

Essential Piece Award Winner

# Background Check Updates

Andrew Kapec

*University Background Check Manager,*

*Employment & Recruitment Services*

Human Resources

## Summer Camp Background Checks

- All New and Returning Camp Personnel must be screened/vetted via DCF/HR per Section 409.175 F.S.
- Personnel includes:
  - Owners
  - Operators
  - Administrative Staff
  - Employees
  - Volunteers

## Summer Camp Background Checks

- Please thoroughly review the Summer Camp page on the Background Check website.
  - Details requirements, documents, initiation process, exemptions, and timelines.
  - All updated documents.
- Questionnaire is no longer required with Camp Roster.
- There is no 2019 Camp Express Pool – just the **2019 OPS Express Pool**.

## Background Checks in Smart Onboarding

- Everything starts with the Job Offer.
  - Start Date: 2-3 weeks out minimum
  - Description of Duties for Express Offers
- Background Check is researched, ordered, and approved within Smart Onboarding.
  - Requires Candidate action within Smart Onboarding
    - Replaced Request Form
- *Job Offer > Smart Onboarding Invite > Candidate Action > Background Check.*

## Background Checks Outside Smart Onboarding

- Personnel Actions without OMNI-HR Job Offer:
  - ePAF Internal Movement Actions: Job Code, Department, Position Number Changes
  - Federal Work Study (FWS)
- Questionnaire and Request Form (if required) completed via forms portal online.
- Volunteer, Vendor, Contractor, and Courtesy Appointment background checks – based on duties within Questionnaire.

## Next Background Check Class

- **Date:** Tuesday, April 9, 2019
- **Time:** 10:00am – 12:00pm
- **Location:** Training Center Computer Lab

## Contacts

**Andrew Kapec**, University Background Check Manager

[akapec@fsu.edu](mailto:akapec@fsu.edu) | (850) 644-7938

**Ashlee Wright**, HR Specialist

[ashlee.wright@fsu.edu](mailto:ashlee.wright@fsu.edu) | (850) 644-7702

**Merina Cameron**, Program Associate

[mcameron@fsu.edu](mailto:mcameron@fsu.edu) | (850) 645-1746

# Attendance and Leave Updates and Reminders

Anna Capenos

*HR Specialist, Attendance and Leave*

Human Resources

## Faculty Separations

- Timesheet audits will no longer be performed by Human Resources upon a faculty member's termination.
- The following separation documents should be submitted to HR:
  - Personnel Action (ePAF+)
  - Separation Checklist
- Departments will continue to submit a Timesheet/Leave Adjustment Form when a discrepancy is discovered during an audit of a leave record.

## Sick Leave Pool Open Enrollment

- Open enrollment concluded on 2/22/19.
- **Approved** members will have 8 hours deducted from their balance in pay period ending 3/21/19.
- **Applicants** may have the opportunity to provide additional information. Any additional information must be received in Human Resources by 3/22/19.

## Onboarding Security Reminders

- If a department's DDDH changes, this information must be updated on the Department Rep Table
  - *Workforce Administration > FSU Department Reps > Department Reps*
- Onboarding Roles
  - FSU\_SM\_DEPT\_ADMIN or FSU\_SM\_DEPT\_VIEWONLY
  - FSU\_ZSM\_DEPT\_%%%%%%%%%

## Contacts

### **Faculty Separations**

Cierra Moore, HR Representative

[csmoore2@fsu.edu](mailto:csmoore2@fsu.edu) | (850) 644-6724

### **Sick Leave Pool & Training**

Anna Capenos, HR Specialist

[acapenos@fsu.edu](mailto:acapenos@fsu.edu) | (850) 644-9610

### **Security and DDDH Updates**

Sue Andres, Sr. HR Specialist

[sandres@fsu.edu](mailto:sandres@fsu.edu) | (850) 644-5052

# Faculty Relations Reminders

Rebecca Peterson

*Associate Director, Faculty Relations*

Human Resources

## Administrative Discretionary Increases (ADI)

- Counteroffers
- Endowed/named chairs
- Extraordinary accomplishments
- Equity adjustments
- Increased duties and responsibilities
- Recognition for distinguished faculty

## Administrative Discretionary Increases (ADI)

- ADI for “other” reasons require 15-day notice to UFF before implementation.
- ADI require an approved memorandum with explanation/justification.
- Please ensure back-up documentation is provided with the action paperwork when submitted to HR.
- Submit with [ADI Checklist](#) as cover sheet.

## Faculty Contracts

- Faculty Contracts should be generated:
  - At the beginning of each academic year, except for specialized faculty on four-year appointments
  - After University funded/implemented Salary Increases
  - After receiving an Administrative Discretionary Increase
  - After Appointment Changes (i.e., Admin Code, FTE change)

# FLORIDA STATE UNIVERSITY

## The Office of Human Resources

### Faculty Contracts Reference Chart

Section	Position Title	Job Code	Position Level/Rank	Length of Contract
Tenure Track Faculty	Professor	9001	3	1 year (Annual Contract)
	Associate Professor	9002	2	1 year (Annual Contract)
	Assistant Professor	9003	1	1 year (Annual Contract)
	Eminent Scholar	9009	3	1 year (Annual Contract)
Specialized Faculty	Teaching Faculty I	9060	1	1 year
	Research Faculty I	9080	1	1 year
	Instructional Specialist I	9070	1	1 year
	Assistant in Research	9168	1	1 year
	Assistant Curator	9152	1	1 year
	Assistant University Librarian	9055	1	1 year
	Teaching Faculty II	9061	2	2 year
	Research Faculty II	9081	2	2 year
	Instructional Specialist II	9071	2	2 year
	Associate in Research	9167	2	2 year
	Associate Curator	9151	2	2 year
	Associate University Librarian	9054	2	2 year
	Teaching Faculty III	9062	3	4 year
	Research Faculty III	9082	3	4 year
	Instructional Specialist III	9072	3	4 year
	Senior Research Associate	9165	3	4 year
	Curator	9150	3	4 year
University Librarian	9053	3	4 year	

New/Extended Contracts should be generated at the start of *every academic year*.

New/Extended Contracts should be generated *every other year*.

## Specialized Faculty 4-Year Contracts

- Teaching Faculty III, Research Faculty III, Instructional Specialist III, Senior Research Associate, Curator, and University Librarians.
- Initial contract years if hired Fall 2019:



## Non-Renewals

- E&G funded 1-year contracts (untenured)
  - Less than 2 years continuous University Service: 19.5 weeks notice (one semester)
  - 2 years or more continuous University Service: 1 year notice
- Soft money funded contracts (contingent upon funding)
  - Less than 5 years continuous University Service: 30 days notice
  - 5 years or more continuous University Service: 90 days notice

## Non-Renewals

- Multi-Year Appointments (MYAs) for Specialized Faculty result in longer non-renewal notice periods
  - Level II: 1 year notice (to be issued by end of the first year)
  - Level III: 2 year notice (to be issued by end of second year)
- Early Curtailment
  - C&G funded MYAs may be curtailed early if there is a loss of funding; end date would match funding end date.

**Contact Faculty Relations before issuing any faculty non-renewals**

## Visiting Faculty Appointments

- In accordance with Section 8.5 (d) of the UFF Collective Bargaining Agreement, a “visiting” appointment is one made to a person having the appropriate qualifications, and who is either:
  - Not expected to be available for more than a limited period;
  - In a position which the University does not expect to be available for more than a limited period; or
  - Selected for a regular appointment, but can not be immediately appointed for position they were selected.

## Visiting Faculty Appointments

- Regardless of the job classification, “visiting” appointments must only be offered in single year contracts and for no more than three consecutive years.
- “Visiting” appointments held for no more than three years are exempt from advertisement.
  - After three years, “visiting” appointments are no longer considered “time limited” and must be advertised.
  - A faculty member can only gain “regular” status in their “visiting” appointment if selected as the most qualified candidate through an open and competitive recruitment process.

### Retired Faculty Job Codes

Asst In (9120AS, 91209S)	Program Director (9126AS, 91269S)
Asoc In (9121AS, 91219S)	Coordinator (9115AS, 91159S)
Asst Scholar Scientist (9162AS, 91629S)	Instructional Specialist (9178AS)
Asoc Scholar Scientist (9161AS, 91619S)	Instructor (9004AS, 90049S)
Scholar_Scientist (9160AS, 91609S)	Lecturer (9005AS, 90059S)
Research Asoc (9166AS, 91669S)	

\*No new hires into these job codes

## GA Appointment Letters

- All appointments (including re-appointments) require letters and must comply with elements in Article 2.1.
  - Dates should cover class dates and preparation time
  - Dates cannot be used to avoid benefits or qualifying appointment
- Notice for appointments must be timely.
  - Fall/Spring Semesters: 30 days before classes
  - Summer Semesters: 21 days before classes

## GA Terminations

- **Changes to and Termination of Appointment**
  - Continued failure to perform duties or report to work
  - Failure of the employee to maintain satisfactory student status
  - Incompetence, unprofessional conduct or misconduct
  - Completion of degree requirements
  - Lack of funds/adverse financial conditions
- For pending terminations, you must contact [Rebecca Peterson](#) in Faculty Relations to review the justification and documentation prior to initiating the termination.
- Terminations must be appropriately justified and properly documented. Performance evaluations are key in the documentation process.

## Employment Performance Evaluations

- Regular Evaluations:
  - Evaluations are required for every appointment period
  - Standard form on [HR website](#) under HR Forms
  - Based on assigned duties and nature of assignment
- Follow-up Evaluation:
  - If initial evaluation is less than satisfactory
  - Required at conclusion of required improvement period
  - Must include written comment on employee's improvement or failure to improve and optional observation or visitation

## GA Workloads

- Assignment of Responsibilities
  - FTE over 0.50 FTE discouraged
  - FTE over 0.75 FTE not permissible
  - FTE should accurately reflect workload
- Clarification of FTE calculation
  - If GA questions assignment and FTE calculation, the GA may request a review from their supervisor

## GA Workloads

- Review of Workload Expectations
  - Departments must regularly review and assess assigned workloads of their GA's.
- Other Reminders
  - Changes in workloads should be reflected with a change in FTE
  - Bonuses should not be paid to reflect a higher workload

## Outside Employment/Additional Employment

- Outside Employment
  - Cannot restrict outside employment for GA's with stipend less than 125% of minimum stipend (current stipend is \$15,000 for a 0.50 FTE academic year appointment)
  - Departments with restrictive policies must have policy approved by The Graduate School and Faculty Relations
- Additional Appointments
  - Permissible as long as combined FTE does not exceed 0.75 FTE
  - Review every semester for combined FTE over 0.50 FTE

## Faculty Relations Contacts

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## Door Prize



# Questions & Answers

## Closing Remarks

Shelley Lopez

*Program Director, HR Communications/Special Projects*

**Thank You!**