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:
  – 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.
• 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 for free file or VITA site options.
On Demand Training Workshops

Kandiace Buchheister

Training Specialist, Training & Organizational Development
Human Resources
How do you want to improve today?
Crucial Conversations
Managing conflict makes relationships stronger. Learn tools that turn conflicts into positive outcomes.

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.

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

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.

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.

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

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.

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_CRS_NEO (Faculty and Staff not completing NEO)
  – FSU_HR_TRN_COMP_CRS_NEO_ALLOPS (OPS not completing NEO)
• 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

<table>
<thead>
<tr>
<th>Important Dates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>March - September</td>
<td>Students awarded</td>
</tr>
<tr>
<td>July - September</td>
<td>Hiring for Fall 2019 term</td>
</tr>
<tr>
<td>August 26</td>
<td>Fall 2019 term begins</td>
</tr>
</tbody>
</table>
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](https://hrapps.fsu.edu/formswizard6/).
  - Department sends FWS Wizard forms to Financial Aid through via [FSU DropBox](https://fsuDROPBOX) 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 | 850-644-0539

Sherron Sloan
ssloan@fsu.edu | 850-644-5874

Jennifer Hall
jkhall@fsu.edu | 850-644-6346

Jean Mills
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

• If an employee presents an acceptable document requiring photo matching within E-Verify, Guardian will notify the user that a copy of the document must be uploaded to proceed as shown in the example below.
E-Verify Photo Matching

- For most documents presented, E-Verify requires an image of both the front and back to be retained. If a U.S. passport or passport card is used, an image of the passport ID page and the passport barcode page should be retained.
E-Verify Photo Matching

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

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

- 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

<table>
<thead>
<tr>
<th>Department</th>
<th>025000</th>
<th>Human Resources</th>
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<tbody>
<tr>
<td><strong>Empl ID</strong></td>
<td><strong>Name</strong></td>
<td><strong>Empl Record</strong></td>
</tr>
<tr>
<td>-------------</td>
<td>-----------</td>
<td>-----------------</td>
</tr>
<tr>
<td>1</td>
<td>100003113</td>
<td>Susie Seminole</td>
</tr>
<tr>
<td>2</td>
<td>100420095</td>
<td>Roger Renegade</td>
</tr>
<tr>
<td>3</td>
<td>200353359</td>
<td>John Westcott</td>
</tr>
</tbody>
</table>
### Summer 2019 GA Timeline

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

### Summer 2019 Faculty Timeline

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

• Mass Appointments:
  – Abigail Lejeune, Assistant Director
    ▪ 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
Creating the OPS Express Record
Linking the OPS Express Record

Applicant: Testing Example
Applicant ID: 549521
Type: Express Appl
Status: 010 Active
Email Address: testing@fsu.edu
Date Applied: 02/25/2019

Job Opening: OPS Express Pool - Summer 2019
Job Opening ID: 44364
Posting Title: OPS Express Pool - Summer 2019
Job Posted: No
Questionnaire: Yes

Disposition Information:

- Disposition: Linned
- Reason: 
- Date: 02/25/2019

Options:
- Link Applicant to Job
- Send Correspondence
Preparing the OPS Express Job Offer
• **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 | (850) 644-7938

Ashlee Wright, HR Specialist
ashlee.wright@fsu.edu | (850) 644-7702

Merina Cameron, Program Associate
mscameron@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 | (850) 644-6724

Sick Leave Pool & Training
Anna Capenos, HR Specialist
acapenos@fsu.edu | (850) 644-9610

Security and DDDH Updates
Sue Andres, Sr. HR Specialist
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)
# Faculty Contracts Reference Chart

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

**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:

  2019-2020
  2020-2021
  2021-2022
  2022-2023

Faculty Member Issued *Extended Contract Through 2025* OR *Notice of Non-renewal*
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 cannot be immediately appointed for the position for which 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

<table>
<thead>
<tr>
<th>Position</th>
<th>Job Code</th>
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</thead>
<tbody>
<tr>
<td>Asst In (9120AS, 91209S)</td>
<td>Program Director (9126AS, 91269S)</td>
</tr>
<tr>
<td>Asoc In (9121AS, 91219S)</td>
<td>Coordinator (9115AS, 91159S)</td>
</tr>
<tr>
<td>Asst Scholar Scientist (9162AS, 91629S)</td>
<td>Instructional Specialist (9178AS)</td>
</tr>
<tr>
<td>Asoc Scholar Scientist (9161AS, 91619S)</td>
<td>Instructor (9004AS, 90049S)</td>
</tr>
<tr>
<td>Scholar_Scientist (9160AS, 91609S)</td>
<td>Lecturer (9005AS, 90059S)</td>
</tr>
<tr>
<td>Research Asoc (9166AS, 91669S)</td>
<td></td>
</tr>
</tbody>
</table>

*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!