Fall 2017
Department Representative Meeting

October 25, 2017
Welcome!

Melissa McClellan

HR Communications Manager
Thank You to Our Partners

College of Medicine
FSU Alumni Association
FSU Athletics Department
Barefoot Athletics
Office of Business Services
Top 10 Urban Myths – The Search Process

Renisha Gibbs
Associate Vice President for Human Resources
Finance & Administration Chief of Staff
Urban Myth #1

The goal of the search process is to get someone in the position as soon as possible.

- The goal of a search process is to find the *best and brightest* candidate to join your team and represent FSU.

- The search process is a *sacred process*.

- *Dedicate time* to the search process.
Urban Myth #2

FSU has a preference for internals because they already know our policies, procedures, and systems.

- FSU is an **equal opportunity employer** and does not give preference to any one group, including current employees.

- As a **federal government contractor**, FSU is required to provide equal employment opportunities to qualified minorities, women, individuals with disabilities, and protected veterans.
Urban Myth #3

Overlaps are permissible as long as the supervisor of the position approves.

- Requesting an overlap should be the **exception, not the rule**.

- When considering an overlap, ask these questions:
  
  » Do I have a **business need** to support the overlap request?
  
  » Can someone other than the incumbent train the new hire?

- The Chief Human Resources Officer (CHRO) is the **final approver** on all overlap requests.
Urban Myth #4

You can waive an advertisement on any position as long as you have a solid business case and you complete the “Waiver of Advertisement Form.”

- Opportunities at FSU must be advertised unless exempted by policy.
  - Exempt categories:
    » Appointments at .50 FTE
    » Visiting appointments for no more than 3 years
    » A "Research" appointment for a person whose name was written into a grant, or
    » A recipient of the Provost's minority faculty recruitment

- Waivers of advertisement are rare exceptions to our competitive process.
  - CHRO reviews and determines if the waiver is in the best interest of the University.
Relatives can hire relatives to work in their department as long as they are not reporting to one another.

- No individual shall be hired or employed in a department or unit which will result in the existence of a *subordinate-supervisor relationship* between the individual and any relative through any *direct or indirect line of authority*.

- Relatives = Individuals related to each other in one of the following ways:
  - Whether by blood, adoption, marriage (in-laws/step), or other legal action:
    - Spouses, grandparents, children, grandchildren, siblings, aunts/uncles, or nieces/nephews

- If life events create a nepotism conflict within your department, *notify HR*. 
Urban Myth #6

If you do not want to conduct a search, it is okay to re-classify a current employee to fill a vacant position.

- Vacant positions *should be posted*.
- Re-classification should *not* be used to reward an employee for good work or to circumvent a fair and equitable search.
- A re-classification should *support a business need* and be done in consultation with the *HR Classification and Compensation unit*. 
Urban Myth #7

It is the duty of the search committee members to select the candidate for hire and notify the candidate that they have been selected.

- Search committee members are charged with making a recommendation.
- At no time should a search committee member communicate with a candidate about their status in a search.
  - A committee member should never extend a job offer.
- The final selection and job offer is made by a hiring manager in consultation with their supervisory chain.
Urban Myth #8

All final candidates for salaried Faculty, AEX, A&P, and USPS positions require a Level 2 Background Check.

- All final candidates for salaried Faculty, AEX, A&P, and USPS positions require a *Standard Level Criminal Background Check*.  

- A Level 2 Background Check is only required for positions either when mandated under federal or state law or when designated by the University as *position of special trust*.  

Urban Myth #9

When hiring a current FSU employee, it is not necessary to conduct a formal reference check.

- Formal reference checks should be *completed for all finalists*.

- For internal finalists, hiring managers should review personnel files and leave/attendance records.
Urban Myth #10

FSU has to meet quotas for Affirmative Action.

- FSU does not support, nor does it promote, the use of quotas in any of its hiring actions.

- Hiring committees should be proactive in ensuring a *diverse pool* of candidates.

- In *all searches*, the goal should be selecting the *most qualified candidate* for the position.
Open Enrollment

Kathy Worthman

Senior HR Specialist, Benefits
Open Enrollment Changes

• Open Enrollment
  – Dates: October 16 – November 3

• Flexible Spending Accounts (FSA):
  – OPS are now eligible for all FSAs
  – $500 will now carry-over to the next year (replaces use-it-or-lose-it)
    ▪ Health FSA and Limited Purpose FSA only; does not apply to Dependent Care FSA

• Health Savings Account (HSA) Contribution Increase:
  – Individual: $2,950; Family: $5,900
# Open Enrollment Dental Changes

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<thead>
<tr>
<th>Provider</th>
<th>Plan Code</th>
<th>Coverage Type</th>
<th>Comments</th>
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<tr>
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<td>4025</td>
<td>Prepaid (HMO)</td>
<td>Continued Plan - Formerly Assurant</td>
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<tr>
<td>MetLife</td>
<td>4032</td>
<td>Standard PPO</td>
<td>New Plan</td>
</tr>
</tbody>
</table>

Assurant is now Sun Life
Open Enrollment Additional Changes

• **Vision Insurance** – premium increase

• **High Deductible Health Plans**
  – 2018 annual maximum out-of-pocket increases:
    ▪ Individual - $6,650; Family - $13,300
  – 2018 HDHP deductibles increase:
    ▪ Individual - $1,350; Family - $2,700
More Changes

• Occupational Therapy – available for HMO/PPO participants
• Medication Synchronization (Med Sync)
  – Eliminates multiple trips to the pharmacy
• Dependent Eligibility Verification Audit (DEVA)
  – 100% eligibility verification December 2017 – May 2018
Benefits Reminders

• OPS Eligibility
  – Changes in FTE
    ▪ .75 FTE or greater triggers insurance eligibility; OPS keep full-time rate
  – Changes from OPS (eligible) to Salaried or Salaried to OPS
• Leave of Absences – Contact Benefits
• OPS appointments not terminated cause issues with retiree coverage
Benefits Reminders

• Employees hired on the last day of the month will not have health coverage effective the next day; coverage will begin the first day of the second month following the month of hire
  
    ▪ Example: Hire date is October 31. Coverage will begin December 1.

• 2018 403(b) and 457 contribution limits are increasing to
  
    ▪ $18,500 under age 50 ($500 increase)
    ▪ $24,500 age 50+ ($500 increase)
Smart Onboarding Update

Melissa McClellan

HR Communications Manager
You might be asking . . .

WIIFM?
Single Sign-On (SSO) allows you to access the information you need in **one place**.

Smart Onboarding will enable *integration between processes*. 
Congratulations again on your offer of employment at FSU!

Your job offer is contingent upon your successful completion of the University's electronic onboarding process before your start date, which may include a criminal history background check as well as compliance with State and University requirements.

Here is a summary of your offer:

- **Department Name**: University Housing
- **Position Title**: Building Grounds Assistants
- **Employee Class**: OIF
- **Supervisor**: Karen Wells
- **Tentative Start Date**: 02/22/2017
- **Salary (hourly or biweekly)**: $20.00 / Hourly
- **Department Rep Email**: KGORDON@FSU.EDU

Please acknowledge and accept the contingent offer of employment outlined above.

Electronic Acknowledgement
Candidate Console – Big Picture
Integration of Forms & Processes

Relatives at FSU - Acknowledgement

Name: Brandi M Williams

I acknowledge that the above candidate/employee has relatives employed at Florida State University and that no direct or indirect subordinate-supervisor relationship exists and neither employee will have authority that will affect the terms and conditions of employment of the other.

I acknowledge that the above employee has relatives employed at Florida State University that will result in a direct or indirect reporting relationship. I understand further evaluation is required and additional approvals must be obtained prior to hiring.

Provide a brief statement explaining: 1) why this employment action is in the University’s best interests; and 2) how conflicts of interest will be mitigated (e.g., restructure of supervisory chain or removal from decisions affecting appointment, retention, tenure progression, work assignment, evaluations, promotion, demotion or salary).

Save
What’s Next?

• Testing, testing, testing
• Development
• More testing
• Pilot Group Involvement
• Training
• Campus-wide launch
Background Check Updates

Andrew Kapec

University Background Check Manager

Employment & Recruitment Services
Questionnaire OMNI HR Integration

- As of October 4, 2017, all Job Postings and Express Job Offers now include the Background Check Questionnaire in the OMNI HR process
  - See HR.FSU.EDU/BGC

- Actions without OMNI HR Job Offers (pPAFs, ePAF internal movement)
  - Complete Questionnaire within Background Check Forms Portal
Questionnaire Reminders

• Description of Duties

• Part 1, Question 3: “Pre-approved practices”

• If required, complete the Request Form within the Background Check Forms Portal

• Resources: HR.FSU.EDU/BGC
Background Check Policy Revisions

• All Job Offers can now be made contingent upon:
  ▪ Successful completion of required background checks
  ▪ Successful completion of onboarding process

• Offer Letter Samples updated

• Vulnerable populations policy language clarification
  ▪ Previously: “working with...”
  ▪ Now: “providing care, treatment, education, training, instruction, supervision, or recreation...”
Background Check Policy Revisions – cont.

• Timeframe Adjustments:
  - New employees – now valid 120 days (4 months) prior to employee’s start date
  - Internal movement – previous checks within last year still valid
  - OPS (excluding GAs) with 90+ day gap in funding with internal movement or reappointment – new checks needed if required
  - Employees terminated <31 days – previous checks within last year still valid

• Reference the policy: 4-OP-C-7-B11 CRIMINAL HISTORY BACKGROUND CHECKS
Next Background Check Class

• Class will cover new Questionnaire process and new Policy
• Details:
  – Date: Tuesday, October 31st, 2017
  – Time: 10:30 a.m. – 12:00 p.m.
  – Location: Training Center Computer Lab (in the back)
Recruiting Enhancements

April Smatt
Senior HR Specialist
Employment & Recruitment Services
Search, Screening, & Selection Data

• As of 10/4/17, AA-186 form **eliminated** for all searches completed in OMNI HR!
  - Replaced by:
    1) Hiring Team tab on Job Openings
    2) Outside Recruiting tab on Job Offers
Job Opening – Hiring Team Tab

• How to complete the **Hiring Team** fields:
Job Offer – Outside Recruiting Tab

• How to complete the **Outside Recruiting** fields:

1. **Was the vacancy/position advertised outside of OMNI?**
   - [ ] Yes
   - [ ] No

   If Yes, what were the external advertisement sources?
   
   
   
   If Yes, the department must retain a copy in their records.

2. **For salaried positions, were applications, CV’s, or resumes received outside of OMNI?**
   - [ ] Yes
   - [ ] No

   If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on the Activities & Attachments tab of the job opening in OMNI.
Recruiting Enhancements – Workflow

• Revised HR Workflow – what does this mean to you?
  – Interview Evaluations must be entered timely
  – Pre-Employment Check must be completed prior to Staff Job Offer
  – If Salary/Appointment Explanation form needed, upload in Job Offer
  – Job Offers must be at HR Final Approval step with complete hiring paperwork to meet Payroll Deadline
  – Website resources updated accordingly
Faculty & Staff Search Committee Training

Amy Espinosa
Assistant Director
Employment & Recruitment Services
Faculty & Staff Search Committee Training

Practical and convenient online training that takes you through all phases of the recruiting process, including:

- Creating a search committee and defining roles.
- Building the best applicant pool through active recruiting.
- Interviewing do’s and don’ts.
- Legal, recordkeeping, and university requirements.
- Welcoming a new colleague into your department.
Faculty & Staff Search Committee Training

Special Features

✓ Hiring Team Guidelines
✓ Interview Tips
✓ Diversity & Inclusion
✓ International Applicants
✓ Toolkit
## Hiring Team Guidelines

### Committee Formation Tips

- The essential function of the search committee is to ensure that all applicants are treated consistently and given equitable consideration throughout the process.
- Select individuals who will be available throughout the search process to ensure consistency.
- Diverse membership strengthens committee decision-making.
- Conflicts of interest must be addressed.
- Confidentiality should be maintained.
- Route all inquiries regarding the search through the search chair.
Interview Tips

Interviews should be conducted in a way that provides the most objective analysis possible of each candidate’s ability to successfully fulfill the responsibilities of the position.

Decide how you can present the university and local community in the best light for the candidate.

- Who would be the best person in your department to take the candidate on a city tour, tour of campus and/or community facilities, or to discuss city/area schools or housing?

Whether interviewing candidates at a national conference or during a campus visit, remember the candidate is also evaluating the department and the university!

- Campus Interview Checklist
- Sample Interview Questions
- Interview Welcome Package
Interview Tips

To ensure an open and competitive process for staff positions, the hiring team is required to conduct a minimum number of interviews. The minimum requirement is based on what pay band your position falls within:

- **Pay band 6 and higher** require a minimum of 2 interviews from the pool of Routed applicants.
- **Pay band 5 and lower** require a minimum of 3 interviews from the pool of Routed applicants. This is in addition to any mandatory interviews (such as Veterans' Preference and internals in a Collective Bargaining Unit).
Diversity is a core value at FSU and crucial to the university’s mission of advancing excellence in teaching, research, service, and community engagement. Increasing faculty, staff, and student diversity, while expanding campus inclusiveness, is a key goal in our strategic plan and is supported by our recruitment activities.

- Active Recruitment
- Lawful Inquiries
- Implicit Bias Overview (IAD)
- Advertisement Resources
- Outreach and Networking
- Campus & Community Resources
International Applicants

There are federally required recruitment and advertising guidelines that apply when hiring a foreign national. Gain valuable information on advertisements, sponsorship, tips to comply with Department of Labor (DOL) requirements, and interacting with international candidates.

The FSU **Center for Global Engagement** provides assistance with legal requirements for international searches and hiring foreign nationals.

(850) 644-1702 or cge@fsu.edu
Toolkit

• Sample Recruitment Plan
• Legal Framework
• Sample Interview Questions
• Sample Evaluation Tools
• Reference Checks
• Recordkeeping
• FSU Benefits
Who should take search training?

_Everyone involved in faculty and staff hiring is encouraged to enroll. If you are a hiring committee chair, training is mandatory._

**To Access Search Training:**
1. Go to [searchtraining.hr.fsu.edu](http://searchtraining.hr.fsu.edu).
2. Sign in with your FSUID and password.
3. Select which module you want to complete (faculty or staff).
4. Complete the training.
5. Bookmark as a resource.
Door Prize
Payroll Reminders

Beverly Miller
Associate Controller
Payroll Services
Invalid banking information

- Valid banking information is required on all direct deposit information submitted for new hires and rehires.
  
  ▪ Consequences
  
    • Funds are deposited into a valid banking account not associated with the employee.
    • Banking institution may or may not return the funds to the university.
    • Once FSU Payroll Services requests a reversal of a direct deposit, banking institutions have up to five business days to respond. This causes delays in paying the employee, if the request is honored.
Inactivation of Direct Deposit

- Inactivation of direct deposit – terminated employees
  - Before each pay cycle, Payroll runs a process to inactivate direct deposit information for all employees with effective terminated status on all records greater than 30 days.
  - Rehires must have a new direct deposit form.
Employees – OMNI HR Access

• Ensure employees understand how to access OMNI HR to view paychecks, direct deposit information, W-4, etc.

• DUO – Employees should have valid telephone numbers and DUO setup before year end.
Payroll Tax

- **Year End**
  - Encourage employees to consent to receive W-2 electronically before year end.
    - They only need to accept the consent one time. It is not necessary to consent each tax year.
  - Mailing Addresses need to be updated before year end.
  - Employees need to be able to retrieve PDF forms with their preferred browser.
    - Knowledge on how to turn off pop-up blocker.
Payroll Tax

• Year End

- Employees should update their preferred email address in OMNI HR.
  - The OMNI HR preferred email address is used to send notifications regarding the availability of the electronic W-2 form and W-4 Exempt Status.
  - Employees claiming exempt on their W-4 forms must submit a new W-4 form by February 15th of each year. If a new form is not received by February 15th of each calendar year, the employee’s withholding status is automatically updated using the last W-4 submitted that didn’t claim Exempt. If no non-exempt W-4 was provided, the tax status is changed to Single, claiming zero dependents, until the W-4 is updated in OMNI HR.
    » Employees can update their W-4 form via Self Service in OMNI HR.
    » Payroll cannot refund taxes if the form is not timely updated.
Payroll Tax

• Departments are responsible for notifying Payroll Tax whenever a nonresident alien (NRA) employee enters or leaves the United States, even for a few days.
  – Employees’ tax status change based on their location.
  – Payroll Tax contact information is CTL-Payroll-Tax@admin.fsu.edu.
Payroll Accounting

• Retro-Distribution of Funding (RDF)
  – Do not submit retroactive funding changes on ePAF to Human Resources.
    ▪ Human Resources changes future funding sources.
    ▪ Payroll Services is responsible for redistributing posted charges.
      • Departments should use the Electronic RDF form, eRDF, in OMNI HR.
  – If funding is changing for all future pay cycles, it is best to ensure the ePAF request has been completed before processing eRDF.
  – RDF transactions are now posted weekly under a separate PAY journal. The RDFs are no longer a part of the bi-weekly, regular payroll.
Upcoming OMNI Updates

Phaedra Harris

Director, HR Operations
Upcoming OMNI Updates

Manager Self Service
Upcoming OMNI Updates
Manager Self Service
Upcoming OMNI Updates

Self Service
Upcoming OMNI Updates

Employee Self Service
Upcoming OMNI Updates

Add to Homepage
Upcoming OMNI Updates

Navigation Bar
Upcoming OMNI Updates

Personal Details
Upcoming OMNI Updates

Personal Details

Addresses

Home Address
215 Old Rd
Crawfordville, FL 32327
Vivalla
Current

Mailing Address
215 Old Rd
Crawfordville, FL 32327
Vivalla
Current
Upcoming OMNI Updates

Careers
Upcoming OMNI Updates

Careers

Welcome Lorrie

- View Jobs Posted in Last 2 Days
- View All Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Contact Information
- My References
Upcoming OMNI Updates

Search Jobs
Upcoming OMNI Updates

Search Jobs
FSU Federal Work Study (FWS)

Miranda McMillan
Assistant Director
Office of Financial Aid
FWS Requirements and Timeline

• Award Requirements
  – (Early) FAFSA Application
    ▪ Mark on FAFSA – interested in FWS
    ▪ Have Financial Need as determined by FAFSA Calculation
    ▪ Enroll at least half-time
    ▪ Degree seeking
    ▪ Not on (FA) Satisfactory Academic Progress
    ▪ Awarded on First Come, First Served basis (based on fund availability)

• Timeline
  – First Awards – based on Enrollment Management decisions
    ▪ Student MUST accept award to obtain FWS Authorization
  – Payroll paperwork can start July 1
  – Allow 10-14 days from time paperwork is submitted before student is in system
FWS By the Numbers

• 2017-2018
  – 759 students awarded work study
    ▪ 582 currently on payroll
  – Prior process
    ▪ 237 job listings / 203 distinct departments
  – New Online Listings
    ▪ Currently 100 listings
      • 437 student applications
FWS – Looking Ahead

• Move completely to Online Listings
  – Starting Spring 2018: advertise all jobs through online listings
  – Working with HR to improve online FWS Wizard and possibly build workflow to streamline submission of payroll docs

• Quick Takeaways
  – Complete all payroll/I-9 requirements for student to be in system
  – Submit paperwork as soon as possible (before term if possible)
  – Summer: generally we do not have work study in the summer
Contacts

• Somnath Chatterjee, Senior Associate Director, somnath@admin.fsu.edu
• Sherron Sloan, Associate Director, ssloan@admin.fsu.edu
• Miranda McMillan, Assistant Director, mmcmillan@fsu.edu
• Crisencia Brown, Financial Aid Representative, cbbrown@fsu.edu
FSUnique: 
Seminole Dining Transition

Sherrell Cork 
*Associate Director* 
Office of Business Services
The Transformation

Began May 2017
More Dining Options
Culinary Talent
Fresh and Healthy
Local and Sustainable
Community Engagement
All You Care to Eat

Chef Josh Morris
Chef Matt Blais
Greg Simeone
Robbie Joynt
FLORIDA STATE UNIVERSITY
The Office of Human Resources

1851
Azalea Hall, 824 W Jefferson Street

Mike Gwiazdowski
Chef Dave Mudge
The table has local roots . . . literally. It was cut from an old pine tree that fell by Bryan Hall.
Oglesby Union Food Hub
Oglesby Union, 75 N Woodward Ave
Mobile Strategy

Can’t leave the office? fsudelivery.com
On the Horizon

The Transformation Continues

- Garnet and Go Deli – *Opening November 2017*
- Suwannee Room and Seminole Café Renovation
- Oglesby Union Replacement Project – Phase I
Faculty & Staff Meal Plans

Why Choose a Faculty & Staff Meal Plan?

#1 All you care to eat dining

Only $5!
Meal, beverage and tax included. Payroll deduction available!

#2 Meals don’t expire!

#3 More flexibility with VIP
Add to any meal plan for $20
Faculty & Staff Meal Plans

- Faculty & Staff 20 $100
- Faculty & Staff 50 $247
- VIP Package $20 (14 locations)

*Payroll deduction available*

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*Online:* seminoledining.com

*Email:* seminoledining@fsu.edu
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(850) 644-7509
Visit seminoledining.com for menus, hours, and more!

- Email: seminoledining@fsu.edu
- Phone: 644-3663
- @SeminoleDining
- @SeminoleDining
- @seminole_dining
Break
Essential Piece Award

Renisha Gibbs

Associate Vice President for Human Resources
Finance & Administration Chief of Staff
Essential Piece Award

• Exceptionally efficient and highly knowledgeable when it comes to her department’s needs and duties.

• Diligent and thorough in her duties; she takes the time to ask questions to ensure the process is completed correctly from the start, making our jobs much easier. She’s very sweet and a joy to work with.

• She is conscientious, asks excellent questions, always has requests and paperwork in on time, and is just pleasant to work with.

• She is a model department representative! In addition to going above and beyond, she continuously wants to learn all processes and will ask the right questions beyond just the basics—questions that all central HR employees want to hear. Her requests are always submitted in a professional and proactive manner and she is willing and able to provide more information or clarification on the spot.

• She is well aware of her department’s demands and works together, with HR, to create the best plan to meet those demands.
Sarah Miller
Staff Services Specialist, University Libraries

Fall 2017 Outstanding Department Representative
and
Essential Piece Award Winner
December 2017 Merit Pool Increases

Tracey Pearson

*Director, Employee & Labor Relations*
Merit Pool Increases Myth

A new employee was hired on July 2, 2016, and is doing a great job! They only missed the cut off date by one day. We can award them merit, right?
To be eligible for merit, an employee must be employed in a salaried position on or before July 1, 2016, have continuous employment, and be in active payroll status on December 1, 2017.
As long as an employee is meeting performance expectations, the employee is eligible for merit, right?
At a minimum, the employee must have received an “Above Satisfactory” rating on the most recent performance evaluation.
Merit Pool Increases Myth

Employee says, “Okay, great! I have an Exemplary evaluation rating. I’m getting a merit increase, right?”
The criteria only determines eligibility. It does **not** guarantee that an employee will receive a merit increase.
Merit Pool Increases Myth

Employee says, “I received an oral reprimand, but that was ages ago back in July 2016. Oral reprimands are “forgiven” after 1 year, so I’m eligible for a merit increase, right?”
The criteria for a merit increase requires that an employee have no sustained disciplinary action taken since July 1, 2016. This includes official oral and written reprimands, suspensions, dismissals, and involuntary or voluntary demotions that were associated with disciplinary actions.

“Forgiveness” means the action will not be used as progressive discipline in later disciplinary actions, if the employee is discipline-free for a specified work period.

A&P employees who have been provided notice of contract cancellation or non-renewal by December 1 are also ineligible.
Merit Pool Increases Myth

Party time!! All employees in my department meet the eligibility criteria. That means we are all getting merit increases, right?
Merit increases are intended to reward staff employees for exemplary performance, *beyond the minimum expectations of their job*. A proposal to award merit increases to all members of a department/unit would be inconsistent with the intent of these awards and will not be approved.
Faculty Relations Reminders

Rebecca Peterson

Assistant Director, Faculty Relations
UFF Collective Bargaining – Pay Increases

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<th>Increase</th>
<th>Effective Date</th>
<th>Paycheck Date</th>
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<td>Promotion Increase</td>
<td>8/7/17</td>
<td>8/18/17</td>
<td>12% and 15%</td>
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<td>Sustained Performance Increase (SPI)</td>
<td>8/7/17</td>
<td>8/18/17</td>
<td>3% for top rank faculty whose past six years of evaluations have been above “Official Concern”</td>
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<td>Performance Increase</td>
<td>9/22/17</td>
<td>10/13/17</td>
<td>$650 (All Faculty) and 0.20% (Specialized Faculty, not in Research, Teaching, and Librarian tracks)</td>
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<tr>
<td>Market Equity Increase*</td>
<td>10/6/17</td>
<td>10/27/17</td>
<td>$750K for distribution among eligible tenured and tenure-track faculty members and specialized faculty in Research, Teaching, and Librarian tracks</td>
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<tr>
<td>Merit Increase</td>
<td>10/20/17</td>
<td>11/9/17</td>
<td>Department: 1.25% of the Spring salary base to be distributed in accordance with Department/Unit merit procedures Deans: 0.20% of the Spring salary base to be distributed at the discretion of the Deans</td>
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*Market Equity is determined by the Office of Faculty Development and Advancement and Human Resources per the Collective Bargaining Agreement.
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’s for “other” reasons require 15 day notice to UFF before implementation
- ADI’s 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)

• *All final contracts due November 17, 2017*
# Retired Faculty Job Codes

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

*No new hires into these job codes*
# UFF-FSU-GAU Collective Bargaining – Pay Increases

<table>
<thead>
<tr>
<th>Increase</th>
<th>Effective Date</th>
<th>Paycheck Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive Pay Adjustment</td>
<td>10/6/2017</td>
<td>10/27/17</td>
<td>2%</td>
</tr>
<tr>
<td>Minimum Stipend</td>
<td>10/20/2017</td>
<td>11/9/2017</td>
<td>$14,000 for 0.50 FTE academic year (equivalent to $17.94/hr)</td>
</tr>
</tbody>
</table>
GA Appointment Letters

• All appointments (including re-appointments) require letters
  – Need to 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 Workloads

• Assignment of Responsibilities
  – FTE over 0.50 FTE discouraged
  – FTE over 0.75 FTE not permissible
  – Work Assignments consistent with classification/program

• Teaching Assistant considerations
  – Class size
  – Credit Hours
  – Previous Experience
GA Workloads

• Clarification of FTE calculation
  – If GA questions assignment and FTE calculation, the GA may request a review from their supervisor

• Review of Workload Expectations
  – Departments must regularly review and assess assigned workloads of their GAs
Outside Employment/Additional Employment

• Outside Employment
  – Cannot restrict outside employment for GAs with stipend less than $7,750 per semester
  – 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
## Health Insurance Subsidies 2017-2018

<table>
<thead>
<tr>
<th>FTE</th>
<th>Domestic</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.25-0.49</td>
<td>$1,744</td>
<td>$1,757</td>
</tr>
<tr>
<td>0.25-0.49</td>
<td>$1,094</td>
<td>$1,107</td>
</tr>
<tr>
<td>Mix Appt</td>
<td>$1,294</td>
<td>$1,307</td>
</tr>
</tbody>
</table>
Faculty Relations Contacts

• Rebecca Peterson, Assistant Director, 645-2202
• Danni Staats, HR Specialist, 644-0184
• Adam Donaldson, HR Representative, 645-1952
FLORIDA STATE UNIVERSITY
The Office of Human Resources

Door Prize
Questions & Answers
Closing Remarks

Melissa McClellan

HR Communications Manager
Thank You!