




Florida State University
Online New Employee Orientation
Office of Human Resources

Employee and Labor Relations




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Office of Human Resources

Agenda

- Pay Plans
- Performance Evaluations
- Guidelines for Disciplinary Action

2




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Getting to Know Each Other

- Administrative and Professional (A&P) Pay Plan
- University Support Personnel System (USPS) Pay Plan
- Faculty Pay Plan
- Other Personnel Services (OPS) Pay Plan

3




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Administrative and Professional (A&P) Exempt

- One whose duties and functions are primarily professional or administrative in nature
- Is not covered by the Fair Labor Standards Act/Wage and Hour Laws
- Not restricted to a 40 hour work week
- For hours worked over 40 in one work week, the employee is not entitled to overtime pay or compensatory time off

4



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Salaried Employee Pay Plans


University Support Personnel System
(USPS) Non-Exempt

- Covered by the Fair Labor Standards Act
- Restricted to a 40 hour work week
- For hours worked over 40 in one work week, the employee is entitled to overtime pay or compensatory time off

University Support Personnel System
(USPS) Exempt

- Not restricted to a 40 hour workweek
- Overtime and compensatory time is calculated hour for hour at the employee's regular rate of pay

5




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Faculty Pay Plan

The Dean of Faculties handles matters related to the Faculty Pay Plan.


6



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Other Personal Services
(OPS)

7




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Purpose

The Employee and Labor Relations (ELR) Office is committed to promoting a cohesive, effective and high performing workplace. It is with this goal in mind that the ELR office provides guidance and assistance to non-faculty employees and managers in administering FSU policies and procedures, in support of the University's mission, vision, and strategic initiatives.

8




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E/LR Areas of Responsibility

- Performance Evaluations
- Exit Interviews
- USPS and A&P personnel issues
- Layoffs/Reductions in Force
- Disciplinary Guidelines
- Voluntary Demotions
- Collective Bargaining
- Reductions in FTE
- USPS and A&P employee Complaints/Appeals


9

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A&P Performance Evaluations

- A&P employees are evaluated annually, every August by their immediate supervisor
- Forms
 - A&P Evaluation Form located online
 - Official Memorandum
 - Rater's Form/Department Form
- Rating Factors
 - Excellent
 - Above Satisfactory
 - Satisfactory
 - Unsatisfactory or Needs Improvement

10


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A & P Employees = Contract

Contract Cancellation of Hard Money funded A&P employees

- More than five (5) years of service in the A&P Plan = 6 months notice or salary buyout
- Between one (1) to five (5) years of service in the A&P = 3 months notice or salary buyout
- Less than one (1) year of service in the A&P Plan = 1 month notice or salary buyout

11


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A & P Employees = Contract

Contract Cancellation of Soft Money funded A&P employees

- More than five (5) years of service in the A&P Plan = 6 months notice or salary buyout, or the remainder of the appointment period, whichever is less
- Between one (1) to five (5) years of service in the A&P = 3 months notice or salary buyout or the remainder of the appointment period, whichever is less
- Less than one (1) year of service in the A&P Plan = 1 month notice or salary buyout, or the remainder of the appointment period, whichever is less

12




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USPS Performance Evaluations

- USPS employees are evaluated according to the date of hire in his/her current classification
- Completed by immediate supervisor
- Forms
 - USPS Performance Evaluation
 - USPS Performance by Exception
- Rating Factors
 - Superior Performance Standards
 - Above Performance Standards
 - Meets Performance Standards
 - Below Performance Standards

13



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USPS Probationary Evaluations


Probationary Evaluation

- 6 month period (police officers 1 year period)
- Extension of hiring process
- At-Will Employee

Probationary Evaluation Completed

- 30 days prior to end of the probationary period
- Obtain status in the system
- Obtain status in the classification

14




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USPS Probationary Evaluations

A USPS employee's Probationary Period may be extended for up to 6 additional months in 60 day intervals.

Each time a USPS employee changes classifications, another probationary period for that classification must be completed.

15




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USPS Annual Evaluations

An annual evaluation is completed 30 days after the date of hire, date in classification or new classification.

16




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USPS Special Evaluations

Special Evaluation Completed:

- At any time in which the employee's performance has changed from the current evaluation rating
- Period covers from the last rating period date until the evaluation is discussed with the employee
- Exception is Below Performance Standards

17



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USPS Performance Evaluations


Higher level supervisors

- Review and sign, may attach comments
- Exceptions are Deans, Directors, Department Heads

Absent an evaluation

- No evaluation on file (meets)
- Evaluation on file (rolls over)
- Written request to your supervisor within 30 days of evaluation due date to complete evaluation

18




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Guidelines for Disciplinary Action

- Florida State University practices the concept of Progressive and Cumulative discipline
 - Progressive provides that discipline will be administered in a progressive manner
 - Cumulative provides that offenses do not have to be identical to impose a more severe penalty
 - Example
- Penalties shall be appropriate to the circumstances of the offense and some offenses are more serious than others thus they will impose a more serious penalty

19



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Guidelines for Disciplinary Action


Oral Reprimand

- Least serious, but not a verbal warning
- Bring the problem to the attention of employee
- Placed in employee's personnel file
- Valid for at least 1 year

Written Reprimand

- Help employee recognize errors made and that they need to correct them
- Placed in employee's personnel file
- Valid for at least 2 years

20



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**Predetermination Procedures
(Regular Status Employees)**

- Suspensions
- Dismissals

Predetermination Conference

Predetermination Letter	Final Action Letter
5 Work Days	10 Calendar Days

21




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IS YOUR ALLY

22



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Grievance of Disciplinary Action


Internal Complaints Procedures

- Oral Reprimand
- Written Reprimand

Arbitration Procedures

- Suspension
- Dismissal
- Demotions
- Reduction in Pay
- Transfers (>50miles)

23



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Contact Information

Employee and Labor Relations

644-6475

24



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THE END

25
