

Florida State University  
Online New Employee Orientation  
Office of Human Resources

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Time & Labor

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Employee Pay Plans

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FLSA

The Fair Labor Standards Act of 1938 (FLSA) governs minimum wage and hour requirements for all covered, non-exempt employees. The Wage and Hour Division of the Department of Labor (DOL) is responsible for administering and enforcing the Act.

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Employee Pay Plans

- University Support Personnel System (USPS) non-exempt
  - Not exempt from the Fair Labor Standards Act
  - Receive overtime pay or compensatory leave calculated at time and a half for hours worked over 40 in a workweek (i.e., physically worked 42 hours:  $2 \times 1.5 = 3$  hours of overtime)
  - Serve a 6 month probationary period
- University Support Personnel System (USPS) exempt
  - Exempt from the Fair Labor Standards Act
  - Receive pay or compensatory leave calculated on an hour for hour basis for hours worked over 40 in a workweek
  - Serve a 6 month probationary period

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Employee Pay Plans

- Administrative and Professional (A&P)
  - Duties are primarily administrative and/or professional
  - Exempt from the Fair Labor Standards Act
  - Do not receive extra compensation for hours worked over 40 in a workweek
  - Annual employment contract
- Faculty
  - Responsible for teaching, research, or public service activities or for administrative functions directly related to academics
  - Exempt from the Fair Labor Standards Act
  - Do not receive extra compensation for hours worked over 40 in a workweek

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Employee Pay Plans

- Other Personal Services (OPS)
  - Temporary employees
  - Non-exempt OPS are covered by FLSA
  - Not eligible for benefits (except Workers' Compensation)
  - Not eligible for paid leave
  - Eligible for FMLA and Parental Leave

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## Work Rules

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## Policies and Procedures

- USPS and A&P employees should refer to the following sources for specific work rules and attendance & leave policies located on the HR website - [hr.fsu.edu](http://hr.fsu.edu)
  - FSU & You Employee Handbook
  - University Policies and Procedures
- Faculty should refer to the *Faculty Handbook* for all work rules and attendance & leave policies located at <http://dol.fsu.edu>

\* Faculty and staff who are covered by a collective bargaining agreement may have other terms and conditions of employment set forth in the collective bargaining agreement

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## Workweek

- The FSU workweek is from 12:01 AM Friday to midnight the following Thursday
- Even though we are paid every two weeks, all attendance and leave is calculated by the workweek

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Leave

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Leave Accruals

- Annual (vacation) Leave: Biweekly
  - USPS 0-5 years: 4 hours
  - USPS 5-10 years: 5 hours
  - USPS 10+ years: 6 hours
  - A&P: 6.769 hours
  - 12 month Faculty: 6.769 hours
  - 9 and 10 month Faculty are not eligible
- Sick Leave: Biweekly
  - A&P, USPS and Faculty: 4 hours
- Personal Holiday (USPS only): Annually
  - One 8 hour personal holiday per fiscal year

\* The above leave accruals are based on 1.00 FTE (full time equivalent rate)

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Compensatory Leave

There are 2 types of Compensatory Leave:

- Overtime Comp – leave earned at a rate of time and a half
  - Earned by non-exempt USPS when they physically work more than 40 hours in a workweek
- Straight -Time Comp – leave earned at an hour for hour rate
  - Earned by Exempt USPS when they physically work more than 40 hours in a workweek
  - Earned by Exempt and non-exempt USPS when they physically work beyond the necessary required hours (up to 40) during a holiday workweek
  - A&P may be eligible only when they physically work on a holiday
  - Paid out twice each year if not used

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**Administrative Leave**

Administrative leave is defined as a leave of absence with pay authorized for a particular purpose not chargeable against an employee's accrued leave. Listed here are the most common forms of administrative leave used by employees (with approval from your supervisor):

- Death of an immediate family member
- Jury Duty
- Florida Disaster Volunteer
- Court appearances that do not involve personal interest and where the employee is not an expert witness
- Official emergency closings of the University

A complete listing of the different types of administrative leave is available at [hr.fsu.edu](http://hr.fsu.edu).

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**Leave Transfers - USPS and A&P**

USPS and A&P employees transferring from an approved Florida governmental entity may be able to transfer unused annual and sick leave

- USPS: up to 240 hours of annual leave
- A&P: up to 352 hours of annual leave
- No University maximum on sick leave transfers
- No more than 31 days can elapse between employment
- Department approval required

For further information, contact the HR Help Desk at 850-644-6664.

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**Leave Transfers - Faculty**

Faculty transferring from a Florida governmental entity may be able to transfer unused annual and sick leave

- 12 month Faculty: up to 352 hours of annual leave
- 9, 10, and 12 month Faculty: no University maximum on sick leave transfers
- No more than 31 days can elapse between employment
- Department approval required

For further information, contact the Office of the Dean of the Faculties at 850-645-2781.

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Other Types of Leave

- Family and Medical Leave
- Parental Leave
- Military Leave
- Sick Leave Pool

For further information, contact the HR Help Desk  
at 850-644-6664.

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Family and Medical Leave Act (FMLA)

The U.S. Congress created FMLA to balance work and family life by allowing employees to take unpaid leave for certain periods of time for specific medical and family related reasons (<http://www.dol.gov>).

Eligibility

- 12 months cumulative service
- 1,250 hours worked in the immediate 12 months preceding the requested leave
- Qualifying event under the FMLA regulations

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Family and Medical Leave

Benefits

- Eligible employees may take FMLA protected leave for the following reasons:
  - Birth and care of a newborn child
  - Adoption or foster care placement of a child
  - Serious health condition of the employee or an immediate family member (spouse, child, or parent only)
  - To care for an injured or ill service-member of the Armed Forces
  - Qualifying exigency related to active military duty

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Family and Medical Leave

- Eligible employees may receive up to 12 workweeks of FMLA leave in a 12 month period (26 workweeks to care for injured service-members)
- Employers are required to maintain the same level of group health insurance coverage that was provided before the leave
- Employees must arrange for the employee portion of premium payments
- Employees may be able to use accrued sick and annual leave during their FMLA protected leave
- Additional training on FMLA is available through the University's Training Center and is recommended for all supervisors and department representatives

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Sick Leave Pool

Benefits

- Members may be granted Pool hours for the employee's serious illness or injury
- Members may receive up to 480 hours in a 12 month period for their serious health condition after using all sick, annual, personal holiday and compensatory leave

Membership Requirements

- 1 year of continuous University service
- 72 hour sick leave balance
- Average sick leave use of less than 9 days per year of employment (exceptions may apply)

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Sick Leave Pool (cont.)

When can I apply?

- Within 30 days of completing 12 months continuous University service
- During the annual open enrollment period
- Within 30 days of transfer to FSU from a State of Florida agency or University where you were a Sick Leave Pool member

For further information, contact the HR Help Desk at 850-644-6664.

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9 Official University Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

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OMNI Self Service

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OMNI: Online Management of Networked Information (<http://www.erp.fsu.edu/>)



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Personal Information Summary – part 2

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Campus	850/644-1234		<input type="checkbox"/>
Mobile	850/123-4567		<input type="checkbox"/>
FAX	850/644-9999		<input type="checkbox"/>
Home	850/999-9999		<input type="checkbox"/>
TEXT ALERT	850/123-4567		<input type="checkbox"/>

[Change phone numbers](#)

Emergency Contacts		
Name	Relationship to Employee	Primary Contact
Smith, John	Spouse	<input checked="" type="checkbox"/>

[Change emergency contacts](#)

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Personal Information Summary – part 3

Email Addresses			
Email Type	Email Address		Preferred
Campus	zwaukeenah@admin.fsu.edu		<input checked="" type="checkbox"/>
Other	zwaukeenah@gmail.com		<input type="checkbox"/>

[Change email addresses](#)

Marital Status	
Marital Status:	Married
As of:	06/01/2010

[Change marital status](#)

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Training and Development

Human Resources offers the following classes for department representatives and supervisors:

- Time & Labor procedures
- Attendance & Leave policies and procedures
- Family Medical Leave Act

See the Human Resources Training website at [hr.fsu.edu/train](http://hr.fsu.edu/train) for class schedules

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HR Website ([hr.fsu.edu](http://hr.fsu.edu))

You can find the following types of information on the HR website:

- Payroll calendars (pay days and holidays)
- Employee forms
- Information on the Sick Leave Pool and the Family and Medical Leave Act

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HR Website (cont.)

- New Employee Orientation Checklist - important links to do the following:
  - Getting your FSU ID card (Card Center is located in the Woodward Ave Parking Garage across from the Union)
    - bring proof of employment (appointment papers or contract)
  - Activating your FSU ID card ([campus.fsu.edu](http://campus.fsu.edu)) - activate your card and reset your password
  - Getting your parking permit - bring proof of employment and your FSU ID card to the 5<sup>th</sup> floor of the University Center, Building C. Costs about \$10 biweekly

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CONTACTS

Should you have further questions regarding any of the Time & Labor information discussed within this presentation, please call the HR Help Desk at 850-644-6664.

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THE END

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