



FLORIDA STATE UNIVERSITY MEMORANDUM OF UNDERSTANDING

Deduction Waiver for Debts Owed Florida State University: It is understood that upon termination of employment with Florida State University, the entire balance of any and all debts owed by this employee to Florida State University shall be immediately due and payable at the option of the University. The undersigned authorizes Florida State University upon termination of employment to withhold any and all sums necessary to satisfy outstanding debts owed by the undersigned to the University and incurred during the period of employment of the undersigned.

Immunizations: Because of the higher than average communicable nature of measles and rubella in a student community, it is strongly recommended that all persons born after 1956 having questionable immunity to these diseases be immunized. As an FSU employee, I understand this recommendation and will attempt to comply with it.

Employee Benefits Eligibility: As a new FSU faculty, Executive Service, A&P or USPS employee (including those appointed in a position with temporary, emergency or probationary status), I understand:

1. Enrollment in the State Life and/or State Health programs must be made during the first 60 days of employment.
2. Participation in the flexible benefits plan (pre-tax) is automatic unless a waiver is completed within 60 days of employment.
3. All faculty, Executive Service, and A&P employees are eligible to participate in the Optional Retirement Program (ORP) or the Florida Retirement System (FRS). Participation in one of these plans is mandatory. Selection and enrollment in ORP must be completed during the first 90 days of employment. Failure to do so will result in automatic participation in the FRS. My signature below indicates I have been advised of my options and understand the 90 day enrollment limitation.

OPS/Temporary employees are not covered under the Florida Retirement System. Some OPS employees (based on hours worked) may be eligible for the staff/faculty insurance group plans.

OPS/Temporary employees are also eligible for:

- Enrollment in the State Deferred Compensation Annuity Program (457) and the 403(b) Tax Sheltered Annuity program.
- Mandatory enrollment in the FICA Alternative Plan (401(a)).
- Family Medical Leave in accordance with Federal and State law and FSU criteria.

Sexual Harassment and Non-Discrimination Policies: Your signature below acknowledges receipt of copies of the following University policies and statements:

- Sex Discrimination and Sexual Misconduct Policy, found at policies.fsu.edu/sites/g/files/upcbnu486/files/policies/president/FSU_Policy_2-2.pdf
- Title IX Statement, found at <http://titleix.fsu.edu/title-ix>
- Non-Discrimination Policy, found at <http://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/equal-opportunity-and-compliance-eoc>
- Americans with Disabilities Act (ADA) Policy, found at <http://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/equal-opportunity-and-compliance-eoc>

Direct Deposit Condition of Employment: As an FSU employee, the use of direct deposit for payroll checks is a condition of employment. Once implemented, the employee's direct deposit information will remain in effect until changed by: (a) the employee, either through employee self-service or in writing; (b) the employee's legal representative, in case of legal incapacity; (c) the financial institution; or (d) Florida State University.

Workers' Compensation Program Guidelines: I have read the Florida State University rules relative to workers' compensation and understand that all injuries must be reported immediately to my supervisor, that if medical treatment is needed, I am to obtain authorization from my supervisor before obtaining treatment from an authorized provider, unless immediate, emergency medical treatment is required; and that all absences from work must be documented by an authorized physician following a work injury; and that I must provide written clearance to return to light duty or full work duty following a period of disability due to a work injury.

USPS and A&P Employees Handbook: Your signature below acknowledges receipt of the "FSU and You" Booklet, found at http://hr.fsu.edu/PDF/Publications/communications/fsu_and_you_handbook.pdf and, for USPS and A&P employees, the Regulations of The Florida State University, Guidelines for Disciplinary Action, Section 6C2R-4.070, found at http://hr.fsu.edu/index.cfm?page=EmployeeRelations_DisciplinaryProcess_ELROGuidelines&NAV2=Disciplinary%20Process. These regulations are provided for you as notice of standards of conduct and the resulting disciplinary action if these standards are not met.

Arrest Notification: The Florida State University requires all Executive Service, A&P, USPS, and OPS employees to inform their supervisor within two (2) business days if arrested for any felonies or first degree misdemeanors (or the equivalent thereof in another state). The employee must also notify their supervisor of the final disposition of their case within two (2) business days. In both circumstances, supervisors must immediately consult with the Human Resources' Employee and Labor Relations Office to determine if the offense is job related and for further guidance. Failure to comply with this policy could result in disciplinary action, up to and including dismissal. Your signature below acknowledges that you have been notified of the policy and are aware of the action required on your part to comply with the policy.

Weapons on Campus: Florida State University is a school based on the established definitions from Florida Statute 790.115. As such, students, staff, and faculty must not have any type of defined weapon at any University-sanctioned activities, at any University-sponsored events or while on any University property. A weapon could include non-lethal weapons such as pellet guns, knives, metallic knuckles, slingshots, billie's, tear gas guns, chemical weapons or device, or other objects defined as a deadly weapon.

Outside Employment: University employees may undertake outside employment, or contractual service, provided it does not interfere with the regular work of the employee, and does not result in a conflict of interest between the outside activity and the University. I understand that I must receive approval for all outside employment or contractual service by completing the appropriate university outside employment form. All employees must comply with the Outside Employment/Conflict of Interest regulations cited in the FSU Human Resources Policy OP-C-7-J3. Failure to comply with this policy could result in disciplinary action.

Your signature acknowledges that you have read and understand the statements above.

Employee ID: _____ Name: _____

Signature: _____ Date: _____