Frequently Asked Questions

1. **Why is the University changing the existing classification system?**

   The current classification plan was established in 1990 by the State University System (SUS). The Classification and Compensation plan is being redesign to reflect the current workplace by expanding pay ranges, simplifying the classification system, and providing a clear career path for employment opportunities.

2. **What does broadbanding mean?**

   Broadbanding is the grouping of jobs with similar duties, responsibilities, and levels of accountability. Broadbands widen salary ranges in order to facilitate organizational flexibility, encourage individual career development, and market competitiveness. The use of broadbanding also reduces the number of job classifications.

3. **What are job families?**

   A job family is a group of jobs having the same nature of work, but requiring different levels of skill, effort, or responsibility. Our new classification plan includes twelve job families. Those are Administrative Services, Athletic Services, Budget and Financial Services, Cultural Arts Services, Facilities and Grounds Services, Health and Human Services, Library, Media, and Communication Services, Law Enforcement and Security Services, Scientific and Research Services, Student Services, Technology Services, and University Leadership.

4. **What are competencies?**

   Competencies are the knowledge, skills, and abilities required to perform a specific task or function in an organization. Competencies are described in terms that are measurable.

5. **What is FLSA?**

   The Fair Labor Standards Act requires that most U.S. workers be paid at least the Federal minimum wage. FLSA also requires overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a seven day workweek. The FLSA was revised in August, 2004 redefining the criteria for positions covered by the FLSA and what positions are “exempt”. For more information on the Fair Labor Standards Act, [http://www.dol.gov/esa/whd/flsa/](http://www.dol.gov/esa/whd/flsa/).

6. **What is “exempt” status under FLSA and how is it determined?**

   “Exempt” employees are not covered by the overtime provisions of the FLSA and are paid an agreed amount for the whole job, regardless of the amount of time or effort required to complete the work. Exempt employees do not record hours of work on the
time record. Employers are not required to pay FLSA exempt employees overtime. An employee must now earn at least $455.00 per week or $23,660 annually to meet the salary test for exempt status. In addition, the position must meet the duties test for either an executive, administrative, learned professional, creative professional, highly compensated or computer exemption.

7. What is “non-exempt” status under FLSA and how is it determined?

“Nonexempt” employees are covered by the overtime provisions of the FLSA and must record each hour worked. If the employee works more than 40 hours in one workweek, the employee is paid a premium of time and one-half, whether in pay or in accrual of compensatory time. The “nonexempt” employment category is comprised primarily of office, service, maintenance, and technical/paraprofessional positions.

8. What process was used to determine the placement of positions in the new Classification and Compensation plan?

Classification Analysts in Human Resources recommend the appropriate job title by conducting a review process. This process includes analyzing information from the Position Information Questionnaire (PIQ) and/or the most recent position description. If needed, discussions are held with the supervisor and the position incumbent to determine the classification of the position.

9. How can an employee receive a salary increase under this new plan?

The pay components have expanded in the new Classification and Compensation plan. The new components are: promotional pay, development pay, performance bonus, market adjustment, merit pay, and legislative appropriation pay.

10. How can I obtain a copy of my most recent job description?

To obtain your job description go to:

http://hr.fsu.edu/index.cfm?page=DepartReps_PositionManagement_ViewingPositionOnline

Please read the directions carefully.

11. What should I do if I think my position is incorrectly classified?

Begin by obtaining a copy of your current position description and reviewing the assigned classification specification. The work you are performing should match the official duties and requirements reflected on these documents. If you believe these do not match, you are encouraged to discuss any discrepancies with your supervisor. If a concern still exists, you may request a position review through Classification Services.
Classification has improved and renamed the existing position audit process allowing our department to handle any inquiries more quickly and efficiently.

12. **If my position receives a new classification title, do I need to serve another probationary period?**

No, you will not need to serve another probationary period.

13. **As the redesign classification system continues developing, where can I access information on the web?**

You may access the latest updates and information at:

http://hr.fsu.edu/index.cfm?page=DepartReps_PositionManagement_JobGroupRedesign

14. **Will you be providing documentation (policies, procedures, and processes) on the new Classification and Compensation plan?**

We are currently developing a handbook that will include policies, procedures, processes, pay band information, etc. The handbook will contain a glossary of all relevant terms related to the Classification and Compensation plan. The handbook will be available on the HR website. Notification will be sent out on the listserv.

15. **When will the new A&P classification specification be available on-line?**

The new A&P specifications will be available to use and access on-line after the implementation goes into effect in late August, 2006.

16. **Currently, do we use the same forms for changes that have been on hold since the moratorium?**

Yes, please continue to use the current forms found at:

http://hr.fsu.edu/Index.cfm?page=Forms_DepReps&dadm=1&topic=classification

Human Resources will make an announcement when the new forms are on-line to be used.

17. **Will there still be on-call pay in the new classification and compensation system?**
Yes, on-call pay will continue in the new system. The policies and procedures on this additive pay have not changed. If you need to refresh on both the policy and procedure please go to:

http://www.vpfa.fsu.edu/policies/personnel/glossary.html#OnCall  and

http://www.vpfa.fsu.edu/policies/personnel/3d.html#4

18. When will the pay components go into effect?

The various personnel actions associated with “Other Pay” have been redefined into specific types of pay, each appropriate for different circumstances. This change will improve reporting and research of pay related personnel actions. Those pay components are: Promotion Pay, Development Pay, Performance Bonus, Market Adjustment, Merit Pay, and Legislative Appropriation Pay. Implementation will be concurrent with A&P classification specifications in late August, 2006.

19. Where on-line may we find the listing for job families?

The listing for job families may be found at:

http://hr.fsu.edu/PDF/Publications/WIPJobFamilies.pdf

20. How are actions going to be handled between now and implementation?

Actions will be handled in the same manner as it was previous to the moratorium. Current classification titles and pay grades are to be used. The classification analysts will then slot the positions to the new classification titles and correspondence will be forwarded to individuals in A&P exempt and Executive Service prior to the end of August implementation.