

FSU & YOU

A Guide for USPS and A&P Employees



Welcome to the Florida State University! We are pleased that you have selected FSU as your University and employer of choice.

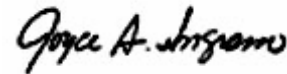
As an FSU employee, you play a strategic role in assisting the University in achieving its goals of providing quality education and service to our students, faculty and all employees. The Human Resources Department has developed this handbook as a reference tool to answer questions you may have regarding the services we provide and information on University policies, procedures, benefits and other work related items.

We encourage you to read and use *FSU&You* as your resource guide and to consult with your supervisor or representative from Human Resources regarding any questions you may have. You may contact us at (850) 644-6034 or use our web site at <http://hr.fsu.edu>.

You have joined a diverse organization and a premier research institution of higher learning. Your contributions and dedication to service and excellence will help build an inclusive culture and great work environment for all of us.

Again, welcome to Florida State University and we hope your employment here is both a rewarding and productive experience.

Sincerely,



Joyce A. Ingram
Assistant Vice President of Human Resources



This brochure is available in alternative formats. Please direct requests to Human Resources' ADA Coordinator.

This handbook is intended as a guide for policies, benefits, and general information which should assist you during your employment. This handbook is not a contract. The University reserves the right to make changes in content or application of this handbook at any time as it deems appropriate. Please consult Human Resources' web site for the most current policies and procedures at <http://hr.fsu.edu>.

Revised June 2003

Florida State University is one of ten universities of the State University System of Florida and is the second oldest institution of higher learning in the state. It is a comprehensive, graduate-research University with a liberal arts base. The University's primary role is to serve as a center for advanced graduate and professional studies while emphasizing research and providing excellence in undergraduate programs.

The University is divided into five major divisions consisting of Academic Affairs, Finance and Administration, Sponsored Research, Student Affairs, and University Relations.

The University's location in the state capital provides great opportunity for service and interaction among a variety of businesses and governmental agencies.

The University is a "community" with its own health center, utility plant, dining and recreational facilities, retail stores, housing, police department and more. With over 5,500 full- and part-time employees, including University Support Personnel System (USPS), Administrative and Professional (A&P) staff, and Faculty, the University is the largest employer in the capital city. Employees of the University are a part of a system that provides job stability, equitable salaries, and a comprehensive benefits package.

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GETTING STARTED

The University administers four different Personnel Pay Plans - Faculty, Administrative and Professional (A&P), University Support Personnel System (USPS), and Other Personal Services (OPS). The information provided in this handbook has been written primarily for all University Support Personnel System (USPS) and Administrative and Professional (A&P) employees. Any employees covered by a collective bargaining agreement may have the terms and conditions of employment set forth in a collective bargaining agreement.

The A&P Contract

If you are an Administrative and Professional (A&P) employee, you have signed a contract for a specific period of time and you are considered a contractual employee. As an A&P employee, you will have your job performance evaluated throughout the contractual period. A formal evaluation on the Review of Performance form or by memorandum will be done annually to coincide with contract dates. You will be provided with a copy of your annual review and the original will be forwarded to Human Resources to be placed in your official personnel file.

USPS Probationary Period

Florida State University views the probationary period as an extension of the selection process. As a University Support Personnel System (USPS) employee, you typically will serve a six-month probationary period from the date of your initial employment. USPS employees in law enforcement classifications serve a twelve-month probationary period. The probationary period provides you with an excellent opportunity to ask questions about your job and become familiar with what your supervisor will expect of you. During the probationary period, your supervisor will be evaluating progress in the job as well as your ability to perform the items cited on the position description. A defined, written description of the duties and responsibilities of your job should have been made available to you at the time of your employment. If you have demonstrated that your work progress has been satisfactory and the decision is made to continue employment, you will earn status in the position. During the probationary period, you earn the same benefits as an employee with status.

The probationary period may be extended if a "Below Performance Standards" evaluation is received prior to the expiration of the probationary period. Should this occur, the probationary period may be extended by sixty-day intervals up to six months. A probationary period may also be extended up to six months if the supervisor needs additional time to evaluate performance or the employee requires further training. The six-month probationary period is one of the most important employment periods associated with your continuation as an FSU employee. A USPS employee may be released during the probationary period without notice or reason and without rights of appeal.

USPS PAY PLAN

Status

FSU University Support Personnel System (USPS) employees earn status in the USPS after successful completion of a designated probationary period. Status in a "class" is earned after successful completion of the designated probationary period of the class.

Recording Your Work Time

Whether you occupy a regular, temporary or part-time position, you are either non-exempt or exempt according to the overtime provisions found in the Federal Fair Labor Standards Act (FLSA). The FLSA establishes minimum wage, overtime payment, record keeping requirements and child labor standards for employees based on either an "exempt" or "non-exempt" status which relates to your duties and the responsibilities in your position description (the document that defines your job).

The standard work schedule for full-time employees is a forty-hour, five-day workweek of eight hours a day plus a meal break. Other schedules may apply to part-time employees and shift employees.

Your supervisor(s) is responsible for determining an appropriate work schedule. A supervisor may seek appropriate approval(s) to use a variable work schedule subject to the department's needs.

Your "work time" (or hours worked) includes the time that the University requires or permits you to be at duty, whether on the FSU campus or at other designated work sites.

Time spent in meetings arranged by the university to attend grievance hearings (pursuant to the University Complaint Procedure), during regular hours of work is also considered work time. Attendance at training programs or other meetings may also be considered work time if approved by your supervisor, or if you are required to attend training programs and meetings as part of your job, whether during, before, or after your regular work schedule.

If you are a non-exempt employee, you **MUST** complete a Non-exempt Employee Time Sheet. The purpose of the time sheet is to record your regular hours worked as well as any "overtime" (hours which you work in excess of the forty hour FSU workweek). As a non-exempt employee who works more than eight hours in a workday, your schedule may be adjusted so that you will not work more than forty hours in a workweek. Also, all USPS employees should not begin work before the established starting time or work beyond the established quitting time unless a supervisor has approved the schedule in advance. No work shall be taken from the workstation to be completed at home after hours. In addition, **all** exempt and non-exempt employees are required to complete the Florida State University Pay and Leave Report for each biweekly pay period. The purpose of the Pay and Leave Report is to request leave in advance, document leave usage and earnings, as well as use of time input for pay.

Breaks

During the first half as well as the second half of your workday, you may be permitted a fifteen-minute break (rest period). A break cannot be accumulated and used at a later time (i.e., to extend your lunch period, arrive at work late or leave early). Breaks cannot be combined to provide a thirty-minute rest period and you are not required to record your breaks on your Non-Exempt Employee Time Sheet.

Meal Periods

A meal period is recommended if you work more than six hours per day. The meal period should occur near the middle of the workday and should not be used to shorten the workday. Please check with your supervisor regarding your scheduled meal break. The Fair Labor Standards Act (FLSA) considers a "meal period" to be at least thirty consecutive minutes during which an employee is completely relieved of duty. It does not count as hours worked. A "meal period" of less than thirty consecutive minutes must be considered as time worked for USPS non-exempt employees.

Travel Time

Travel time spent as part of your normal USPS job activity, such as traveling from job site to job site during your regularly scheduled working hours, is considered work time and must be recorded as such on your Non-Exempt Employee Timesheet. Travel to and from work is not counted as time worked.



As a USPS employee, when traveling out of town during normal work hours on work assignments, regardless of the day of the week, your travel time is considered work time and ends upon arrival.

Overtime and Compensatory Leave for Non-exempt USPS Employees

If you are a non-exempt USPS employee and are required to work more than forty hours in the established FSU workweek, you will be eligible for overtime pay (calculated as one and one half times your regular rate of pay). Overtime pay can take the form of either compensation or compensatory time off. Such compensatory time off should be taken within six months from the date the overtime is performed and will be authorized at the rate of time and one-half compensatory time off. Your supervisor may require the time off for hours worked beyond the forty-hour workweek to be taken within the same workweek the hours were worked. At no time can a non-exempt employee accrue more than 120 hours of overtime. Time earned over 120 hours shall be paid during the biweekly in which it is earned or should be taken off with supervisory approval.

Regular Compensatory Leave for Exempt USPS Employees

Regular compensatory leave is defined as the hours of work, excluding holidays and leave with pay, in excess of forty hours during the established workweek. A USPS exempt employee may receive up to 120 hours of regular compensatory time on an hour for hour basis for all hours worked beyond 40 hours in a workweek. An accurate record of time worked must be maintained. Time earned over 120 hours shall be paid.

Special Compensatory Leave

Special compensatory leave is defined as: 1) hours worked on a holiday or when you observe the holiday and work forty hours during the week; 2) you observe the holiday and work forty hours during the week in which the holiday occurs; 3) the holiday falls on your regularly scheduled day off; 4) you are required to work the holiday; 5) you work forty hours during the week in which jury duty or court appearance (not involving personal interest) occurs; 5) you are required to perform essential duties during an emergency closing for the hours worked during the closing.

Overtime and Compensatory Time Semi-Annual Payout

Accrued overtime and compensatory time is paid out semi annually. Supervisors may request leave be taken to reduce accrued time.

Personal Holiday

All full-time USPS employees are eligible for one eight-hour personal holiday each fiscal year. Part-time employees shall be granted a prorated number of hours based on the number of hours regularly worked during the workweek. If the personal holiday leave is not taken during the fiscal year, it is forfeited on June 30 of each year. Supervisory approval must be obtained **prior** to taking this personal holiday.

Annual Leave

All full-time USPS employees who are filling established positions earn annual leave based on their continuous and creditable service as follows:

Up to 5 years - 4 hours biweekly:	104 hours	or	13 days per year
5 to 10 years - 5 hours biweekly:	130 hours	or	16.25 days per year
Over 10 years - 6 hours biweekly:	156 hours	or	19.25 days per year

Annual leave may be used only **after it has been approved by your supervisor in advance**, except in the case of a bona fide emergency. A part-time employee earns annual leave in proportion to the time actually worked and/or in pay status each biweekly pay period.

Annual leave earned during any biweekly pay period is credited on the last day of the pay period and cannot be used until it is credited. Any annual leave earned in excess of 240 hours must be used during the calendar year (prior to December 31) or it will be transferred to your sick leave balance.

An individual who resigns from a governmental entity within Florida and is employed by the University may transfer accrued unused annual leave according to a reciprocal agreement provided no more than thirty-one (31) days have elapsed between employment.

A USPS employee with six or more months of continuous Florida State University service who separates from the University may be paid for unused annual leave up to the year end maximum. Upon re-employment by the SUS in a leave accruing position within 100 days, or upon layoff recall by the University within one year, all unpaid annual leave shall be restored and any annual leave paid at the time of separation shall be restored upon repayment by the employee.

A&P PAY PLAN

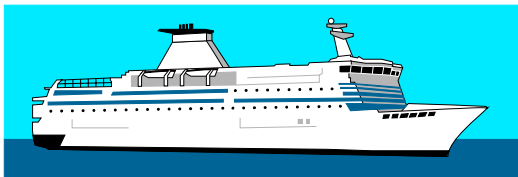
Recording Your Work Time

As an Administrative and Professional (A&P) employee, you are classified as exempt. You are required to complete the Florida State University Pay and Leave Report for each biweekly pay period. You are also required to obtain approval for leave on the Pay and Leave Report and to certify that the report is correct.

Annual Leave

All full-time, twelve-month, A&P employees will accrue annual leave at the rate of 6.46 hours biweekly. Employees who are in pay status less than a full pay period or part-time will accrue leave at the pro-rated amount. Leave earned is credited at the end of the last day of the pay period and cannot be used until it is credited. Upon termination, an A&P employee may be paid for up to a maximum of 352 hours of unused annual leave. Any accrual earned in excess of 352 hours must be used during the calendar year (prior to December 31) or it will be transferred to the employee's sick leave balance.

A&P employees who are appointed for a period of nine months or less are not eligible to earn and use annual leave.



An individual who resigns from a governmental entity within Florida and is employed by the University may transfer accrued unused annual leave according to a reciprocal agreement provided no more

than thirty-one (31) days has elapsed between employment.

Annual Contracts

An out-of-unit Administrative and Professional (A&P) employee's employment contract may be non-renewed upon the recommendation of the employee's immediate supervisor and the approval of the President or his designee. In such cases, an A&P employee must receive at least six (6) months notice if the employee has more than one (1) year of service in the Administrative and Professional Plan with the University; or must receive at least three (3) months notice if the employee has less than one (1) year of service in the Administrative and Professional Plan with the University. A notice of non-renewal is not required to coincide with the anniversary date of reappointment. Employment contracts for A&P employees holding visiting, acting, or provisional appointments, A&P employees who have been appointed for less than one year, or A&P employees who are funded by any contract, grant, auxiliaries or local funds (i.e., "soft money"), may terminate on the ending date indicated on the contract, and no further notice of cessation of employment is required.

A&P employees may be terminated during the contract period for lack of funds or for just cause in accordance with the University's Guidelines for Disciplinary Action.

GENERAL PAY AND WORK POLICIES

Pay Day

FSU employees are paid biweekly (generally every other Friday) based upon a payroll distribution schedule of 26.1 pay periods in a one-year period of time. Should a payday fall on a holiday, payment is normally made on the preceding day. Electronic Funds Transfer (EFT) is required of all FSU salaried employees as directed by State of Florida Statutes, Chapter 110.113. EFT is accomplished by completing the "Electronic Funds Transfer" form and designating a financial institution of your choice to receive pay in your checking account. It is required that you complete the EFT form within the first thirty-one days of employment as it takes approximately three to four weeks to become active. In the meantime, you will receive your check through departmental distribution. Once EFT begins, pay statements are distributed by your department so you will have a record of pay for the specific pay period. Please check all deductions each time that you receive a statement and should you have any concerns or questions, ask your departmental payroll representative for help.

Pay Increases

The Florida Legislature may consider and authorize a salary increase for public employees annually. The amount, type of increase, and effective date of any increase may vary from year to year. Other pay increases are subject to available University funds and other pay criteria in the University's rules, policies, and procedures.

Payroll Deductions

Certain federal and state deductions are mandatory and are deducted automatically from your paycheck. These deductions include federal income tax and social security taxes. Other payroll deductions may be made from your paycheck for State of Florida or FSU sponsored insurance programs, the United Way Community Campaign, tax-sheltered annuities, loan payments, etc. More information can be found about deductions in the section titled "Employee Benefit Programs."

Hourly Rate

If you are a full-time employee, you can determine your hourly rate by dividing your biweekly salary by 80 hours. Part-time employees may calculate their hourly rate by dividing the gross pay by the number of hours worked in each biweekly pay period.

Pay Range

A pay range is the minimum and maximum amount that may be paid to an employee working in a classified position.

Pay Grade

A pay grade is a number assigned to the pay range. Each USPS classification has a specifically assigned pay grade. A&P positions are assigned pay grades by the University.

Classification

Your job classification is determined from the duties and responsibilities outlined in the job description. A position is classified at a certain level within the USPS or A&P classification and compensation plans. Your hiring department should supply a copy of your current position description at the time of employment.

Reclassification

If duties and responsibilities of your position have changed significantly enough to warrant a review or a new classification, your supervisor may request for Human Resources to conduct a reclassification study. A reclassification will be approved only if the level of difficulty, responsibilities, or nature of the job is both necessary and demonstrated. Your seniority, faithful service, job performance, or ability to handle an increased volume of work, though appreciated by FSU, are factors that will not be considered in determining if the position warrants a reclassification. Specifically, classification focuses on responsibilities of the position and not the person doing the job.

Reclassification studies result in one of three outcomes: the position is upgraded to a higher level consistent with the assigned duties; the position is downgraded to match the assigned duties; or the position remains the same.

Upon completion of the job study, if your position is reclassified to a higher pay grade, a salary increase may be awarded. Your new salary must be increased to at least the minimum of the new pay grade for the reclassified position.

Should the study result in the position being reclassified to a lower pay grade (downgraded) an employee who is demoted to a position with a lower pay range is subject to a salary decrease consistent with applicable rules and policies. An employee who is demoted shall receive pay commensurate with the responsibilities assigned. The demotion may be with or without a reduction in base rate of pay, but shall not exceed the maximum of the pay range to which appointed unless approved by the President.

Falsification

Falsification of any employment records, including but not limited to employment applications and Pay and Leave reports, is grounds for dismissal under University Rules and a \$500 fine and/or 60 days in jail under Chapter 837.06, Florida Statutes.



EMPLOYMENT OPPORTUNITIES

Job Vacancies

University Human Resources posts job vacancies daily. A recording of existing vacancies may be heard by dialing 850-645-JOBS (645-5627). Job vacancy information is also available by visiting the Human Resources web site at <http://hr.fsu.edu>. You may acquire information about a specific position by calling Employment & Recruitment Services at 850-644-6035.



Reassignment/Promotion

You may apply for reassignment or promotional opportunities by submitting an A&P/USPS application for employment listing the title and position number for a vacant A&P or USPS position for which you wish to be considered.

Layoff

When there is a shortage of funds or work, or there is a material change in the duties or organization of the University, it may be necessary to layoff employees.

Layoffs will conform to established policies and procedures of the University and will be by class within the designated unit.

Employees subject to layoff will be contacted by the Employee/Labor Relations section of University Human Resources.

HOLIDAY AND LEAVE POLICIES

Holidays

The following holidays are observed by the University through closing all offices and units in which functions can be discontinued without affecting service to the University and public:

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Holidays that fall on Sunday are observed on the following Monday and those falling on a Saturday are observed on the preceding Friday.

USPS employees who are required to work on a holiday will be credited with special compensatory leave equal to the time on duty, not to exceed eight hours.

A&P employees who are required to work on a holiday will be credited with holiday compensatory leave equal to the time on duty, not to exceed eight hours.

Sick Leave

As a full-time A&P or USPS employee, you will earn four hours of sick leave for each biweekly pay period in which you are in pay status, work and/or leave with pay (thirteen days per year).

A part-time employee earns sick leave in proportion to the time actually worked and/or on a leave with pay status each biweekly pay period. There is no limit to the amount of sick leave you may accrue.

Sick leave should be saved for those times when you are too ill to work. Sick leave may also be used for taking time off for personal appointments with a physician, dentist, or other recognized healthcare provider. You may be required to submit proof of your illness or disability by submitting a doctor's statement prior to the approval of sick leave with pay. Sick leave may also be used for illness or injury of a member of your immediate family, recuperation after child birth, and a bonding period of up to 6 weeks for the adoption of a child. An immediate family member defined for leave purposes by the University is a spouse, grandparent, parent, brother, sister, children, and grandchildren of both the employee and the employee's spouse.

Your job is important. If for any reason you will be late or cannot report to work due to illness, let your supervisor know at the start of the day or as soon as possible. Please consult your supervisor regarding the procedures for reporting absences. Failure to properly report absences could result in disciplinary action.

Employees may be required to furnish a medical certification after three (3) absences due to illness within a 30 consecutive day period. This medical certification must be furnished before any further sick leave or leave without pay will be approved. Medical certification is required after ten (10) or more consecutive days of absence.

Employees who are on sick leave and know that their use of sick leave has exceeded these policy limits should obtain medical certification prior to returning to work.

Medical certification may be required from an employee at any time by their immediate supervisor or appropriate authority if an employee has been put on notice for excessive absenteeism or if there is sufficient cause to do so. However, it is the policy of FSU not to require medical certification for routine doctor appointments or minor family illness.

An individual who resigns from a governmental entity within Florida and is employed by the University may transfer accrued unused sick leave according to a reciprocal agreement provided no more than thirty-one (31) days has elapsed between employment.

Partial payment for accrued sick leave will be paid upon termination from the State of Florida after ten years of State creditable service. For further information refer to Human Resources' Policies and Procedures located on HR's web site at www.hr.fsu.edu.

Sick Leave Pool

FSU offers employees the opportunity to become a member of the FSU Sick Leave Pool. This benefit option will provide you with paid sick leave should you experience a personal catastrophic illness after you have used all accrued sick, annual, and compensatory leave. A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee which has resulted in a life-threatening condition and/or has had a significant and major impact on life functions. Requests to use leave from the pool are reviewed by the Sick Leave Pool Committee.



To join the Sick Leave Pool, you must have one year of State or University service, donate 8 hours of sick leave to the pool, and have a balance of at least 64 hours after you make the donation. Applications for membership in the Sick Leave Pool are subject to approval of the Sick Leave Pool Committee, a representative group of FSU employees. You may join the pool within thirty days after completing one year of service, within thirty days of transfer from a state agency or public university, or during the open enrollment period for the Sick Leave Pool. Please contact University Human Resources for more information about the FSU Sick Leave Pool, or visit our web site at <http://hr.fsu.edu>.

Administrative Leave

Administrative leave is leave that is not charged against your individual leave balances and is granted to keep you in full pay status under certain circumstances. Typically, it is authorized only in an amount necessary to bring you up to your regular FTE and/or forty-hour workweek schedule. No type of administrative leave shall be accrued for payment at a later date. Some typical situations in which administrative leave is authorized subject to supervisory approval are:

- ◆ Civil duty – The Chief Administrative Officer may grant up to two days of administrative leave for civil disorder or disaster for an employee who is a member of a volunteer emergency response team. 6C-5.920(14(g)) SUS Employment Rules
- ◆ Jury duty - If you are called to serve as a juror or subpoenaed as a witness, you will be granted administrative leave with pay, not to exceed the number of hours in your normal work day. Jury or witness fees shall be retained by you, unless they are within the scope of your duties. Administrative leave with pay will not be granted for court attendance if you are engaged in personal litigation or serve as a paid expert witness.
- ◆ Elections - When you live such a distance from your assigned work location as to preclude you from voting outside working hours, your supervisor may authorize you to two hours of leave with pay to vote.
- ◆ Short-term military training - Leave with pay shall apply for annual field training or other active duty for training exercises upon presentation of a copy of official orders issued pursuant to the authority of Title 10 or Title 32 United States Code. Such leave shall not exceed 17 workdays within one federal year, except when ordered to active National Guard duty by the state. In such instances, leave with pay will be granted for up to 17 calendar days per occurrence.
- ◆ Death in immediate family - Upon appropriate request, an employee will be granted two days of leave with pay upon the death of an immediate family member.
- ◆ Athletic competition in Olympic events - Administrative leave may be granted for athletic competition in Olympic events in accordance with Section 110.118, Florida Statutes.
- ◆ Official emergency closing of university facilities - Administrative leave shall be provided for official closing of University facilities.

Meetings and Conferences

When meetings and conferences are deemed beneficial to the University for you to attend and/or may contribute to professional development and the effectiveness of your employment, attendance is considered time worked with supervisory approval.

Examinations and Interviews

Examinations and/or job interviews pertinent to State government are considered time worked with supervisory approval.

Military Leave



An employee ordered to active military service will, upon presentation of a copy of orders, be granted a leave of absence in accordance with federal regulations. The first thirty calendar days of such leave will be with full pay provided the employee provides evidence that the thirty days of military service has been completed and the remainder shall be in leave without pay status. Leave payments of this type will be in addition to any other earned annual leave an employee may elect to take before entering military service.

Parental Leave

If you are not eligible for leave under the Family and Medical Leave Act (FMLA) provisions, you may take leave without pay or sick, annual and/or compensatory leave as appropriate, with your supervisor's approval, to have or adopt a child. The natural mother may use accumulated sick leave for the actual period of temporary disability caused or contributed to by pregnancy and childbirth. This type of leave will be for a period not to exceed six months. When you return to work, you may either return to your same position or a comparable position in the department.

FMLA

In 1993, Congress passed the Family and Medical Leave Act to help employees balance the demands of their workplace and the needs of their families. The employee must furnish information regarding the absence so a determination can be made whether to authorize FMLA leave. In many instances, the FSU sick and annual leave programs provide leave that will exceed the benefits of FMLA. Under the FMLA provisions, all regular, probationary, trainee and time-limited employees are eligible provided the employee has worked at FSU for a twelve-month period of time and at least 1,250 hours during the year preceding the start of the leave. An employee is allowed twelve weeks of FMLA leave within a twelve-month period. FSU measures the twelve-month period on the calendar year basis from January 1 through December 31. Reasons for taking FMLA include:

- ◆ Birth and care for a child, provided leave is taken within a twelve-month period following the birth of the child
- ◆ Placement of a child for adoption or foster care, provided the leave is taken within twelve months of placement.
- ◆ Care for a spouse, child or parent if such a spouse, child or parent has a serious health condition.
- ◆ A serious personal health condition.



FMLA leave may be leave without pay. However, you may use your paid sick, annual and/or compensatory leave during these periods with supervisory approval or you may be required to use some or all earned leave by your supervisor. When returning to work, you will either be placed in your same job or a comparable job in your department.

The Family and Medical Leave Act is somewhat complex and you are urged to seek counsel from your supervisor and department personnel representative and/or University Human Resources about specific information concerning the amount you can use during the twelve-month period, how the leave will be credited, and how you may use it in conjunction with other FSU leave programs. Employees on FML should also contact the Benefits Office in Human Resources to discuss continuation of insurance coverage.

Other Unpaid Leave

You may be granted other unpaid leave from your position, not to exceed twelve calendar months, provided your department head deems such leave to be justified and not detrimental to the department's operations. Your supervisor, the appropriate vice president, and the Assistant Vice President of Human Resources must approve such leave.

EMPLOYEE BENEFIT PROGRAMS

If you are an employee hired in a salaried position (USPS, A&P or Faculty) or appointed into a salaried position on emergency or temporary status, you are eligible to participate in the benefit plans offered by FSU. It is essential that you make your decision to either enroll or not enroll in the insurance plans within sixty days from your date of hire or you will not have the opportunity again until the annual open enrollment period for the pre-tax benefits.

Brochures outlining eligibility requirements, benefits and costs in more detail than the following brief descriptions are available from Human Resources. A new FSU employee must attend New Employee Orientation to obtain further information and sign up for benefits chosen. For additional information or enrollment forms, visit the Benefits section of Human Resources' web site.

The State of Florida Pre-tax Benefits Plan

The State of Florida Pre-tax Benefits Plan allows an employee to pay for benefits from gross earnings before taxes are calculated. Participation in this is automatic. To waive participation, an employee must submit a Pre-tax Premium Waiver form. Eligible pre-tax benefits include: State health insurance, State life insurance, Medical and Dependent Care Reimbursement accounts and supplemental insurance plans. Because participants are taxed less, take home pay is increased. Participants in the pre-tax premium and/or the reimbursement account component of the plan save both federal income and social security taxes. However, participation may affect the benefits received from social security retirement or disability insurance.

Health Insurance Coverage

The State of Florida provides comprehensive health insurance programs for you, your spouse and children through the State Employee's PPO Plan or a Health Maintenance Organization (HMO). These plans provide hospitalization, physician and pharmaceutical coverage. The coverage will be effective the first of the month following enrollment and the payment of the first month's premiums through payroll deduction. The State of Florida pays a portion of the premium for all salaried employees. You will not be permitted to change coverage unless you experience a "Qualifying Status Change Event" (QSC). These events include, but are not limited to:

- ◆ Marriage or divorce
- ◆ Death of a spouse or child
- ◆ Birth or adoption of a child
- ◆ Employment or termination of the insured or spouse
- ◆ Transfer to a non-eligible employment classification
- ◆ Child(ren) become eligible or ineligible for coverage due to a change in age and/or education status
- ◆ An HMO member moves out of the HMO service area
- ◆ Commencement or return from a medical or unpaid leave of absence
- ◆ Change in status from part-time to full-time for insured or spouse
- ◆ Change in status from full-time to part-time for insured or spouse

Should you experience a qualifying status change, you have thirty-one days from the time the event occurs to make coverage changes. Should you fail to make the change in this period, you must wait until the annual open enrollment period.

Life Insurance

The State of Florida provides life insurance coverage with a corresponding amount of Accidental Death and Dismemberment Insurance. The amount of coverage is determined by one and one-half times your salary for most employees. The State pays a portion of the premium for all salaried employees. Additional coverage is available up to five times your annual base salary.

Optional life insurance is available through approved carriers. Premiums are paid entirely by the employee at reduced group rates and may be payroll deducted.

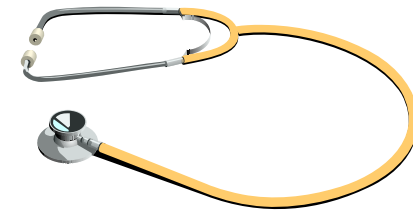
Supplemental Insurance Plans

Supplemental insurance plans are offered to provide coverage for pre-tax insurance plans (dental, vision, hospitalization, intensive care, cancer, short-term disability and accident) and post-tax benefits (auto/homeowners, long-term care, long-term disability and optional life insurance). Supplemental insurance coverage premiums are an employee pay-all benefit available through payroll deduction.



Flexible Spending Accounts

One of the features offered through the Pre-tax Benefits Plan is the option of a Medical Reimbursement Account and/or Dependent Care Account. Contributions to these accounts are on a pre-tax basis and offer reimbursement to you for dependent care and health related expenses not covered by your health insurance. Should you choose to open either a Medical Reimbursement Account or Dependent Care Account, you should seriously consider the amount that you will authorize for pre-tax payroll deduction. Any money that you contribute to the account and do not use by the end of the calendar year will be forfeited. Like all pre-tax programs, changes or additions to your reimbursement accounts are prohibited unless you experience a qualifying status change.



Annual State Open Enrollment

Each year, for a minimum of 30 days, the Division of State Group Insurance has an open enrollment period. During this period, employees may make changes to their pre-tax benefits. Such changes include, but are not limited to: electing new coverage, adding or dropping dependents, changing health and supplemental companies, electing to participate in a flexible spending account, or canceling coverage. Enrollments and/or changes made by employees during the open enrollment period will be effective January 1st of the following year. It is the employee's responsibility to make the necessary changes during this specific time period. If you do not make such changes during open enrollment or do not experience a qualifying status change event during the year, you must wait until the next annual open enrollment period to make coverage changes.

Tax Sheltered Annuities

Investing in the future is a critical component of financial planning. The University tax sheltered annuity program offers a variety of plans and investment options available under Section 403(b) and 457 of the Internal Revenue Code. Employees may reduce their taxable income by contributing to a tax sheltered annuity. Enrollment in a supplemental annuity may occur at any time and all employees may participate. To obtain a current listing of approved annuity companies, visit the Benefits section of Human Resources' web site, or contact the Benefits office.

Employee Tuition Scholarship Funds

As a salaried full-time staff member of FSU, you are eligible for the Employee Tuition Scholarship Funds. Eligible employees may enroll in academic classes for up to six credit hours of instruction per semester at FSU without having to pay tuition and registration costs. Another advantage of this program is that you do not have to be accepted by the university to take advantage of the benefit. However, if you want the courses to count toward the conferment of a degree, you must be admitted as any other student. For more information regarding the Employee Tuition Scholarship Funds, visit the Human Resources' web site at www.hr.fsu.edu.



Vacation Discounts Contact Human Resources for information on travel discounts currently available. Some recreational theme parks that you can visit with discount coupons are Busch Gardens, Sea World, and Universal Studios. Hotel and rental car discounts are also available.

Credit Union

The Florida State University Credit Union can provide opportunities that will serve your financial needs. This facility is a full-service financial institution that requires membership. If you join, as a member you are one of the owners and there is not a separate group of stockholders to whom profits must be paid, thus you can experience lower costs for your financial services.

Miscellaneous Programs

The University offers several programs available to employees through payroll deduction. These include U.S. Savings Bonds, State-sponsored Childcare Centers, Florida Pre-paid College Program, Florida College Investment Plan, Leach Recreational Center, and the Taltran Bus Pass Program.



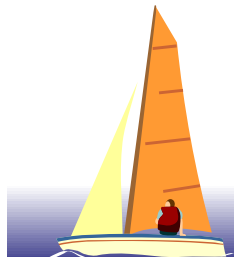
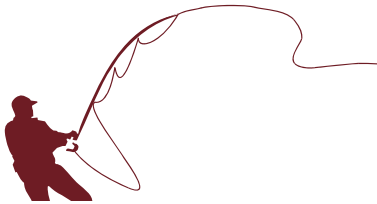
RETIREMENT

The State of Florida provides comprehensive retirement programs for its employees. Newly hired employees must satisfy the enrollment criteria to participate in the Florida Retirement System (FRS) Pension Plan, Investment Plan, or the Optional Retirement Plan (ORP). Membership in the FRS Pension Plan or Investment Plan is compulsory for USPS employees working in a full-time or part-time regularly established salary position. Faculty and A&P employees have the option of electing FRS Pension Plan, Investment Plan, or choosing the Optional Retirement Plan (ORP).

The FRS Pension Plan is a defined benefit plan and requires six years of State service to vest and receive a retirement benefit. The University pays contributions to the plan, and the amount contributed is based on a percentage of the employee's salary as established by State law. The monthly benefit at retirement is based on a calculation of final average salary, years of service and a percentage factor. Normal retirement occurs at age 62 and vested, or at any age after thirty years of service without being subject to a reduction in benefits. Employees may also participate in the Deferred Retirement Option Program (DROP), which allows you to retire and begin accumulating your retirement benefits without terminating employment for up to 60 months from the date you first reach normal retirement.

The FRS Investment Plan is a defined contribution plan and requires one year of State service to vest. The University contributes a percentage of earnings, as defined by State law, to a participant's account. Members receive income at retirement based on the amount of funds contributed, the investment earnings of those funds, and the type of payout selected. The Investment Plan directs contributions to individual member accounts, and the participant allocates contributions and account balance among various investment funds. Employee contributions are not allowed. All Investment Plan members must select an investment option within the first five months of employment to activate their membership or default to membership in the FRS Pension Plan.

The ORP is a defined contribution plan providing immediate vesting. The University contributes a percentage of earnings to a participant's account as defined by State law. Members receive income at retirement based on the amount of funds contributed, the investment earnings of those funds, and the type of payout selected. All ORP members must select an investment option and sign a contract within the first 90 days of employment to activate their membership. Failure to respond within this time frame will result in **irrevocable** enrollment in the FRS Pension Plan. Members have several companies available as investment choices. Employees may make voluntary employee contributions to their ORP account.



UNIVERSITY SERVICES AVAILABLE TO YOU

Personnel File

The official personnel file is located in the Human Resources Office. Each employee's official personnel file includes the following: employment application, personnel/payroll changes (appointment/promotion, etc.), performance evaluations, insurance applications and other information relative to employment.

Under Chapter 119, Florida Statutes, most documents within the personnel files are considered public record and may be reviewed by anyone upon request. Records of sworn law enforcement personnel are generally excluded from review by the public.

A department representative and/or employee should notify the Human Resources Office of any change in name, address, telephone number, federal withholding tax exemptions, tax address changes, insurance and persons to notify in case of an emergency. (See also, "Your Personal Responsibility" on page 26.)

University Facilities

University facilities serve all staff employees as well as students and faculty. Facilities that you may use include:

- ◆ University libraries
- ◆ Student union building
- ◆ Bookstore
- ◆ Food service facilities
- ◆ Golf course and tennis courts
- ◆ Swimming pools
- ◆ Leach Center
- ◆ Seminole Reservation
- ◆ Services offered through Thagard Health Center
- ◆ Public lectures, art exhibits, movies, plays and concerts

Fees may be charged to you depending on the facilities used.

FSU Card

All students, faculty, and staff are required to have a Florida State photo identification card, the *FSUCard*.

Identification and Access: Your *FSUCard* will open many "doors" for you. Depending on which building your office is in, you may swipe your *FSUCard* to gain access. You will also need to show your *FSUCard* when you visit the Key Bank to pick up your office keys. If you purchase a faculty/staff membership at the Leach Recreation Center, you will need your *FSUCard* to work out. Your *FSUCard* is your University library card as well, allowing you to check out materials and use resources at all of FSU's libraries.

Financial Savings: You can use your *FSUCard* to receive discounts on drinks from vending machines as well as copiers! By adding a small amount of monetary value onto your *FSUCard* chip, you will save .10cents on all 20 oz. Bottled drinks, and .05cents on all canned drinks from the vending machines around campus when you use your chip. By showing your *FSUCard* when making purchases at the University Bookstore, the Seminole Sport Shop, and at the Panama City Branch Bookstore you will receive a 10% discount on most items, including textbooks, clothing, general books and gifts.

Full Service Banking: As a faculty or staff member at FSU, you are eligible for a fee free checking account linked with your *FSUCard*. With this checking account, your *FSUCard* becomes a debit card that is accepted by merchants, and at ATM's, both on and off campus. You may complete a payroll deduction form to direct deposit all, or any portion of your salary into this account. You can then use your *FSUCard* at any merchant displaying the HONOR, Cirrus or STAR logo. For more details, please call the SunTrust Campus Branch at (850) 561-9170.

The *FSUCard* Center is located in Parking Garage #1 on the corner of Woodward and W. Call streets. They are open 8:00AM to 5:00PM Monday through Friday.

Staff Publication

The Media Relations office publishes "STATE," an official University bulletin for faculty and staff that is distributed biweekly, except for the summer semester, when it is published monthly. The publication is designed to keep you informed of activities on campus as well as changes in University policy that might affect you.



Lost and Found

The Lost and Found department is located on the second floor of the Oglesby Student Union in the Krentzman Lounge. Hours of operation are Monday through Friday from 8:00 a.m. to 10:00 p.m. and Saturday from 10:00 a.m. to 10:00 p.m. Lost articles that are turned in directly or sent in from other departments are logged, labeled and stored. Lost and Found staff make every effort to locate owners and return articles to them.

Transportation

The Seminole Express is an on-campus bus service available to all employees without charge. There are four primary campus routes: the Garnet, Gold, Tomahawk, and Renegade. Bus service is available on regular class days between 7:00 a.m. and 6:00 p.m. Monday through Friday. Employees are encouraged to use the Seminole Express bus service when getting around campus. Maps and bus stop locations are available in the Office of Parking and Transportation Services, and on the Parking Services web page at <http://parking.fsu.edu>

Safety

It is the intent of FSU to provide the safest possible environment to you, other employees, students and the general public. The Office of Environmental Health and Safety can be consulted with specific questions regarding your safety concerns. The EH&S phone number is 644-6895, and their web address is www.safety.fsu.edu.

The protection of our fellow FSU employees and the public on FSU property is a responsibility which we all share. If you know of an unsafe condition or improperly operating equipment that could result in an accident, illness or property loss, it is your responsibility to (please) contact your supervisor or the Office of Environmental Health and Safety. You should also inform your supervisor about every accident or injury on the job as soon as possible (see Worker's Compensation).

Personal protective equipment must be worn for some jobs. If you are required to use protective equipment, your supervisor will discuss its proper use, care, maintenance and storage with you. If you are an employee in a safety sensitive job, you may have special training requirements. You are required to participate in safety training specified by your supervisor when completing your safety training assessment as a new employee. This form and all safety policies are located on the EH&S website and hard copies are available upon request. These policies require you use all specified personal protective equipment as directed, that you refrain from smoking tobacco products in all University buildings including open air arenas and vehicles, that you are licensed to drive and always use vehicle seat belts when driving University vehicles, and that you always evacuate buildings when the fire alarm activates. It is your responsibility to abide by all these policies and other safety policies that apply to your job. Failure to do so may result in disciplinary action by your supervisor.

Workers Compensation

FSU provides Workers Compensation Insurance for all employees. This insurance provides payment for lost time and medical attention at FSU's expense should you suffer a job-related injury or occupational illness. The Workers Compensation Program is administered by the FSU Office of Environmental Health and Safety. Should you experience an injury on the job or occupational illness, it is essential that you report the injury or illness to your supervisor immediately so that you may receive proper medical treatment. If you fail to report an injury or illness, such action could result in disciplinary action and non-payment of your claim.

Should your illness or injury require you to be away from your job for a length of time, with appropriate medical documentation, Workers Compensation Insurance will provide payment that is equal to two-thirds of your average weekly wages. These payments may not exceed a maximum amount established annually. After reporting your injury to your supervisor a report must be made to CORVEL Corporation at (800) 929-0107 to obtain medical authorization for your treatment. Follow-up with the EH&S Worker's Comp Coordinator and completion of the First Report of Injury or Illness and Supervisor's Investigation Report are also critical to the timely handling of your claim.

If emergency medical treatment is required, treatment may be immediately obtained at a hospital emergency room without prior authorization from CORVEL. Once treatment has been received, contact the EH&S Workers Comp Coordinator at (850) 644-7684.

FSU Police

The Florida State University is a State accredited, full-service agency with a professional force of police officers. FSU police receive the same level of training as county and municipal officers. Uniformed officers patrol the campus on foot, in automobiles, and on bicycles. The *Seminole Safety Guide*, required by the Campus Security Act (Clery Act), delineates specific programs and services available to the campus community and campus crime statistics. This publication is available on the Police Department's web site at www.police.fsu.edu, the FSU Police Department, and University Human Resources. The FSU Police Department encourages members of the community to report any suspicious people or activities to assist with maintaining a safe and secure campus environment. For emergency services on campus, dial 911 or when there is an urgency but no emergency, dial 311. When off-campus, you may contact 911 in case of emergency, or the FSU Police Department at (850) 644-1234.



Statement on Workplace Violence

The Florida State University is committed to providing and maintaining a respectful environment that is conducive to safe working, learning and living for all members of the institutional community. The University must have an environment in which all faculty, staff, students and guests can study, live, and work without intimidation or fear.

In keeping with this commitment, it is the policy of The Florida State University that acts of violence, threats of violence, and behavior meant to intimidate others is strictly prohibited. Such prohibition includes any act, behavior, or communication which is abusive, threatening, or disruptive to the work, education, or well being of any individual or groups of individuals employed by, enrolled, in or visiting the University.

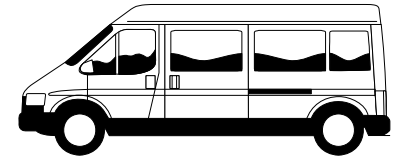
Anyone who believes themselves to be a victim of violence should report their concerns to the Florida State University Police and/or any University vice president, assistant vice president, dean, director, or department chair. Any threat or violent act by an employee or student will be considered serious misconduct and may be the basis for disciplinary action, up to and including dismissal.

Drug Free Workplace

No employee will report to work under the influence of or unlawfully possess, use or distribute illicit drugs and alcohol on University property or as a part of any University activity. An employee may be required to submit to reasonable suspicion testing in accordance with Section 112.0455, Florida Statutes, and all related information is confidential in accordance with Section 112.0455(11), Florida Statutes. Contact the Employee Relations section of Human Resources for additional information.

Commercial Driver's License Drug Testing Program

FSU, in accordance with federal law, requires pre-employment drug testing and subsequent random testing for employees in jobs requiring a commercial drivers license. A positive test can discontinue the hiring process or cause an employee to be subject to further testing, referral to the EAP, or result in dismissal.



HIV/AIDS Policy

Students, employees and applicants for Florida State University admission or employment who have or who may become infected with the HIV virus will not be excluded from enrollment, employment or restricted in their normal responsibilities and access to University services or facilities due to their HIV/AIDS status. The only exception being medically based judgments establishing that exclusion or restriction is necessary to the welfare of the individual or of other members of the University community. The University will not discriminate against otherwise qualified HIV-infected applicants, students or employees. For additional information on the HIV/AIDS policy and University contact information, please refer to Online Policy C-7-G10, Finance and Administration, University Human Resources Policies and Procedures.

Employee Assistance Program

The Center for Employee Assistance (CEA) offers a range of services provided by FSU to assist the employee deal with personal and workplace concerns. The Employee Assistance Program (EAP) is an investment by the University in its most valuable resource - the employee. The University recognizes that employees can experience personal problems that may interfere with job performance and overall quality of life. If an employee or an immediate family member encounters a personal problem that seems unmanageable, they may call the EAP office for an appointment. An EA professional can provide assessment, short-term intervention, referral to a wide variety of community resources, benefits coordination and crisis intervention. The services are free and are in compliance with State and Federal confidentiality laws.

The CEA staff can also work with managers and supervisors when personal or interpersonal difficulties are interfering with the efficient operations of their department. The CEA provides Organizational Development (OD) services in the form of team building, conflict resolution, workplace violence concerns, and management coaching/consultation. When interpersonal conflicts between two employees negatively impact the work area and/or job performance, the CEA provides assistance in the form of Alternative Dispute Resolution (ADR) or Mediation services.

Other services available through the CEA include an employee Emergency Loan Fund (ELF) for those times when an unforeseen crisis may occur and no other form of financial assistance may be available. Training addressing conflict resolution, workplace violence, stress management, interpersonal communications, and other related issues is also offered through the center as well as in partnership with the HR Training Department. Information on all available services may be obtained by contacting the Center for Employee Assistance at 644-2288.



University Policy on Children in the Workplace

Bringing children to the workplace while on duty is not permitted unless an employee has a dire emergency, and only after supervisor's permission is received. Supervisors should be as liberal as possible in granting the use of accrued annual or compensatory leave to the employee in such instances. This practice is not only for the welfare of employees' children, but for fellow employees as well. Many work places are not safe for children and can interfere with the normal work of colleagues. The University's insurance will not cover children if they are hurt in the workplace, and our potential liability is significant. State and Federal laws prohibit children in most work environments.

CONTRIBUTING TO THE SUCCESS OF FSU

Incentive Efficiency Program (DISCONTINUED)

Suggestions on saving the University money or creating new revenue sources could qualify you to receive recognition and/or a monetary award. The Incentive Efficiency Program rewards employees for ideas, by sharing a percentage of savings or revenue generated by the idea submitted by the proposer. Procedures, programs or methods made more efficient without reducing the quality of essential services or an idea that generates new revenues for the University are suggestions that qualify for the program. Bonuses up to \$25,000 may be awarded. The proposals must be completed and submitted to the Employee Suggestion Program office in order to be considered for an award. For more information on eligibility and forms, contact the Employee Suggestion Program office in Human Resources.



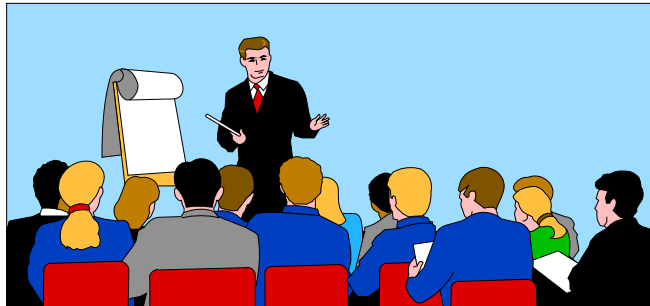
Davis Productivity Award Program

Each year the Florida Tax Watch sponsors the Davis Productivity Awards Program. This program recognizes outstanding, creative, and innovative procedures that save FSU money and improve the University's ability to focus on its mission. Cash awards, plaques and certificates are acknowledgements given to the award recipients for their efforts to make FSU a more efficient place to work. FSU employees have increasingly been the benefactor of the recognition and acknowledgement of the Florida Tax Watch and Davis Productivity Awards Program and you are encouraged to participate annually in award submissions.

TRAINING AND DEVELOPMENT PROGRAMS

Employee Development

University Human Resources and other departments such as Environmental Health and Safety, Public Safety, Academic Integrated Systems (computing), and the University Controller, among others, offer a diverse menu of training and development programs which you may participate in free of charge. Some of the programs deal with certification relative to supervisory skills, while others are focused on specific information that will improve your knowledge in a significant number of subjects, as well as your quality of life. Please contact the Office of Training and Development for more information, or visit the web site for course offerings. Free course offerings from all departments can be found on the FSU Employee Training Consortium, *FSU, etc.*, web site at: <http://fsuetc.fsu.edu/>.



Staff Showcase

The Human Resources Incentive/Efficiency Program sponsors the Staff Showcase annually to introduce departments of interest and their services and to highlight staff contributions to FSU. Created for all FSU employees, attendees can wander through the Showcase's variety of booths, computer demonstrations, and audio/visual displays.

EQUAL OPPORTUNITY PROGRAMS

Sexual Harassment

The Florida State University is committed to providing a positive learning and safe working environment for its faculty, staff, and students, and one that is free from all forms of sexual harassment. It is the responsibility of every member of the University community to ensure that his or her actions do not create an intimidating, hostile, or offensive work or educational environment.

It is against policies of FSU for its employees to propose to another member of the University community that the individual engage in, or tolerate, activities of a sexual nature in order to avoid some punishment or receive some reward.

It is also against policies of FSU for its employees to create a hostile work or educational environment for any individual regardless of their gender.

FSU will not tolerate subjection of its employees or students to unequal treatment on the basis of their gender, or to unwelcome conduct of a sexual nature.

Should you feel that you have witnessed such inappropriate behavior, or have been subjected to such behavior, please contact the Office of Inspector General, 850-644-6031, the Sexual Harassment Hotline, 850-644-9013, or report the behavior to Employee Relations within University Human Resources, 850-644-6475.

Non-Discrimination

The Florida State University is committed to a policy of non-discrimination and prohibits unlawful employment discrimination based on race, creed, color, sex, religion, national origin, age, disability, veteran's or marital status. Unlawful discrimination is contrary to the University's standards of civility and collegiality, which recognize the dignity and worth of each person. Unlawful discrimination is a violation of federal and state laws, and University rules and policies. Unlawful discrimination by faculty, staff, students, visitors, and contractors is not condoned in the administration of University programs and services.

To review the University's Equal Opportunity and Non-Discrimination Policy in its entirety, consult Human Resources' web site at www.hr.fsu.edu.

Americans with Disabilities Act

Florida State University complies with provisions of Section 504 of the Rehabilitative Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and other relevant local, state, or federal laws protecting the rights of persons with disabilities. FSU's ADA policy prohibits any unlawful action or decision that adversely impacts or denies benefits, compensation, terms, conditions, or privileges of employment to otherwise qualified individuals solely on the basis of a disability or because an otherwise qualified individual is related to or associated with a person with a disability.

To ensure equal opportunities and access to employment, FSU provides reasonable accommodations to qualified individuals with disabilities, including those qualified individuals who become disabled on the job, to allow them to perform the essential functions of their position.

The University's ADA policy is available in alternative format upon request. Copies of the policy are located on the Human Resources web site or may be obtained by contacting Human Resources. Inquiries about reasonable accommodations due to a disabling condition may be directed to the ADA Coordinator, University Human Resources.



FLORIDA STATE UNIVERSITY

YOUR PERSONAL RESPONSIBILITY

Publication of Personal Information

FSU respects your right to privacy; however, you should be accessible to others who may need to contact you during normal work hours in the performance of your official duties. There are several options available to employees that enable you to control publication of personal information. It is important for you to know about the following University publication practices.

There is a location on the Internet <http://www.fsu.edu/Phones> where anyone can search a database of current FSU employees (including student employees) and obtain campus addresses, campus phone numbers and campus e-mail addresses. This database is updated daily from the University electronic personnel files.

The Seminole Guide, a campus phone directory, is published annually and distributed to FSU faculty, staff and students. Your department's personnel representative can tell you how to make changes as outlined below. If you are unsure who your personnel representative is, call 644-8502, option #5, to find out.

View Your Personal Information on the "MyFSU: Web Page"

FSU employees can confidentially view personal information on the web such as the details of the most recent paychecks, recent leave usage and accrual details, home and campus address, and miscellaneous information. There are also links to other sites of interest to FSU employees for retirement information, earnings statements, and other helpful web sites. Simply login to the web portal page (<https://apps.oti.fsu.edu/servlet/login>) and click on the "MyFSU" link near the top of the page.

Employees are encouraged to verify the accuracy of their information. Although no one else can access your MyFSU page on the web, some of the information it contains (campus address, etc.) is published in the Seminole Guide and the web directory. Contact your department's personnel representative listed on the MyFSU page any time updates need to be made.

Do You Have a Nickname?

If you have a nickname or if you are known by your middle name rather than your first name, see your department's personnel representative to have an alternate name added to the University's electronic personnel files.

Your Privacy

You may choose to keep your e-mail address unlisted on the Internet (<http://www.fsu.edu/Phones>). See your department's personnel representative.

You may choose not to list your e-mail address on the Internet, home address and phone number in the Seminole Guide or to have personal information designated as confidential. This request should be made through your department's personnel representative. Future plans are to provide a self-serving web-based system for employees to update their own personal information and control the level of confidentiality accorded.

Your home address and phone number will be accessible to those FSU employees determined to have a need to view personal information for other FSU employees.

Changes in Personal Information

Contact your department's personnel representative for most personal information changes such as campus address, emergency contacts, educational degree changes, and home telephone number. Human Resources should be contacted for changes affecting such things as income tax address and/or deductions, name, dependents and beneficiaries.

Dual Compensation (Dual Employment)

Requests for dual compensation must be approved **prior** to your working the time. A request for dual compensation may be denied if it is requested after you have begun working. Dual compensation conditions exist when: 1) you receive compensation from OPS funds and any other appropriation (salaries or expenses) for the same period of time, regardless of total FTE; or 2) are receiving compensation in excess of one full-time FTE position. Additional information is available on the University Human Resources' web site at www.hr.fsu.edu.

Outside Employment

FSU employees planning to engage in employment outside of the University must submit an Outside Employment Request to their supervisor for approval prior to assuming the employment. When changes occur in either the outside employment or University employment, the employee must submit a new request for approval.

Loyalty Oath

As a condition of employment, you are required to sign the State of Florida Loyalty Oath. No employee will be paid until the oath is signed.

Nepotism

Employment of relatives within a single organizational unit must be approved in advance in accordance with the University Policy on Nepotism, which can be found in the Policies and Procedures section of the Human Resources website at www.hr.fsu.edu.

Parking

All vehicles that are parked on campus by employees must have a valid permit displayed, Monday through Friday, 7:30 a.m. until 6:30 p.m. Parking rules are available in the Office of Parking and Transportation Services and on the Parking Services web page at <http://parking.fsu.edu>. Fees for parking may be payroll deducted by USPS and A&P employees. OPS employees may not utilize payroll deduction for permit payment.

Political Activities

When authorized by the President, an employee may be a candidate for or hold a local public office, which involves no interest that conflicts or interferes with their University employment. Employees shall not take any active part in a political campaign while on duty or during any period when required to perform services for which compensation is received. If questions concerning political activities arise, University Human Resources should be contacted.

University Information Technology (IT) Resources

FSU provides a wide variety of IT resources, including computers, networks, software, computer accounts, cellular phones, beeper, office telephones, hand-held wireless devices, for use by University students, faculty and staff. These resources are administered by the Office of Technology Integration, the Office of Telecommunications, and a number of schools, colleges, departments and institutions and are intended for the legitimate business of the University.

Appropriate business use of IT resources includes instruction, research and the official work of the offices, departments, recognized student and campus organizations and other agencies of the University. Priority for resources may be granted to certain users or certain groups of users in support of the University's mission.

Computer accounts are provided to faculty, staff, and students as a privilege associated with membership in the University community. When an individual accepts this privilege, a number of responsibilities must be assumed, including knowledge of appropriate University policies and procedures. All uses of University IT resources are subject to applicable rules, policies and procedures of the University and/or governing boards as well as Florida Statutes governing computer fraud, misuse of state equipment resources, public information, and related criminal offenses.

For additional information on available University computing resources and related policies at FSU please see the :

Guide to Computing Resources at <http://gtcr.fsu.edu>
Use of University Information Technology Resources policy at <http://www.vpfa.fsu.edu/policies/bmanual/itpolicy.html>



LEAVING FSU

Resignation

You are a valuable member of the FSU staff and we hope that you will remain with the University for many years to come. However, if other career opportunities challenge you, it is understandable that you may choose to leave. Your job is very important and another person must be recruited to assume your responsibilities when you leave. We ask that you give at least a two-week notice to provide the opportunity to fill your position.

Upon leaving the University, you may receive a lump sum payment for any unused annual leave up to 240 hours for USPS and 352 hours for A&P employees. Should you have more than ten years of State of Florida service, you are eligible to receive payment for 25% of your unused sick leave balance up to a total of 480 hours accrued after October 1, 1973. You may also continue your insurance plans, at your own cost, under the COBRA provisions.

If transferring to another agency within the State of Florida, you may transfer your unused annual and sick leave as well as some other benefits. Please consult with the Compensation and Insurance and Benefits sections in Human Resources for assistance or to answer questions before leaving FSU.

Retirement

Once eligible to retire, you may apply for benefits from the FRS Pension Plan including the Deferred Retirement Option Program (DROP), FRS Investment Plan, or companies represented in the ORP. You will be paid a lump sum for unused annual leave up to 240 hours if USPS and 352 hours if an A&P employee. This leave payment may be tax deferred. The annual leave payment may be used as a credit for service in determining your retirement benefit.

Once your decision is made to retire, it is recommended you begin preparation at least three to six months in advance of the anticipated retirement date. For more information about retirement and what you need to do to take advantage of your benefits, including continuation of insurance coverage and sheltering leave payments, please contact the Benefits Office in Human Resources.

Death

In the event of the death of an employee, the Benefits Office in Human Resources should be notified as soon as possible. Staff will work with the family or loved ones to ensure that the designated beneficiaries are provided entitlements within the coverage selected by the deceased employee.

Unemployment Compensation

Please consult the Employee Relations section in Human Resources regarding the state office and location where you may apply for unemployment compensation benefits.

FSU JOB PERFORMANCE & COMPLAINT/APPEAL PROCEDURES

Employee Rights and Responsibilities

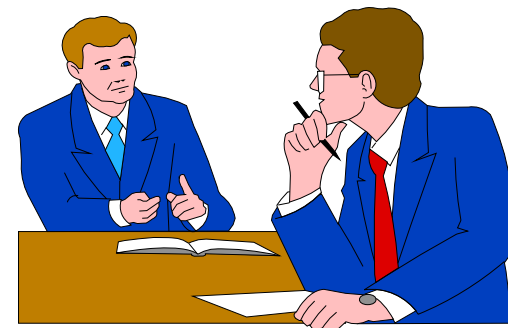
You may, from time to time, experience some concern or have questions about personnel policies and procedures that affect you. The Employee Relations section in Human Resources welcomes the opportunity to provide you counsel should such situations arise.

As an FSU employee, you are a member of a diverse campus community with more than 5,500 faculty and staff. In order for an organization of this size to function properly, a commitment from all employees to build cooperative and positive relationships is imperative. The role you play in developing a positive environment is critical to the overall success of your work unit. You are encouraged to take active steps in building work relationships with your peers and your supervisor that are based upon genuine respect and understanding.

Hopefully, you will not feel you must resort to the complaint procedures to resolve disputes, but if you feel that terms and conditions of your employment are unjust, FSU has a university complaint procedure that you may utilize as a staff member to seek resolutions to your problems. Employee Relations staff can arrange an impartial hearing should one be needed to help resolve your complaint.

FSU also has a formal appeal process. This process involves the right of an employee to request review by an arbitrator concerning any involuntary actions that might be taken against the employee that would result in dismissal, demotion, a reduction in pay, suspension, layoff or transfer.

If you would like more information regarding the role of Employee Relations and the complaint and appeal procedures available to you, please consult the Employee Relations section in University Human Resources.



A FINAL NOTE

We hope that the information in this handbook, *FSU and YOU*, will provide you with an overview of policies, procedures, and university rules, as well as other information that will help make your employment experience a rewarding and enjoyable one.

University Human Resources provides a web site (www.hr.fsu.edu) where you may obtain defined, comprehensive and detailed information on the policies, procedures and rules which have been outlined for you in *FSU and YOU*. The web site also allows direct email access and phone numbers to Human Resources staff if you need assistance, or feel free to visit us in the University Center, Building A on the sixth floor. We are here to help as you contribute to the continued success of FSU and we wish you much enjoyment and self-fulfillment in your new job at an "Outstanding University." Good Luck!

Important information is also found in Rule 6C2-4.070, Guidelines for Disciplinary Action, which can be accessed by going to the following web site: <http://hr.fsu.edu/elro/guidelines.html>. It is crucial that you, as an FSU employee, understand what kinds of behavior result in disciplinary actions, the types of disciplinary actions, and your appeal and grievance rights. This rule is provided for you as notice of standards of conduct and the resulting disciplinary action if these standards are not met. You are responsible for adhering to these standards of conduct during your employment with the University. If you have any questions regarding these standards of conduct, you should contact Employee and Labor Relations at 644-6475.



APPENDIX

6C2-4.070 Guidelines for Disciplinary Action

(1) Scope.

This rule applies to all University Support Personnel System (USPS) employees of the University with permanent status and Administrative and Professional (A&P) employees. The provisions of this rule are subject to applicable provisions of collective bargaining agreements. The disciplining of an employee is considered to be a very serious action that is undertaken with care, objectivity and full consideration for the rights and interest of both the employee and the University. Discipline shall be administered in a judicious manner that assures equitable treatment for all employees included in the University Support Personnel System and A&P Pay Plan.

(2) Progressive and Cumulative Discipline.

Disciplinary actions described by this rule are based on the concepts of progressive and cumulative discipline. Progressive discipline is based on the idea that employees have been informed of the performance and behavior expected of them. As offenses occur appropriate discipline will be administered in a progressive manner. Penalties shall be appropriate to the circumstances of the offense. In prescribing disciplinary actions it is recognized that some offenses are so serious that suspension or dismissal may be warranted on the first occurrence even though the employee has no prior record of having been disciplined. All offenses can have a cumulative effect and offenses need not be identical to impose a penalty more severe than prescribed for a similar offense.

(3) Delegated Authority.

The appropriate disciplinary action may be taken only by a supervisor who has been delegated authority from the University President. The level of delegation varies with the severity of the particular disciplinary action and is identified in the following table.

Disciplinary Action	Authority Delegated to the
Oral Reprimand	Immediate Supervisor
Written Reprimand	Immediate Supervisor with approval of next higher level Supervisor
Demotion and/or Reduction in Pay	Vice President or Designee
Suspension	Vice President or Designee
Dismissal	Vice President or Designee

(4) Types of Disciplinary Action.

The type of disciplinary action taken will depend upon the gravity of the employee's offense and the type of disciplinary action that has been taken in the past for similar offenses. Except in extraordinary situations, prior to the dismissal or suspension without pay of a permanent employee, the University shall give the employee written notice as required in the University's Predetermination Procedures (7/98). The disciplinary proceedings shall proceed as set out in the University's Predetermination

Procedures which are hereby adopted by reference. The following types of disciplinary actions may be imposed.

(a) Oral Reprimand.

This is the least severe disciplinary action. The purpose of this action is to bring a problem to the attention of an employee. Where practical, the reprimand will be delivered in private and the supervisor will clearly state that the employee is receiving an oral reprimand. The supervisor will indicate the nature of the improper behavior, cite the work standard governing the situation and explain precisely what corrective action is expected. The employee shall also be informed that future similar behavior may result in more serious disciplinary action consistent with the guidelines herein. Two copies of a completed Oral Reprimand Record will document the meeting with the original filed in the employee's official personnel file and a copy given to the employee. The Oral Reprimand Record shall include the date, time and location at which the oral reprimand was delivered and indicate the nature of the reprimand.

(b) Written reprimand.

This type of disciplinary action is issued for a more serious offense than one that warrants an oral reprimand. The purpose of a written reprimand is to help an employee recognize errors made and to correct them. The contents of the written reprimand will be concise and to the point. It will specifically state that the employee is receiving an official written reprimand, cite the specific performance or conduct standard that was violated, briefly note the specific incident prompting the discipline, indicate the corrective action expected and state that future violations may result in more severe disciplinary action consistent with the guidelines herein. The written reprimand shall be signed by the immediate supervisor and approved by the next higher level supervisor, with a signature line for the employee to acknowledge receipt. The completed written reprimand will be delivered to the employee in private, where practical. A copy of the completed reprimand shall be filed in the employee's official personnel file and a copy given to the employee.

(c) Demotion and/or Reduction in Base Pay.

The disciplining authority shall consult with the appropriate Vice President and Human Resources prior to taking this type of action. The employee shall be provided written notice by personal delivery or certified mail, return receipt requested, prior to the action being taken with notification of the employee's appeal or negotiated contract provision rights and this notice shall become a part of the employee's official personnel record.

(d) Suspension and Dismissal.

These actions are the most severe form of disciplinary action that may result from the commission of one offense or as the result of cumulative offenses. The disciplining authority shall consult with the appropriate Vice President and Human Resources prior to initiating these actions.

When the retention of an employee is likely to result in damage to property or injury to any individual or would be detrimental to the best interest of the University, such employee will be suspended without pay or dismissed immediately, provided that written notice of such action is furnished to the employee. These procedures shall be invoked only when an extraordinary situation exists, and shall comply with the provisions of the University's Predetermination Procedures.

(6) Abuse of Alcohol.

When an employee drinks alcohol to the extent that it affects work performance the employee is a problem drinker. The employee shall be treated in accordance with the State Policy on Alcoholism as adopted by the Administration Commission, (7-17-73) which is hereby adopted by reference.

(7) Disciplinary Action.

Included below are standards for the administration of disciplinary actions for various types of offenses. The disciplinary actions for the listed offenses have been established to assure that employees who commit offenses receive similar treatment in like circumstances. The suspension of an exempt employee shall be for no less than one workweek, unless required for a major safety violation. Within each level of occurrence a range may be provided to allow the supervisor flexibility in selecting appropriate discipline in order to take into consideration mitigating or aggravating circumstances.

(a) Absence Without Authorized Leave. This includes:

1. Failure to obtain approval prior to any absence from work, except in the case of a proven emergency where the employee must be absent prior to receiving approval from the proper authority, or failure to notify or call in on the first day of an absence.
2. Obtaining leave based upon a misrepresentation or falsification.
 - a. First occurrence: written reprimand to dismissal.
 - b. Second occurrence: suspension to dismissal.
 - c. Third occurrence: dismissal.

An employee who is absent without approved leave for three or more consecutive workdays shall be considered to have abandoned the position.

(b) Assault or Fighting. Physically assaulting or fighting with another person.

1. First occurrence: written reprimand to dismissal.
2. Second occurrence: suspension to dismissal.
3. Third occurrence: dismissal.

(c) Conduct Unbecoming a Public Employee.

Conduct whether on or off the job, that adversely affects the employee's ability to continue to perform his or her current job, or that adversely affects the agency's ability to carry out its assigned mission.

1. First occurrence: written reprimand to dismissal.
2. Second occurrence: suspension to dismissal.
3. Third occurrence: dismissal.

(d) Conviction of a Crime.

The conviction of an employee for a crime where such conviction adversely affects the employee's ability to perform his or her job, or adversely affects the agency's ability to carry out its assigned mission.

1. First occurrence: written reprimand to dismissal.
2. Second occurrence: suspension to dismissal.
3. Third occurrence: dismissal.

(e) Drinking on the Job or Reporting to Work Under the Influence of Alcohol.

1. Drinking any alcoholic beverage on the job is prohibited.
 - a. First occurrence: suspension to dismissal.
 - b. Second occurrence: dismissal.
2. Reporting to work under the influence of alcohol is prohibited.
 - a. First occurrence: written reprimand to suspension.
 - b. Second occurrence: suspension to dismissal.
 - c. Third occurrence: dismissal.
3. The State Policy on Alcoholism provides that when the drinking of an employee affects the employee's work performance the employee is a problem drinker. The problem drinker, once identified, will be counseled and encouraged to secure appropriate medical or other professional help. The problem drinker shall not be dismissed until after he or she has had an opportunity to seek treatment. Discipline shall be administered if the problem drinker:
 - a. refuses to recognize his or her condition and fails to seek help; or
 - b. fails to complete the program of treatment; or
 - c. treatment is unsuccessful.
4. If public relations or working conditions are obviously and adversely affected by the problem drinker's behavior, the employee's removal from the job will shall be accomplished by placing the employee on compulsory disability leave.

(f) Reporting to Work Under the Influence of Illegal Drugs or Illegal Use of Drugs (Controlled Substances).

1. The illegal use of drugs on the job is prohibited.
 - a. First occurrence: suspension to dismissal.
 - b. Second occurrence: dismissal.
2. Reporting to work under the influence of any illegal drug or testing positive on a drug test is prohibited.
 - a. First occurrence: written reprimand to suspension.
 - b. Second occurrence: suspension to dismissal.
 - c. Third occurrence: dismissal.

(g) Possession, Sale, Distribution of Alcoholic Beverages or Illegal Drugs (Controlled Substances).

The possession, sale or distribution of alcoholic beverages or illegal drugs on state property or on the job is prohibited.

1. First occurrence: suspension to dismissal.
2. Second occurrence: dismissal.

(h) Excessive Absences.

An attendance record of recurring absences, even though all or a majority of the absences were necessary and excused. This also includes a pattern of absences by the employees, such as but not limited to, consistent absences on the day preceding or following the employee's regular days off or absence on the same day of each month.

1. First occurrence: oral to written reprimand.
2. Second occurrence: written reprimand to suspension.
3. Third occurrence: suspension to dismissal.
4. Fourth occurrence: dismissal. In the case of Inability to Perform Assigned Duties due to medical reasons, the University will proceed with termination notwithstanding the above schedule of progressive discipline.

(i) Tardiness.

The failure to follow established work schedules. Includes reporting late at the beginning of the work schedule, leaving early or returning late from lunch or breaks, or leaving work early at the end of the work schedule, all without approval.

1. First occurrence: oral reprimand.
2. Second occurrence: written reprimand.
3. Third occurrence: suspension.
4. Fourth occurrence: dismissal.

(j) Falsification of Records.

Includes misrepresentation, falsification or omission of any fact, whether verbal or written, on such records as, but not limited to: time, attendance and leave; employment status; employment application; travel vouchers; and work and production.

1. First occurrence: written reprimand to dismissal.
2. Second occurrence: suspension to dismissal.
3. Third occurrence: dismissal.

(k) Horseplay.

Actions whether intended or unintended to be mischievous or prankish which disrupt or have the effect of disrupting the work of the participants or other employees or have the potential for personal injury to other employees or oneself.

1. First occurrence: oral reprimand.
2. Second occurrence: written reprimand.
3. Third occurrence: suspension.
4. Fourth occurrence: dismissal.

(l) Improper or Careless Use or Operation of State Property or Equipment.

The improper or careless use of state property or equipment including abuse or misuse. This includes failure to observe the established speed limit while driving a state vehicle.

1. First occurrence: written reprimand.
2. Second occurrence: suspension.
3. Third occurrence: dismissal.

(m) Unsatisfactory Work Performance Including Continuing Inefficiency, Inability to Perform Assigned Duties and/or Substandard Performance of Assigned Duties.

The failure to satisfactorily meet the minimum performance standards that specifically relate to the employee's duties and responsibilities. An employee's failure to meet established work standards may be addressed through the performance evaluation process and/or the use of progressive discipline:

1. First occurrence: oral to written reprimand.
2. Second occurrence: written reprimand to suspension.
3. Third occurrence: suspension to dismissal.
4. Fourth occurrence: dismissal.

(n) Insubordination.

A deliberate and inexcusable refusal to obey a reasonable order that relates to an employee's job function. An unwillingness to submit to authority. Includes both an expressed refusal to obey a proper order and a deliberate failure to carry out an order.

1. First occurrence: written reprimand to dismissal.
2. Second occurrence: suspension to dismissal.
3. Third occurrence: dismissal.

(o) Leaving Work Area or Duty Assignment Without Authorization.

Absence from the work area or duty assignment during a work period without permission of the appropriate supervisor. Includes leaving a work area for lunch or a break, or at the end of a work schedule without proper relief where such relief or permission is a specific requirement.

1. First occurrence: written reprimand.
2. Second occurrence: suspension.
3. Third occurrence: dismissal.

(p) Loafing. Continued and deliberate idleness during work periods that results in the employee's failure to perform assigned tasks.

This includes, but is not limited to, deliberately wasting time, engaging in idle talk or gossip or conducting personal business during work periods.

1. First occurrence: oral reprimand.
2. Second occurrence: written reprimand.
3. Third occurrence: suspension.
4. Fourth occurrence: dismissal.

(q) Negligence. Carelessness in omission of, or inattention to the performance of assigned duties and responsibilities.

Negligence is synonymous with carelessness and signifies lack of care, caution, attention, diligence or discretion.

1. First occurrence: written reprimand to dismissal.
2. Second occurrence: suspension to dismissal.
3. Third occurrence: dismissal.

(r) Sabotage. Participation in an act of destruction or attempted destruction of state property or equipment, or an act or attempted act

that obstructs or has the potential to obstruct productivity, or normal functions or operations of the department or the University.

1. First occurrence: suspension to dismissal.
2. Second occurrence: dismissal.

(s) Sexual Harassment.

Violation of The Florida State University Policy on Sexual Harassment.

1. First occurrence: written reprimand to dismissal.
2. Second occurrence: suspension to dismissal.
3. Third occurrence: dismissal.

(t) Sleeping on Duty.

The failure of an employee to remain awake while on duty during working periods.

1. First occurrence: written reprimand.
2. Second occurrence: suspension.
3. Third occurrence: dismissal.

(u) Strike or Concerted Activity.

Instigating or supporting in any manner a strike. A strike is defined as: The concerted failure of employees to report for duty; the concerted absence of employees from their positions; the concerted stoppage of work by employees; the concerted submission of resignations by employees; the concerted abstinence in whole or in part by any group of employees from the full and faithful performance of the duties of employment with a public employer for the purpose of inducing, influencing, condoning or coercing a change in the terms and conditions of employment or the rights, privileges or obligations of public employment; participating in a deliberate and concerted course of conduct that adversely affects the services of the public employer; the concerted failure of employees to report for work after the expiration of a collective bargaining agreement; and picketing in furtherance of a work stoppage. The term "strike" shall also mean any overt preparation including but not limited to: the establishment of strike funds with regard to the above listed activities.

1. First occurrence: dismissal.

(v) Threatening or Abusive Language.

The use of language that is threatening or abusive, whether directed towards a supervisor, another employee or any other person. Includes any offensive language whether or not directed toward anyone in particular regardless of intent.

1. First occurrence: written reprimand to dismissal.
2. Second occurrence: suspension to dismissal.
3. Third occurrence: dismissal.

(w) Unauthorized Solicitation.

The unauthorized solicitation by employee of another employee including the distribution of material while either employee is on duty.

1. First occurrence: written reprimand.
2. Second occurrence: suspension.
3. Third occurrence: dismissal.

(x) Unauthorized Taking of Property.

The unauthorized taking of any property of the State or another person.

1. First occurrence: suspension to dismissal.
2. Second occurrence: dismissal.

(y) Unauthorized Use of State Property, Equipment or Human Resources.

The use of any state property, equipment or human resources for any purpose other than official state business.

1. First occurrence: written reprimand to dismissal.
2. Second occurrence: suspension to dismissal.
3. Third occurrence: dismissal.

(z) Violation of Safety Practices.

The failure to follow established safety practices. This includes the performance of unsafe acts or failure to wear or use safety equipment including but not limited to safety belts.

1. First occurrence: oral reprimand to suspension.
2. Second occurrence: suspension to dismissal.
3. Third occurrence: dismissal.

(aa) Violation of a Provision of Law or University Rule or Policy.

The violation of the provisions of law or agency rules or policies. This may include but is not limited to: failure to obtain approval for outside employment; misuse of position; giving or accepting a bribe; discrimination in employment or illegal campaigning.

1. First occurrence: oral reprimand to dismissal.

(bb) Failure to Follow Instructions.

An employee's failure to follow oral or written instructions from supervisory human resources.

1. First occurrence: oral to written reprimand.
2. Second occurrence: written reprimand to suspension.
3. Third occurrence: suspension to dismissal.
4. Forth occurrence: dismissal.

(cc) Disruptive Conduct.

Behavior that interferes with the employees work performance or the work performance of others. This may include, but is not limited to: loud, boisterous language; creating a disturbance; throwing objects; slamming doors, or other activities which would have a detrimental effect on the work environment.

1. First occurrence: oral to written reprimand.
2. Second occurrence: written reprimand to suspension.
3. Third occurrence: suspension to dismissal.
4. Forth occurrence: dismissal.

(8) Appeal and Grievance Rights.

USPS employees with permanent status and A&P employees may appeal or grieve any disciplinary action taken against them in accordance with this rule or any applicable collective bargaining agreement. An employee who resigns from

employment shall not have any rights of appeal. Both USPS employees and A&P employees may use the USPS and A&P Complaint Procedure in accordance with the USPS and A&P Complaint Procedure(7/98) and Form(7/98) which is hereby adopted by reference.

(9) USPS and A&P Arbitration Appeal Procedure

USPS employees who have earned permanent status in their current classification and A&P employees shall have the right to appeal to an arbitrator any suspension without pay, dismissal, layoff, demotion, job abandonment, transfer (greater than 50 miles), or reduction in pay, provided that the employee has not signed a statement indicating the action was voluntary. An employee whose position is classified to a lower class shall have the right to appeal only the reduction in pay, if any, which has occurred as a result of the demotion appointment.

(a) Request for Processing.

1. If an employee requests an arbitration, the employee shall, within 14 calendar days after the receipt of notice of the employment action from the University, file with the Director of Human Resources or designee a completed Arbitration Request Form-2003 which is hereby incorporated by reference.
2. Failure to file an Arbitration Request Form within the time limits prescribed shall be deemed a waiver of the right to arbitration. In the event of a question regarding timeliness, the date of first receipt by Human Resources shall be determinative.
3. After the Request for Arbitration has been received, the Director of Human Resources or designee will determine whether the request has been filed in accordance with the provisions of this section and shall notify the employee or his/her representative and immediate supervisor of this determination.
4. The Director of Human Resources or designee shall select an arbitrator on a rotational basis from an odd-numbered panel of at least three arbitrators maintained by Human Resources and shall notify the employee or his/her representative of the arbitrator selected. If the parties do not agree on the arbitrator selected, the selection shall be made by alternatively striking names from the panel. The right of first strike shall be determined by a coin toss. The employee will receive notice of the identity of the arbitrator selected and may request disqualification of the arbitrator based on cause within five calendar days of receipt of the notice. Cause is present when the arbitrator was chosen through corruption, fraud, or other undue means.
5. When an action is both appealable under this rule and grievable under a collective bargaining agreement, the employee shall have the option of using either procedure. The filing of the Arbitration Request Form constitutes a waiver of any rights to review of the matter under an applicable collective bargaining agreement, Chapter 120, F.S., or any other review procedures. If the employee seeks a review of a matter in an alternative forum after requesting arbitration under this rule or fails to appear at the scheduled arbitration hearing, the University shall have no obligation to proceed further.

(b) Fees and Expenses.

1. All fees and expenses for the arbitrator will be paid by the University. However, when an employee is represented by an employee organization, the arbitrator's fees and expenses shall be paid by the party who fails to prevail in the arbitration or evenly split if the award sustains the appeal in part and denies it in part.

2. The party desiring a transcript of the arbitration proceedings shall provide written notice to the other party of its intention to have a transcript of the arbitration made at least one week prior to the date of the arbitration and shall be responsible for scheduling a reporter to record the proceedings. The party desiring the transcript shall be responsible for the appearance fee of the reporter and the cost of obtaining an original transcript. The requesting party shall provide the other party a photocopy of the transcript received from the reporter and deliver the photocopy to the other party within five calendar days after receiving the copy of the transcript from the reporter.

(c) The employee may self represent or be represented.

If the employee elects to be represented, the employee must deliver or send to the Director of Human Resources or designee within five working days after filing a Request for Arbitration, a written statement indicating the name, address, telephone number and qualifications of the representative and confirming that the employee as well as the representative will be present during the arbitration hearing, and that the employee agrees to this representation.

(d) If the aggrieved employee participates

during working hours in the arbitration, the employee's compensation will not be affected by the time spent at the arbitration hearing. The employee must notify the immediate supervisor seven days in advance of his/her anticipated absence. An employee will not be permitted to prepare the case during working hours.

(e) Hearing

1. The arbitrator shall hold the hearing in Tallahassee, Florida, unless otherwise agreed by the parties. The hearing shall commence within 30 working days of the arbitrator's acceptance of selection, or as soon thereafter as practicable. Arbitration proceedings shall be conducted in accordance with this rule, supplemented by the current Labor Arbitration Rules published by the American Arbitration Association which are hereby incorporated by reference.

2. The arbitrator may subpoena witnesses and compel the production of documents pertinent to the appeal. All requests for subpoenas must be made to the arbitrator no later than 10 working days prior to the arbitration date and each party is responsible for providing its own witnesses and documents which it wishes to present. The party requesting a subpoena or the production of documents from the arbitrator shall promptly provide the other party a copy of the request.

3. Within 60 calendar days, the arbitrator shall issue to the University and the employee a written order which may affirm, reverse, or alter the decision of the University.

4. The employee and the University agree that the decision of the arbitrator shall be final and binding on both parties. No judicial review of the arbitration order is available except as provided by Chapter 682, F.S.

(f) Jurisdiction of Arbitrator.

1. The arbitrator shall neither add to, subtract from, modify, or alter the provisions of these rules, University rules and policies or procedures, or an applicable collective bargaining agreement. Arbitration shall be confined solely to the application and/or interpretation of those provisions and limited to the matters in the Request for Arbitration Form submitted for arbitration. No statements of opinion or conclusions not essential to the determination of the matters submitted shall be permitted. The arbitrator shall not review managerial decisions, nor substitute his judgment for that of management, other than to ensure that such actions are in accordance with the applicable procedures under review. In the case of suspension without pay, dismissal, and reduction in pay taken as a disciplinary action, the arbitrator shall determine whether there is just cause for such action.

2. The burden of proof shall be on the employee in layoff, demotion, reduction in pay and transfer actions when not taken as a disciplinary action, and in job abandonment. The burden of proof shall be on the employer in suspension without pay, dismissal, demotion, and reductions in pay when taken as disciplinary actions.

3. The arbitrator's order and award may reinstate an employee, with or without back pay. The back pay award shall not exceed the amount of pay the employee would otherwise have earned at the employee's regular rate of pay and shall not be retroactive to a date earlier than the date of the occurrence of the event giving rise to the action at issue and in no event more than fourteen (14) calendar days prior to initiation of the arbitration request. In no situation will the award exceed the actual loss to the employee or provide attorney fees to either party.

4. Punitive damages are not permitted.

5. The arbitrator may reduce a dismissal to a suspension for such time as the arbitrator may fix, or reduce the period of suspension, which order shall be binding on the University and employee concerned subject to the jurisdiction of the arbitrator.

6. The arbitrator may reduce a dismissal to a suspension for such time as the arbitrator may fix or reduce the period of suspension which order shall be binding on the University and employee concerned subject to the jurisdiction of the arbitrator.

SPECIFIC AUTHORITY: 240.227(1) FS.

LAW IMPLEMENTED: 240.227 (5), 240.261, FS.

HISTORY: NEW: 6-16-87 AMENDED: 9-01-98

University Human Resources
Florida State University
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The Florida State University is an affirmative action equal opportunity employer supporting a culturally diverse educational community.

For more information about FSU, visit our Internet site at
<http://www.fsu.edu/>