



THE FLORIDA STATE UNIVERSITY

The Office of Human Resources
6200 A University Center
Tallahassee, FL 32306-2410

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 Office of Human Resources 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 website (<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 The Florida State University. We hope your employment here is both a rewarding and productive experience.

Sincerely,

Joyce A. Ingram
Assistant Vice President and Chief Human Resources Officer



This handbook is intended as an overview of some of the University's 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 the Office of Human Resources' website (<http://hr.fsu.edu>) for the most current policies and procedures.

Faculty members are encouraged to consult The Faculty Handbook for various processes and procedures pertaining to their academic, administrative, or research roles.

Revised June 2010

This handbook is available in alternative formats. Please direct requests to the Office of Human Resources' ADA Coordinator at 850-645-6519.

The Florida State University is one of eleven universities of the State University System of Florida and is one of the oldest institutions 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, 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 6,000 regular status full-time and part-time employees, including University Support Personnel System (USPS), Administrative and Professional (A&P) staff, and Faculty, the University is one of the largest employers 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 employee 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 should 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 your progress in the job as well as your ability to perform the items cited on your 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 your employment, you will earn regular status in the position. During the probationary period, you earn the same benefits as an employee with regular status.

The probationary period may be extended if: 1) the employee is rated "Below Performance Standards;" 2) the supervisor decides that additional time is needed for appropriate training or on the job experience; 3) the employee is granted an authorized leave of absence; or 4) the employee makes a written request based on reassignment to a different position in the same class. 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 terminated 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 regular status in the USPS after successful completion of a designated probationary period. Regular 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 document your daily in-and-out times in order to record your regular hours worked as well as any "overtime" (hours which you work in excess of the forty hour FSU workweek). If you are 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 USPS employees are required to record their time and leave information in one of the approved timekeeping systems or on the Pay and Leave Report each biweekly pay period depending on whether your department uses centralized time entry and the type of system they use.

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 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 time sheet. 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 at the travel site or upon your return home.

Overtime Pay and Overtime 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) or overtime compensatory leave. Overtime compensatory leave shall be cashed out semiannually. Your supervisor may require you to modify your work schedule to minimize overtime during the workweek. At no time can a non-exempt, non-law enforcement employee accrue more than 120 hours of overtime compensatory leave. Time earned over 120 hours shall be paid during the biweekly pay period in which it is earned.

Straight-Time Compensatory Leave for Exempt USPS Employees

Straight-time compensatory leave is provided to exempt USPS employees on an hour for hour basis for hours *physically* worked beyond 40 in a workweek unless payment is approved by the department head or other appropriate authority. Straight-time compensatory leave shall be cashed out semiannually. Your supervisor may modify your work schedule to minimize the accrual of compensatory time. At no time can an exempt employee accrue more than 120 hours of compensatory leave. Time earned over 120 hours shall be paid during the biweekly pay period in which it is earned.

Additional Straight-Time Compensatory Leave Accruals

USPS employees may also earn straight-time compensatory leave for the following circumstances if you work more than the required hours for the workweek: 1) hours worked on a holiday; 2) the holiday falls on your regularly scheduled day off; 3) during

the week in which jury duty or court appearance (not involving personal interest) occurs; 4) you are required to perform essential duties during an emergency closing for the hours worked during the closing.

Compensatory Leave Semiannual Payout

Accrued compensatory leave is paid out semiannually. Supervisors may require leave be taken to reduce accrued compensatory leave balances.

Personal Holiday

All full-time USPS employees are eligible for one eight-hour personal holiday each fiscal year with proportionate accrual for part-time employees. 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. The personal holiday must be used in full and cannot be split for use on multiple days except when the employee's shift crosses midnight.

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	19.5 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 documented emergency. A part-time employee or an employee in less than full-time pay status earns annual leave proportional to the full-time rate.

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 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 and unpaid annual leave with department head approval 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 lifetime maximum. Upon re-employment by the University 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 record your time and leave information in one of the approved timekeeping systems or on the Pay and Leave Report each biweekly pay period depending on whether your department uses centralized time entry and the type of system they use.

Annual Leave

All full-time A&P employees will accrue annual leave at the rate of 6.769 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 lifetime maximum of 352 hours of unused annual leave. Any accrual earned in excess of 352 hours must be used during the calendar year or it will be transferred to the employee's sick leave balance.

An individual who resigns from a governmental entity within Florida and is employed by the University may transfer accrued unused and unpaid annual leave with department head approval provided no more than thirty-one (31) days has elapsed between employment.

Annual Contracts

An out-of-unit A&P employee's employment contract may be cancelled 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 five (5) years of service in the Administrative and Professional Pay Plan with the University; at least three (3) months notice if the employee has one (1) to five (5) years of service in the Administrative and Professional Pay Plan with the University; or at least one (1) month notice if the employee has less than one (1) year of service in the Administrative and Professional Pay Plan with the University. A notice of cancellation 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 bi-weekly (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. Participation in direct deposit (Electronic Funds Transfer, EFT) is required of all regular and temporary FSU employees, except those excluded by law. EFT is accomplished by completing the "Direct Deposit Authorization" form provided with the new hire paperwork. Once established as an employee in the OMNI HR system, an individual's banking information can be updated by the employee by accessing the OMNI Employee Central Portal Page or by completing a new "Direct Deposit Authorization" form and submitting directly to FSU-Payroll Services. Each bi-weekly, pay statement may be viewed through accessing the OMNI Employee Central Portal page. Any paper payroll check issued to an employee will be distributed to the employee via the United States Postal Service. Paper checks are mailed to the employee's mailing address on record in the OMNI HR system. Please check all deductions each time you view your statement and should you have any concerns or questions, ask your departmental payroll representative for assistance.

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, regulations, 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 Band

A pay band is a wide salary range with a minimum and maximum amount. Employees working in a classification assigned to a particular band may be paid an amount within that band.

Classification

Your job classification is determined from the duties and responsibilities outlined in the job description. Your hiring department should supply you with 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 there is a change in the level of responsibilities or nature of the job. Your seniority, years of 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: 1) the position is upgraded to a higher level consistent with the assigned duties; 2) the position is downgraded to match the assigned duties; or 3) the position remains the same.

Falsification

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

Employment Opportunities

Job Vacancies

The Florida State University's Office of Human Resources posts job vacancies daily. A listing of all job vacancies is available on the Office of Human Resources website (<http://hr.fsu.edu>). You may obtain information about a specific position by calling Employment and Recruitment Services at 850-644-6034 or 850-644-6035. The Florida State University is an Equal Opportunity/Access/Affirmative Action Employer.

Reassignment/Promotion

You may apply for job vacancies that may result in a reassignment or promotion by submitting an on-line application via OMNI Self Service for specific positions for which you wish to be considered.

Layoff

The University will only layoff employees if there is a business need to do so. Examples of business needs include, but are not limited to, adverse financial circumstances; reallocation of resources; reorganization of programs or functions; curtailment or abolishment of programs or functions; shortage of work; or a material change of duties. In the event of a layoff of employees, a determination of which employees to retain and which employees to separate would be based on business needs and the qualifications of the employees in the department in which the layoff occurs.

Layoffs and recall of employees will conform to established policies and procedures of the University.

Employees subject to layoff will be contacted by the Employee and Labor Relations section of The Office of 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	Veterans Day
Martin Luther King, Jr. Day	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.

A&P and USPS employees who are required to work on a holiday will be credited with straight-time compensatory leave equal to the time on duty, not to exceed eight hours, when they work more than the required hours for the workweek.

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 the illness, injury, appointment with health care providers, or death of a member of your immediate family. 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 and unpaid sick leave with department head approval 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 University after ten years of State creditable service. For further information refer to Human Resources' Policies and Procedures located on HR's website (<http://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, personal holiday, 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 University service, donate 8 hours of sick leave to the pool, have a balance of at least 64 hours after you make the donation, and have an average yearly sick leave usage of less than 9 days. 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 apply to join the pool within thirty days after completing one year of service, within thirty days of transfer from a state agency or public university where you were a sick leave pool member, or during the open enrollment period for the Sick Leave Pool. Please contact the Office of Human Resources for more information about the FSU Sick Leave Pool, or visit our website (<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:

- ◆ Jury duty - If you are called to serve as a juror or subpoenaed as a witness, you will be granted administrative leave, 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, up to two hours of administrative leave may be approved by the Chief Human Resources Officer and your supervisor for voting in public elections.
- ◆ **Short-term military training** – Administrative leave 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 240 hours in any one fiscal year.
- ◆ **Death in immediate family** - Upon appropriate request, an employee will be granted two days of administrative leave upon the death of an immediate family member as defined in FSU policy.
- ◆ **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.

Advanced Annual Leave for Natural Disasters

There are times when emergency conditions do not result in University closures but individual employees are unable to report to work in the period following a natural catastrophe because of danger to human life and/or property. In such cases, departments have the ability, with appropriate Vice Presidential approval, to advance up to 5 days of annual leave to employees, on a case-by-case basis, in instances when an employee is unable to report to work due to mandatory evacuation, hazardous or unsafe travel conditions, or severe damage to primary residence located in an area which has been declared a state of emergency.

Meetings and Conferences

When your attendance at meetings and conferences is deemed beneficial to the University 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 University employment 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 official written orders have been received. At the end of the first thirty calendar days and with the approval of the supervisor and appropriate administrator the employee may use accrued personal leave to bring their total salary, inclusive of their base military pay, to the level earned at the time they were called to active military duty. If the employee has no leave, or chooses not to use it, the employee will be placed on leave without pay during the remainder of the military leave while retaining applicable University benefits.

Parental Leave

Employee's may take leave without pay, personal holiday, sick, annual, and/or compensatory leave as appropriate, with supervisory approval, when becoming a biological or adoptive parent. By completing the required medical certification, employees may use accumulated sick leave for the period of temporary disability caused or contributed to by pregnancy and childbirth. Parental leave will be for a period not to exceed six months and shall not begin more than two weeks prior to the expected date of the child's arrival unless otherwise approved by the supervisor and Chief Human Resources Officer. Upon returning at the end of parental leave, such employee shall be reinstated to the same job or to an equivalent position.

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. 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. FSU measures the twelve-month period on a "rolling" year basis.

The Family and Medical Leave Act is somewhat complex and you are urged to seek counsel from your supervisor and ~~department~~ [representative](#) ~~department~~ [representative](#) and/or the Office of 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 FMLA should also contact the Benefits section in Human Resources to discuss continuation of insurance coverage.

Further information regarding the employee's right under the FMLA can be found in Publication 1420 (<http://www.dol.gov/esa/whd/fmla/finalrule/fmlaposter.pdf>).

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 Chief Human Resources Officer must approve such leave.

Employee Benefits

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.

A new FSU employee must attend New Employee Orientation or complete the online orientation to obtain further information regarding benefits. For additional information, visit the Benefits section of the Human Resources' website (<http://hr.fsu.edu>).

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 equal to one and one-half times your annual base salary for most employees. The State pays a portion of the premium for all salaried employees. Additional optional life insurance coverage is available in amounts up to five times your annual base salary. Optional life insurance 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 (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 March 15th of the following 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 Open Enrollment for Benefits

Each year, for a minimum of 30 days, the State of Florida 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 Section 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 the Human Resources' website (<http://hr.fsu.edu>), or contact the Benefits section at 850-644-4015.

Roth 403(b)

Similar to the Roth IRA, the Roth 403(b) allows individuals to contribute after-tax dollars to an account in which the earnings will grow tax-free. Withdrawal of earnings will not be taxed if certain requirements are met. Employees have the option of directing 403(b) contributions to either a regular 403(b) or a Roth 403(b) or some combination of the two plans as long as those contributions do not exceed that year's contribution limits. For more information, visit the Benefits section of the Human Resources' website (<http://hr.fsu.edu>), or contact the Benefits section at 850-644-4015.

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' website (<http://hr.fsu.edu>).

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 State-sponsored Childcare Centers, Florida Pre-paid College Program, Florida College Investment Plan, and Leach Recreational Center-

Retirement

The State of Florida provides comprehensive retirement programs for State and university 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 FRS 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. There is a one life-time switch allowed between the FRS Pension Plan and the FRS Investment Plan.

The FRS Investment Plan is a defined contribution plan and requires one year of FRS 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 they will default to membership in the FRS Pension Plan. There is a one life-time switch allowed between the FRS Investment Plan and the FRS Pension Plan.

The ORP is a defined contribution plan providing for 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 Office of Human Resources. Each employee's official personnel file may include the following: employment application, personnel/payroll changes (appointment/promotion, etc.), performance evaluations, disciplinary actions, insurance applications and other information related 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 Office of Human Resources of a change in name. Your address, telephone number, federal withholding tax exemptions, tax address changes, and persons to notify in case of an emergency should be updated in OMNI Self Service (see also, "Your Personal Responsibility").

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 Recreation 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 University 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 receive a 10% discount on all drinks from the vending machines around campus when you use your chip. You can also save 2 cents per copy from copy machines on campus. 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 Plus or Interlink 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 8:00 a.m. to 5:00 p.m. Monday through Friday. The cashier's office hours, which are 8:30 a.m. to 4:30 p.m., accepts all payments.

Staff Publication

The Florida State University Communication Group 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

A Lost and Found Department is located on the ground floor of the west courtyard of the Oglesby Student Union. Hours of operation are Monday through Friday from 8:00 a.m. to 6:00 p.m. Lost articles that are turned in directly or sent in from other departments are logged, labeled and stored for thirty (30) days. The Lost and Found staff makes 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. Bus service is available on regular class days between 7:00 a.m. and 7:00 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 website (<http://parking.fsu.edu>). Additionally, no fare is required on any StarMetro regular citywide route with a valid FSU Student, Faculty or Staff ID. Visit the City of Tallahassee StarMetro website for more details.

Health and Safety

Safety

The Department of Environmental Health & Safety (EH&S) supports the University's efforts in providing a healthy and safe learning and working environment. Through its policies and programs, EH&S instills safety consciousness and sound safety practices throughout the University community. Its areas of responsibility include:

- General Occupational Health & Safety
- Fire Safety
- Industrial Hygiene
- OSHA compliance
- Research related Safety
 - Biological Safety
 - Chemical Safety
 - Laboratory Safety
 - Radiation Safety
- Risk Management
 - Insurance Services
 - Workers' Compensation
- Emergency Management
- Building and Construction Safety

Your role is to abide by established policies and to practice safe behaviors. This includes:

- Notifying EH&S when you see unsafe conditions or activities
- Reporting all accidents, work-related illness or close calls; our department processes all workers' compensation and insurance claims
- When using a motor vehicle for University related business; it is your responsibility to drive in a responsible and legal manner that protects the safety of yourself, pedestrians, passengers and the occupants of other vehicles; this applies to all motor vehicles, whether they are University owned, leased, rented or owned by you personally
- Participating in safety training specified for your job
- Knowing the emergency fire exit routes and location of fire extinguishers
- Evacuating the building when the fire alarm sounds
- Wearing any personal protective equipment, such as safety glasses and gloves needed to safely perform your job
- Smoking only in designated areas

Please feel free to call EH&S at 850-644-6895 with any concerns you may have. You can email EH&S through its website (<http://safety.fsu.edu>).

Workers' Compensation

All employees of Florida State University, including Faculty, University Support Personnel (USPS), Administrative and Professional (A&P), and Other Personal Services (OPS) are covered by Workers' Compensation Insurance while in the course and scope of employment in accordance with Florida Statutes 440.

If you are injured or become ill while you are at work you must notify your supervisor immediately. Please refer to the EH&S website at www.safety.fsu.edu for policies and procedures outlining specific requirements for reporting work related accidents at OP-G-10.1.1 Workers' Compensation Procedure. Contact EH&S should you have any specific questions (644-6895).

Emergency Management

The Emergency Management program is designed to provide the structure and guidance for preparation, mitigation, planning, and recovery from disasters at FSU. A key component is the **FSU ALERT** system. **FSU ALERT** is Florida State University's emergency notification system. If there is a condition which threatens the health and safety of persons on campus, university officials will warn the campus community using one or a combination of methods that are both active and passive. For more information see <http://www.safety.fsu.edu/EmergencyManagement/fsualert.html>.

FSU Police

The Florida State University Police Department 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, on motorcycles 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 FSU Police Department's website (<http://police.fsu.edu>) and the Office of Human Resources' website (<http://hr.fsu.edu>). 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 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.

Weapons on Campus

Firearms and other weapons may not be carried in vehicles parked on University property. Section 790.25(5), Florida Statutes, authorizes persons 18 years of age or older to possess a concealed firearm or other weapon in a private conveyance for self-defense if the weapon is securely encased and not readily accessible for immediate use. Section 790.115(2)(a), Florida Statutes prohibits possessing weapons or firearms on school property. Although Section 790.115(2)(a)3, Florida Statutes, provides that a person may carry a firearm in a vehicle pursuant to Statute 790.25(5), it provides that schools may provide policies waiving the exception. Florida State University waives the exception in the previous paragraph and is a —school based on established definitions from the Statute. Florida State University students, staff and faculty must not have any type of defined weapon in their possession and cannot store a weapon in their vehicle while on any University property. A weapon could include non-lethal weapons such as pellet guns, knives, metallic knuckles, slingshots, billie's, tear gas guns, chemical weapons or device, or other objects defined as a deadly weapon.

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 University community. 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 that he or she is 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/head. 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 and Labor Relations section of The Office of Human Resources for additional information.

Driving Vehicles for University Business

In order to operate a vehicle you must have a valid Driver's License. If you are required to drive a vehicle for University business and your license is revoked and/or becomes invalid (e.g. suspended), you must notify your department immediately.

University vehicles are to be operated in accordance with applicable laws and regulations. You are personally responsible for any traffic violations and fines, and may be liable for any property damages or injuries resulting from the violation of laws and/or regulations related to the operation of a University vehicle. You also could be subject to disciplinary action for violation of laws and/or regulations related to the operation of a University vehicle. Any accident, property damage, or injury involving motor vehicles must be immediately reported to the University's Insurance Coordinator within the Environmental Health and Safety Office. Please reference Policy OP-C-9 Use of State Vehicles for specific requirements.

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 driver's license. A positive test can discontinue the hiring process or cause an employee to be subject to further testing, referral to the Employee Assistance Program, or result in dismissal. For more details, please call Employee and Labor Relations at 850-644-6475.

Operation of Non-licensed Vehicles

The operation of non-licensed vehicles, such as golf carts and utility vehicles must be in accordance with OP-G-10.2.1 Golf Cart, Utility Vehicle and All-Terrain Vehicle

Procedure. The guidance contained within the Procedure is in accordance with State Motor Vehicle code and inappropriate use could lead to issuance of a citation to the operator.

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 Policy OP-C-7-G10 **HIV/AIDS and Communicable Diseases** (<http://www.vpfa.fsu.edu/>).

Employee Assistance Program

The Office for Employee Assistance Services offers a range of services provided by FSU to assist the employee 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 for which they would like some assistance, they may call the EAP office for an appointment. An Employee Assistance Professional can provide services to include: assessment of personal difficulties, short-term intervention, and referral to community resources if needed. When working with clients, the EAP maintains the strictest confidentiality, consistent with State and Federal laws and the ethical standards of appropriate professional credentialing agencies. All services provided by the EAP are free to the employee/family member.

The EAP can also provide management consultation for the purpose of helping managers and supervisors manage their employees more effectively. Consultation may include training and/or coaching in the area of appropriate interventions. Other services to assist the employee and management may be offered as needed. Services include training in relevant areas, providing alternative dispute management or mediation services, consulting with supervisors when employees' personal difficulties appear to be affecting job performance or when group dynamics are interfering with departmental performance.

Other services available through the EAP 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. The EAP also provides training on the topics of conflict resolution, team dynamics, workplace violence, stress management, household money management, interpersonal communications, and other related areas. Information on all available services may be obtained by contacting the Office of Employee Assistance Services at 850-644-2288.

University Policy on Minors in the Workplace

Bringing a dependent child to the workplace is not permitted unless an employee has a dire emergency, and only after approval of the employee's supervisor and

department head is received. Supervisors should be liberal when 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.

A minor participating in a supervised or sponsored activity must receive prior authorization in writing from the person responsible for the facility being entered and a signed waiver from their parent/guardian prior to entry into areas where hazardous materials or equipment are present such as laboratories, machine shops or maintenance shops unless they are enrolled as students or are employees in accordance with OP-C-7-B1 General Employment. Prior to entry into the area where hazards are present minors must receive a safety briefing on potential hazards and be provided with appropriate personal protective equipment. Minors must be escorted at all times by the person responsible for the facility or their designee.

This guidance is based on State and Federal laws that limit or prohibit children in most work environments. Additionally, many workplaces are unsafe for children and can interfere with the normal work of colleagues. Finally, the University's insurance may not provide coverage for children if they are injured in the workplace, and the potential liability is significant. Note, as a rule minors are not allowed in University laboratories. If you are uncertain as to the requirements detailed in this policy, contact Environmental Health and Safety for further guidance.

Contributing to the Success of FSU

Davis Productivity Award Program

Each year, the Florida Tax Watch, a private non-profit research institute, 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.

Staff Showcase

The Florida State University Staff Showcase is a venue that provides an opportunity for faculty and staff to celebrate staff contributions to the University. "Smart work" is showcased, current projects are presented and new systems are introduced. Created for all FSU employees, attendees can visit the Showcase's variety of tables, booths, computer demonstrations, and audio/visual displays at their leisure and their level of interest. The Staff Showcase is sponsored by the Division of Finance and Administration.

Training and Development Programs

Employee Development

The Office of Training and Organizational Development (TOD) provides a focused delivery of training opportunities for FSU employees in the areas of business transactions, compliance and organizational development, customer service, leadership and supervisory skills, and personal development. To maximize convenience and accessibility of training for our employees, TOD offers these learning opportunities in classroom, online, and orientation formats. Supervisory approval is required if employees attend a class during their regular work hours, which is then considered time worked. Training programs offered by TOD are a benefit of employment. As such, no charge is assessed to you or your department for attendance at these programs. Please contact the Office of Training and Organizational Development for more information, or visit <http://hr.fsu.edu/train> for course offerings, registration information and additional training resources available at FSU.

Additionally, depending on what department you are in or your designated workplace, there may be legally mandated training requirements. To ensure compliance, please check with your supervisor or Environmental Health & Safety to make sure that you fulfill your training requirements, in accordance with OP-G- 11 Safety Training.

Employee Tuition Scholarship Program

Refer to Employee Tuition Scholarship Funds under “Employee Benefits” section.

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 Audit Services at 850-644-6031 or the Sexual Harassment Hotline at 850-644-9013.

Equal Opportunity, Non-Discrimination, and Non-Retaliation

The Florida State University is an equal employment opportunity employer and educational provider committed to a policy of non-discrimination on the basis of race, creed, color, sex, religion, national origin, age, disability, genetics, veteran or marital status, sexual orientation, gender identity, gender expression, or any other protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and University’s policies, procedures, and processes.

The University recognizes that forms of discriminatory or harassing behavior may create an unwelcomed or hostile environment and lead to an uncomfortable situation. As a result, the University has established internal complaint procedures available to all who believe their experience on any of our campuses has been less than appropriate.

To initiate a complaint or if you have questions/concerns of discrimination in the workplace, please contact the Office of Diversity and Equal Opportunity at 850-645-6519 for an appointment with a representative or to submit a Discrimination and/or Retaliation Complaint.

The University supports the right of any employee who believes that a violation of policy has occurred to present a good faith complaint and receive an impartial review. Accordingly, it is considered a violation of University policy for any act of retaliation to be taken against an employee because he/she has filed a complaint or rendered testimony.

To review the University’s Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy in its entirety or for further information on the University’s Equal Opportunity Programs contained in this handbook, please contact the Office of

Diversity and Equal Opportunity or consult the Office of Human Resources' website (<http://hr.fsu.edu>).

Americans with Disabilities Act (as amended by the Americans with Disabilities Act Amendments Act of 2008 or the ADAAA)

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 formats upon request. Copies of the policy are located on the Human Resources website or may be obtained by contacting the Office of Human Resources. Inquiries about reasonable accommodations due to a disabling condition may be directed to the Office of Human Resources ADA Coordinator at 850-645-6519.

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.

The University maintains a website (<http://www.fsu.edu/directories/>) 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 representative can tell you how to make changes as outlined below. If you are unsure who your department representative is, call 850-644-8502, option #5, to find out.

View Your Personal Information in OMNI Self Service

FSU employees can confidentially view personal information in OMNI Self Service such as the details of the most recent paychecks, recent leave usage and accrual details, home and campus addresses, and miscellaneous information. Simply login to the OMNI web portal page (www.omin.fsu.edu) and click on the "Self Service" link near the top left hand side of the page.

Employees are encouraged to verify the accuracy of their information. Although no one else can access your OMNI Self Service 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 representative if you need assistance.

Do You Have a Nickname?

If you have a nickname or if you are known by your middle name rather than your first name, you can update your preferred name on the Office of Human Resources website employee forms. On the bottom left hand side under forms you will need to click on Employees and then Employee Data Management. If you have any questions please see your departmental representative.

Changes in Personal Information

Changes can be made to your Personal Information through Omni Self Service. Simply login to the OMNI web portal page (www.omin.fsu.edu) and click on the "Self Service" link near the top left hand side of the page. Human Resources should be contacted for changes affecting such things as 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 you: 1) receive compensation from OPS funds and any other appropriation (salaries or expenses) for the same period of time, regardless of total Full Time Equivalent (FTE); or 2) are receiving

compensation in excess of one full-time FTE position. Additional information is available on the Office of Human Resources' website (<http://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 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 Office of Human Resources website (<http://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 website (<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, the Office of 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, beepers, office telephones, and hand-held wireless devices, for use by University students, faculty and staff. These resources are administered by the University's Information Technology Services Department, and a number of schools, colleges, departments and institutions. IT resources 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, regulations, 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 (<http://gtcr.fsu.edu>) and Use of University Information Technology Resources policy (<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 a lifetime maximum of 240 hours for USPS and 352 hours for A&P employees. Should you have more than ten years of University or 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 university or 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 Time & Labor 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 Florida Retirement System (FRS) Pension Plan including the Deferred Retirement Option Program (DROP), FRS Investment Plan, or companies represented in the Optional Retirement Plan (ORP). You will be paid a lump sum for unused annual leave up to a lifetime maximum of 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 section in Human Resources.

Death

In the event of the death of an employee, the Benefits section 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 Office of Diversity and Equal Opportunity in Human Resources regarding the state office and location where you may apply for unemployment compensation benefits.

FSU Job Performance and 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 and Labor 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 large, diverse campus community. 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 and Labor Relations staff can assist with the complaint review process.

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.

Important information is also found in the Regulations of The Florida State University, Guidelines for Disciplinary Action, Section 6C2R-4.070, which can be accessed by going to the Employee and Labor Relations section of the Office of Human Resources website (<http://hr.fsu.edu>). 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. These Guidelines for Disciplinary Action are 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 850-644-6475.

If you would like more information regarding the role of Employee and Labor Relations and the complaint and appeal procedures available to you, please consult the Employee and Labor Relations section in the Office of Human Resources at 850-644-6475.

University Ombuds Program

The University Ombudsperson is an impartial dispute resolution practitioner who strives towards fair and equitable solutions according to University policies. The Ombudsperson provides confidential and informal assistance. Therefore, the

ombudsperson will not identify an employee or employee's confidences without express permission of the individual except where required by law. Also, conversations with the ombudsperson may not be used in grievance or other formal proceedings.

The Ombudsperson, who may act as a counselor, go-between, informal fact-finder or feedback provider, interacts with all persons within the University community essential to resolve issues and concerns. If you have an issue that you would like to discuss with the Ombudsperson, please contact the Office of Diversity and Equal Opportunity at 850-645-6519.

A Final Note

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

The Office of Human Resources provides a website (<http://hr.fsu.edu>) where you may obtain defined, comprehensive and detailed information on the policies, procedures rules, and regulations which have been outlined for you in *FSU & You*. The website also allows direct email access and phone numbers to Human Resources staff if you need assistance. You may also visit us in the University Center, Building A on the sixth floor.

The Office of Human Resources
The Florida State University
6200 A University Center
Tallahassee, Florida 32306-2410



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

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