



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

Online New Employee Orientation

Attendance & Leave

Salaried Employees

FLORIDA STATE UNIVERSITY
Office of Human Resources

EMPLOYEE PAY PLANS



FLORIDA STATE UNIVERSITY
Office of Human Resources

Fair Labor Standards Act (FLSA)

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

Employee Pay Plans

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

Employee Pay Plans

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

WORKING RULES



Policies and Procedures

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

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

Workweek

- The FSU workweek is from 12:00 AM Friday to 11:59 PM the following Thursday
- Even though we are paid every two weeks, all attendance and leave is calculated by the workweek

LEAVE



Leave Accruals

Annual (vacation) Leave – Biweekly Accrual Rate	
Based on 1.0 FTE and FSU years of service	
USPS: 0-5 years	4 hours
USPS: 5-10 years	5 hours
USPS: 10+ years	6 hours
A&P & 12 month Faculty	6.769 hours
Executive Service	9.195 hours

**9 and 10 month Faculty are not eligible for annual leave*

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Leave Accruals

Sick Leave – Biweekly Accrual Rate	
Based on 1.0 FTE	
USPS, A&P, and Faculty	4 hours
Executive Service	5 hours

Personal Holiday – Annual Accrual Rate	
Based on 1.0 FTE	
USPS	8 hours

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Compensatory Leave

There are 2 types of Compensatory Leave:

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

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Administrative Leave

- Administrative leave is defined as leave of absence with pay authorized for a particular purpose not chargeable against an employee's accrued leave. Listed here are the most common forms of administrative leave used by employees (with approval from your supervisor):
 - Death of an immediate family member
 - Jury Duty
 - Florida Disaster Volunteer
 - Court appearances that do not involve personal interest and where the employee is not an expert witness
 - Official emergency closings of the University

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Leave Transfer – USPS and A&P

- USPS and A&P employees transferring from an approved Florida governmental entity may be able to transfer unused annual and sick leave.
 - USPS/A&P: University maximum of 80 hours annual leave & 240 sick
 - No more than 31 days can elapse between employment
 - Department approval required

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Leave Transfers - Faculty

- Faculty transferring from a Florida governmental entity may be able to transfer unused annual and sick leave.
 - Annual Leave transfers for 12 month Faculty is generally limited to 80 hours
 - Sick Leave transfers for 9, 10, and 12 month Faculty is generally limited to 240 hours
 - No more than 31 days can elapse between employment
 - Department approval required

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Other Types of Leave

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

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Family and Medical Leave Act (FMLA)

- The Family and Medical Leave Act of 1993 was enacted to assist employees in reaching a balance between family and work responsibilities by allowing eligible employees to take unpaid job protected leave.
- An employee is eligible for FMLA if they meet both of the following requirements:
 - Have worked for the employer for a total of 12 months in the past 7 years.
 - Have physically worked 1,250 hours in the immediate 12 months period preceding the requested leave date

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Family and Medical Leave (cont'd.)

- Eligible employees may take FMLA protected leave for the following reasons:
 - Birth and care of a newborn child
 - Adoption or foster care placement of a child
 - Serious health condition of the employee or an immediate family member (spouse, child, or parent only)
 - To care for an injured or ill service-member of the Armed Forces
 - Qualifying exigency related to an immediate family member being called to active duty
- For additional information regarding FMLA please contact the FMLA Administrator at 644-5051.

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Unpaid Parental Leave

- Parental Leave (unpaid) is available for all FSU employees (Faculty, Salaried, & OPS) who become either biological or adoptive parents. Foster care is not covered by Parental Leave.
- Parental Leave provides an employee with up to six months of unpaid job protected leave.
- All Unpaid Parental Leave requests must be approved by the Chief Human Resources Officer prior to the leave being effective.
- FMLA and Parental Leave will run concurrently if the employee is approved for both FMLA and Parental Leave.

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Sick Leave Pool

- **Benefits:**
 - Members may be granted Pool hours for the employee's serious illness or injury
 - Members may receive up to 480 hours in a 12 month period for their serious health condition after using all sick, annual, personal holiday and compensatory leave
- **Membership Requirements:**
 - 1 year of continuous University service
 - 72 hour sick leave balance
 - Average sick leave use of less than 9 days per year of employment (exceptions may apply)

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Sick Leave Pool (cont'd.)

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

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9 Official University Holidays

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

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OMNI SELF-SERVICE



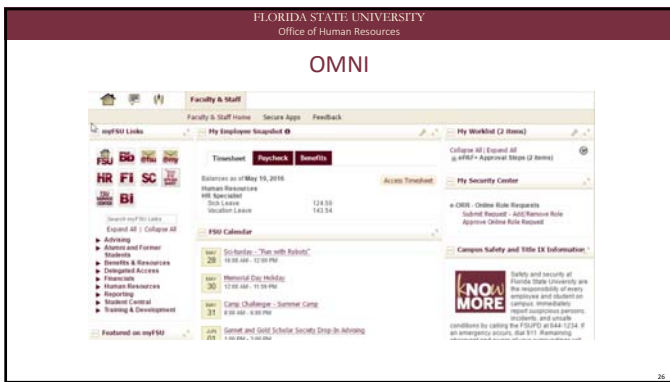
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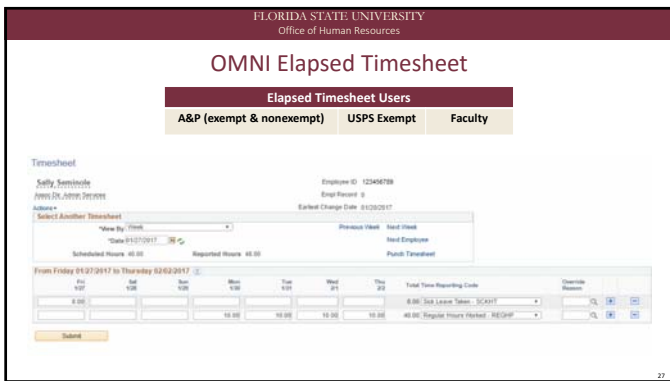
FSU Application Access

- During the activation of your FSUID, you will be given a user name and will have the opportunity to setup a password
- Your username and password will be used to access the various FSU applications including OMNI-HR
- Depending on your job duties, additional security may need to be granted in order to obtain access to certain applications

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Personal Information Summary – part 3

Email Type	Email Address	Preferred
Business	CANFD@psuworld.net	<input checked="" type="checkbox"/>
Home	CANFD@psuworld.net	<input type="checkbox"/>

IM Protocol	IM Screen Name	Network ID	Preferred
			<input type="checkbox"/>

As of 03/11/2008

Training and Development

- Human Resources offers the following classes for employees, department representatives and supervisors:
 - Time & Labor procedures
 - Attendance & Leave policies and procedures
 - Family Medical Leave Act
- See the Human Resources Training website at hr.fsu.edu/train for class schedules

HR Website (hr.fsu.edu)

- You can find the following types of information on the HR website:
 - Payroll calendars (pay days and holidays)
 - Employee forms
 - Attendance & Leave Policies

HR Website (cont'd.)

- New Employee Orientation Checklist - important links to do the following:
 - Getting your FSU ID card (Card Center is located in the Woodward Ave Parking Garage across from the Union) – bring proof of employment (appointment papers or contract)
 - Activating your FSU ID card (my.fsu.edu) - activate your card and reset your password.
 - Getting your parking permit - bring proof of employment and your FSU ID card to 104 N Woodward Avenue, Tallahassee, FL, 32306. Costs approximately \$10 biweekly.

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Contacts

Should you have further questions regarding any of the information discussed within this presentation, please call the Office of Human Resources at 644-6034 and ask to speak with a member of the Attendance & Leave team.

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