# Spring 2020
# Deans and Department Chairs Meeting

RENISHA GIBBS• ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES

MARCH 10, 2020

# Paid Time Off for Postdoctoral Scholars

NEW POLICY

## Paid Time Off for Postdoctoral Scholars

### *New PTO Policy*

This policy was developed as a recruiting tool for postdoctoral scholars.

Paid Time Off (PTO) is accrued and can be used for periodic vacations, illness, or other pre-approved reasons.

- Full-time postdocs will accrue PTO at a rate of four (4) hours per pay period.
- PTO Maximum balance is 104 hours.
- PTO balances are forfeited at the time of separation.

This policy became effective March 6, 2020, and postdocs will be credited their first accrual at the conclusion of the pay period.

- Communications have been distributed to departments, department heads, and postdocs.
- HR will hold informational sessions on **March 11** at 11:00 a.m. and **March 24** at 4:00 p.m. at the Training Center.

# Compensation Projects

COMPENSATION STUDY & FLSA CHANGES

# Staff Compensation Study

## *Study Overview*

In partnership with Segal consulting, HR has launched a project to update our staff compensation and classification system.

This project is expected to run through the majority of 2020. The major goals of this study are to create:

- Compelling value proposition for staff
- Total Rewards/Compensation Philosophy

# Staff Compensation Study

## *Study Overview*

Objectives for the study:

- Defined career paths
- Defined classification levels
- Competitive market assessment
- Contemporary, competitive, and equitable salary structure
- Pay administration guidelines
- A clear implementation and comprehensive communications plan

# Staff Compensation Study

| Project Kick-off & Data Request | Compensation Philosophy & Pay Admin. Guidelines | Job Architecture & Job Evaluation Process | Staff Market Assessment | Salary Program Development | Communications & Implementation |
|---|---|---|---|---|---|
| • Review data and materials<br>• Conduct stakeholder discussions | • Develop draft compensation philosophy<br>• Develop peer group(s) and comparison market(s)<br>• Review and approve compensation philosophy, including peer groups/ comparison markets<br>• Develop pay administration guidelines | • Develop job families<br>• Develop standardized job titles<br>• Determine and validate classification assignments | • Conduct initial salary market pricing<br>• Review and finalize market assessments with appropriate stakeholder groups<br>• Conduct variance analysis | • Develop salary structures<br>• Assign jobs to ranges<br>• Validate with leaders<br>• Identify incumbent and cost implications<br>• Finalize structure | • Develop implementation & communications plan<br>• Assist in developing train-the-trainer and roll-out materials |
| Month 1 – 2 | Months 2 – 3 | Months 3 – 5 | Months 5 – 7 | Months 7 – 8 | Month 1 – 10 |

Segal

# Staff Compensation Study

## Compensation Strategy Committee

Renisha Gibbs — *F&A*

Paul Harlacher — *Academic Affairs*

Kerry Peluso — *Research*

Andy Jhanji — *University Advancement*

Angela Chong — *Student Affairs*

Michael Williams — *F&A*

Steve Conner — *F&A*

James Frazier — *Academic Affairs*

Cindy Hartmann — *Athletics*

Jane Livingston — *ITS*

Jim Stephens — *Facilities*

Lisa Scoles — *General Counsel*

# FLSA Updates

## Overview

The Department of Labor has released the final rule to the Fair Labor Standards Act (FLSA) regulations.

Effective January 1, 2020, the federal minimum salary for FLSA exemption (ineligible for overtime pay) adjusted to $684 per week ($35,568 annually).

Effective April 3, 2020, FSU will adjust our internal minimum salary for FLSA exemption to $684 per week ($35,705 annually). Many impacted employees will be reclassified to "exempt" if their assigned job code moves to exempt.

# FLSA Updates

## *Impact*

Changes to positions have been determined by HR and will be communicated directly to impacted departments and employees.

| | Current FLSA Status | FLSA on 4/3/20 | Current Employees | FLSA Salary Threshold |
|---|---|---|---|---|
| **Teaching Faculty** | Exempt | Exempt | No impact. | No impact. |
| **Non-Teaching Faculty** | Exempt | Exempt | No impact. | New FLSA exemption threshold = $35,705. |
| **Postdoctoral Scholars** | Exempt | Exempt | No impact. | New FLSA exemption threshold = $35,705. Minimum starting salary remains $47,659. |
| **Graduate Assistants** | Exempt | Exempt | No impact. | No impact. |
| **A&P Exempt** | Exempt | Exempt | No impact. | New FLSA exemption threshold = $35,705. |
| **A&P Nonexempt** | Nonexempt | Exempt | Impacted. | New FLSA exemption threshold = $35,705. |
| **USPS Exempt** | Exempt | Exempt | No impact. | New FLSA exemption threshold = $35,705. |
| **USPS Nonexempt** | Nonexempt | Nonexempt | No impact. | No impact. |
| **OPS Exempt** | Exempt | Exempt | No impact. | New FLSA exemption threshold = $35,705. |
| **OPS Nonexempt** | Nonexempt | Nonexempt | No impact. | No impact. |

# FLSA Updates

## *Impact*

### A&P Pay band 04 Job Codes

| Total EEs | EEs Under | Job Code | Title |
|---|---|---|---|
| 21 | 0 | 9215 | HR Specialist |
| 65 | 5 | 9218 | Accounting Specialist |
| 6 | 0 | 9219 | Payroll Specialist |
| 77 | 10 | 9225 | Administrative Specialist |
| 40 | 26 | 9232 | Enroll Mgmt Spec |
| 95 | 13 | 9254 | Program Coordinator |
| 35 | 17 | 9277 | Health & Hum Svcs Spec |
| 30 | 24 | 9282 | Student Financial Spec |
| 12 | 1 | 9291 | Training Specialist |
| 9 | 0 | 9293 | Cultural Arts Specialist |
| 3 | 0 | 9294 | Museum Registrar |
| 6 | 3 | 9295 | Museum Specialist |
| 17 | 1 | 9309 | Development Coord |
| 9 | 4 | 9312 | News & Public Aff Spec |
| 11 | 3 | 9313 | Marketing Rep |
| 5 | 0 | 9317 | Instructional Techn |
| 11 | 0 | 9339 | Data Analyst |

| Total EEs | EEs Under | Job Code | Title |
|---|---|---|---|
| 64 | 8 | 9388 | Media Specialist |
| 4 | 0 | 9394 | Acad Mapping Coord |
| 167 | 50 | 9396 | Acad Program Spec |
| 18 | 10 | 9402 | Event Coordinator |
| 58 | 19 | 9419 | IT Support Specialist |
| 38 | 0 | 9425 | Grants Comp Analyst |
| 2 | 1 | 9426 | Resource Librarian |
| 56 | 1 | 9427 | Student Prog Coord |
| 18 | 13 | 9428 | Library Specialist |
| 6 | 0 | 9450 | Career Dev Spec |
| 63 | 53 | 9451 | Academic Advisor |
| 5 | 0 | 9455 | Campus Services Spec |
| 13 | 2 | 9458 | Facilities Supt |
| 12 | 5 | 9476 | Athletic Coordinator |
| 1 | 0 | 9488 | Procurement Spec |
| 11 | 0 | 9500 | Grants Acctg Coord |
| 12 | 0 | 9501 | Grants Officer |

# FLSA Updates

## Next Steps

Notifications:

- Departments will receive employee impact spreadsheets and additional guidance this week.
- Employee notifications will be distributed for acknowledgement on March 23.

## FLSA Updates

## *Next Steps*

**Implementation**:

- HR will move impacted job codes and individual positions to exempt status effective April 3.
- Exempt employees under the new threshold will be systematically raised to $35,705.
- E&G adjustments will be centrally funded.

**Compensatory Time:**

- OT Comp balances will be paid out on April 10.
- Straight-time Comp will be maintained for future use.

Salary determinations for new staff hires and pay increases will still follow compensation practices, utilizing pay bands and job code salary ranges.

# Foreign Government Talent Recruitment Program (FGTRP)

NEW FORM

# FGTRP Form

## *Foreign Government Talent Recruitment Program (FGTRP) form*

- Issues surrounding foreign influence and international activities in federally funded research has been a growing concern of the U.S. Government.

- In order to ensure compliance with federal guidelines on research and Foreign Government Talent Recruitment Programs, Human Resources has partnered with the Office of Research and the Compliance/Ethics to create a certification form  which will be required as part of the hiring process.

- This form must be completed by candidates/employees being hired into salaried appointments, faculty OPS appointments, or OPS research appointments.

# FGTRP Form

## *Foreign Government Talent Recruitment Program (FGTRP) form*

- If the form indicates the employee/applicant is participating in FGTRP, the appointment will require review and approval by the Office of Research prior to the begin date of the appointment.

- For additional information on foreign influence in the University's research efforts, please refer to the University's Research Compliance website.

- The form will go live in the next few weeks. A communication will be distributed to campus with additional information.

# The Work Number

HR RECORDS, INCOME & EMPLOYMENT VERIFICATION

# Income & Employment Verifications

## What is The Work Number?

The Work Number is an income and employment verification service that incurs no cost to the University.
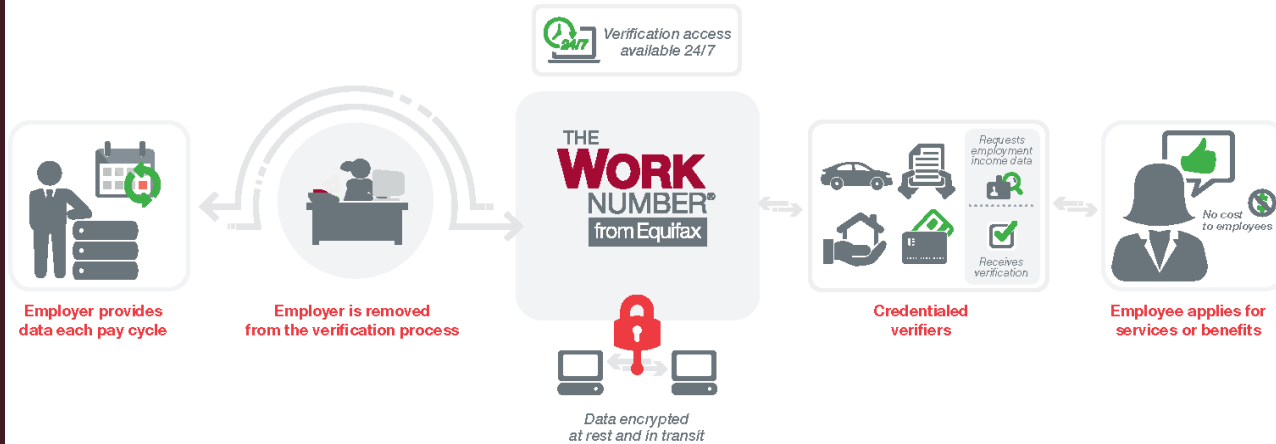
- Used by external organizations and companies that provide loans (i.e., mortgage, car loans, etc.) or other services that require verification of income and/or employment.

- Income and employment verifications are currently performed manually by the HR Records section.

- Instead of contacting HR Records, companies will contact The Work Number to get income and employment verification almost immediately.

The Worker Number will improve HR efficiencies by:

- Increasing accuracy and timeliness of income and employment verifications.

- Allowing HR Records to make better use of limited resources and FTE.

# Income & Employment Verifications

The Work Number

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## The Work Number – How it Works

The Work Number® database from Equifax delivers an automated verification service that helps streamline the transfer of information between employers and verifiers, ultimately benefiting the employee by creating an accelerated decision process.

Verification access available 24/7

THE **WORK** NUMBER® from Equifax

Data encrypted at rest and in transit

**Employer provides data each pay cycle**

**Employer is removed from the verification process**

Requests employment income data
Receives verification

No cost to employees

**Credentialed verifiers**

**Employee applies for services or benefits**

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**Employer/Payroll Provider**

**Helps mitigate:**
Risk of HR personnel transposing information when manually completing a verification over the phone

**Helps reduce:**
Verification requests into HR; labor hours

**Employees**

Increases transparency

Helps eliminate the need to show paper documents

**Credentialed Verifiers**

Verifiers must provide permissible purpose to verify employment and/or income

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# Income & Employment Verifications

The Work Number

## Who is Using the Work Number?

THE **WORK** NUMBER® from Equifax

Over **375,000** individual credentialed verifiers across multiple industries trust Equifax for instant employment & income data.

Over **83 million** instant commercial & **40 million** instant Social Service Verifications were completed on behalf of employers in 2018

### Verifier Verticals Served

| | | |
|---|---|---|
| Pre-Employment / Tenant Screening | Mortgage | Auto |
| Debt Management | Credit Card | Consumer Finance |
| Education | Government Agencies | Communications / Utilities |

# Income & Employment Verifications

The Work Number

# Fortune 500 / Government Clients (partial list)

For Internal Reference Only

| | | | |
|---|---|---|---|
| Aetna | General Dynamics | New York Life Insurance | **University of Florida** |
| ADP | General Motors | Northrop Grumman | **University of Central Florida** |
| ADS-Alliance Data | Goodyear Tire & Rubber | Oracle | **Florida Atlantic University** |
| Amazon.com | Google | Peabody Energy Corp | |
| American Express | Hewlett-Packard | Phillips 66 | **Miami-Dade County Public Schools** |
| AmerisourceBergen | Home Depot | PNC Bank | **Hillsborough County Public Schools** |
| Anthem | Honeywell | Priceline.com | |
| AT&T | Humana | Prudential Financial | **Pasco County Public Schools** |
| Bank of America | IBM | Starbucks Corp. | |
| BlackRock | Ingram Micro | Sysco | |
| Boeing | JetBlue Airways | Target | |
| Bristol-Myers Squibb | Johnson Controls | Tech Data Corp. | |
| Cardinal Health | Kroger | Time Warner | |
| Chevron | Liberty Mutual | Tyson Foods | |
| Cisco Systems | Lockheed Martin | Union Pacific Corp | |
| Colgate-Palmolive | Macy's | United Technologies | |
| Comcast | MasterCard, Inc. | USAA Group | |
| Costco | McKesson | Viacom | |
| CVS | MetLife | W.W. Grainger, Inc. | |
| Delta Air Lines | Microsoft | Walgreens | |
| Fannie Mae | Mutual of Omaha | Xerox | |
| Fifth Third Bancorp | Nationwide | YUM! Brands | |
| Ford Motor | Netflix | | |

# Income & Employment Verifications

The Work Number

## Why Use The Work Number?

**Efficiency Save**
Reduces requests for verifications into Employer. Frees up resources to focus on more strategic duties.

**FCRA Compliance**
Verifiers must provide permissible purpose to obtain verification. Access to Employment Data Report.

**Workforce Analytics**
Employer access to reporting and analytics related to employee and verifier usage.

**Credentialing and Audits**
All verifiers must pass credentialing process prior to access and are subject to periodic random audits.

**Data Security**
Improved control and security throughout the verification process. Uncompromising stance on responsible handling of data.

**24/7 Availability**
Timely access, even when employer is closed = quicker verifier decisions and improved access to credit / benefits.

**Employer Risk Mitigation**
Automated process removes human element from process. Less chance of erroneous information provided.

**More Informed Risk Decisions**
Verifiers have increased visibility to applicant risk profile – beyond credit score.

**Employee Confidentiality**
Automated process removes the employer from the verification process.

**No Cost to Employee**
Employee receives benefit of easier access to credit and benefits = improved employee morale.