

# **FAMU Guide: An Overview for FAMU Staff (A&P, USPS, OPS)**

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## **Welcome**

Congratulations on becoming a member of a talented team of dedicated employees who are committed to advancing learning, sustaining a productive environment and infrastructure for students, faculty and staff and most importantly the support of student success. As a new staff team member please refer to this guide to align your efforts with the mission, vision and values of this great University.

**The information in this guide is of general nature and is not designed to alter or replace any formal rules or procedures of the University.**

## **About FAMU**

The Florida Agricultural and Mechanical University (FAMU) is about academic excellence, affordability, and diversity. FAMU's academic achievements are what set it apart as a unique learning experience. FAMU is consistently recognized in U.S. News & World Report, The Princeton Review and The College Database. FAMU values diversity in thought, perspective, and culture. The University enrolls students hailing from across the United States and more than 70

countries, including several African countries, the Bahamas, Brazil, Indonesia, China, and the United Arab Emirates, to name a few. The student body includes representatives from all ethnic, socio-economic, and religious backgrounds. The University offers bachelor's degrees, master's degrees, professional degrees, and doctoral programs in a wide range of academic areas. The most popular undergraduate programs are business administration, biology, criminal justice, and allied health. Other majors are available in every field, from animal science to engineering and nursing. Additionally, the school offers several distinctive degree programs. These include such majors as jazz studies, cardiopulmonary sciences, journalism and health informatics and management.

Florida Agricultural and Mechanical University actively engages students in a broad range of educational or recreational activities. There are more than 100 recognized student clubs and organizations at FAMU, and the Office of Student Activities provides leadership training opportunities, funding, and other benefits to ensure that student life is as dynamic as possible. Additionally, students can research and join several honor societies and professional organizations, as well as Greek fraternities and sororities. These organizations foster opportunities to build leadership skills, character, and a sense of philanthropy and civic engagement through community service projects.

### **Campuses**

Florida Agricultural and Mechanical University is one of the most beautiful college campuses in the nation. In addition to the main Tallahassee campus, FAMU has several satellite campuses across Florida. These include the College of Law in Orlando and the College of Pharmacy and Pharmaceutical Sciences (COPPS), which has sites in Crestview, Tampa, Jacksonville, and Miami.

The College of Law is distinguished by its Center for International Law and Justice, which engages in nationally recognized research, training, and advocacy in the areas of international and comparative law.

Boasting many patents, FAMU has the only college of pharmacy nationwide that offers nationally accredited MPH and Dr.PH degree programs. The existence of these prestigious satellite campuses benefits all FAMU students by establishing connections and networking across Florida, and by contributing to the overall value of a degree from Florida A&M University.

## **History and Organizational Overview**

### **History**

Florida Agricultural and Mechanical University was founded as the State Normal College for Colored Students. On October 3, 1887, it began classes with fifteen students and two instructors. Today FAMU, as it has become affectionately known, is the premiere school among historically black colleges and universities. Prominently located on the highest hill in Florida's capital city of Tallahassee, Florida A&M University remains the only historically black university in the twelve member State University System of Florida.

### **Organizational Overview**

#### Board of Trustees

The University is governed by the Board of Trustees which consists of thirteen (13) members. Six (6) trustees are appointed by the Governor and five (5) trustees are appointed by the Board of Governors, subject to confirmation by the Florida Senate. The Presidents of the Faculty Senate and Student Government Association are elected by their bodies,

and serve a one-year term. The other Trustees are appointed for staggered terms of five (5) years. As the governing body of the University, the Board of Trustees is charged with policy making for the University. The powers and duties of the Board of Trustees are set forth in Sections 1001.71 - 1001.74, Florida Statutes. Trustees serve without compensation and meet at least quarterly. The officers of the Board of Trustees are chair and vice-chair. Each is elected for a term of two (2) years and may be re-elected for one additional consecutive term. The President serves as the corporate secretary to the Board of Trustees. The President has the responsibility for the day-to-day management of the University. For this reason, one of the most important responsibilities of the Board of Trustees is the selection, retention and replacement of the President. The powers and duties of the President are set forth in Section 1001.75, Florida Statutes.

### Office of the President

The Office of the President is charged with providing an enriched academic, intellectual, moral, cultural, ethical, and technological and student-centered environment, conducive to the development of highly qualified individuals who are prepared and capable of serving as leaders and contributors in an ever-evolving society.

With a particular emphasis on integrity and ethical conduct, the executive administration supports the operational infrastructure at the highest level with strategic direction; intentional recruiting, developing and retaining faculty of distinction and high performing professional and support staff; maintaining physical and financial resources; and assuring there is exceptional academic preparation at the undergraduate, graduate, doctoral and professional school levels. The Office of the President assures the Florida Agricultural and Mechanical University is constantly involved in creative partnerships and research at the local, state, national and global levels dedicated to the resolution of complex issues that will enhance humankind.

### Academic Affairs

The Office of the Provost and Vice President for Academic Affairs is the heart of FAMU and has the overall responsibility for the growth, development and expansion of the various academic programs, teaching and research activities, educational support agencies and the effective and efficient administration of public service. Through the Council of Academic Deans, which meets monthly, operational policies are reviewed, established and communicated to the faculty, staff and students by their deans, directors and other leadership personnel. The academic structure of Academic Affairs, which is comprised of seven colleges and seven schools, is served by highly qualified faculty members who offer a quality learning experience to students at all levels.

### Finance and Administration

The Division of Finance and Administration strives to provide excellent business, financial, facilities, and technological support services necessary for the University to meet its overall mission. The departments that comprise this Division include:

- *Budget Office*  
Responsible for developing the University's annual operating budget, monitoring revenue and expenditures, providing accurate information to facilitate effective decision making and ensuring that funds are allocated in accordance with legislative mandates and regulations.
- *Business and Auxiliary Services*  
Business and Auxiliary Responsible for offering a variety of services that offer conveniences to students, faculty, staff, alumni and visitors. These services include University Bookstore, Copy Center, Dining Services, Meal Plan Program, Rattler Card, Post Office, Beverage and Snack Vending, Laundry Services and Parking Services.

- *Facilities, Planning, Construction and Safety*  
Responsible for managing the University's facilities planning, design and construction operations; overseeing the construction of buildings, maintaining and repairing the infrastructure throughout campus; and developing, overseeing and managing environmental health and safety programs. Facilities Planning and Construction, Environmental Health and Safety, Plant Operations & Maintenance and Venue Management
- *Office of Information Technology Services (ITS)*  
The Office of Information Technology is the primary information technology provider for FAMU and is responsible for network access and maintenance, e-mail services, telecommunications, network and data security, software and hardware support, PC computing, wireless networking, webcast services, virus protection, and development, maintenance and support of the iRattler/PeopleSoft system. Information Technology Services also develops and supports the university website in conjunction with the Division of Communications and External Relations. The department oversees the activities of the Center for Public Computing and Workforce Development (CPCWD) which offers public broadband access, workforce development training and video conferencing services. The mission of EIT is to provide innovative, reliable, cost effective technological services to the University community and stakeholders in support of the University's operations and mission.
- *Office of the Controller*  
Responsible for establishing and implementing policies and procedures that are necessary to ensure the proper and efficient use of the University's financial resources. This includes monitoring and reporting in compliance with appropriate State and Federal regulations, financial and tax laws.
- *Financial Planning Services*  
Responsible for promoting the efficient and effective operations of the Division's financial planning, financial compliance, financial reporting and business decisions.
- *Office of Human Resources*  
Responsible for providing human resources and personnel related services to the University, which include organizational development and training, employee recruitment, classification and compensation, employee appointments, employee demographic, status changes, payroll operations, employee benefits, records management, employee self-service, manager self-service, workforce administration, employee and labor relations and diversity and inclusion.
- *Operations Analysis*  
Responsible for analyzing business processes to increase operational efficiency, as well as the implementation, project management, and administration of the University's electronic workflow and document management system.
- *Procurement Services*  
Responsible for providing assistance to the University by facilitating the acquisition of supplies, materials, equipment, maintenance services, contractual services, lease of space and construction services.

#### Audit & Compliance

The Division of Audit and Compliance serves FAMU by cultivating a culture of compliance and nurturing core values of efficiency, effectiveness, integrity, accountability, and respect; upholding the highest professional standards; recruiting, training, and developing future managers for the institution; providing high quality, cost effective audit and management services; and communicating value-added outcomes to the Board of Trustees and senior management.

## Communications

The Florida Agricultural & Mechanical University's Office of Communications, is a unit of the Office of the President that provides leadership and support to the University in the areas of strategic communications, media relations, publications, marketing, special events, graphic design, and photography. The office is the official and first source of news and information about the University. Its mission is to represent and promote the university and its faculty, students, and programs to a variety of constituents, including employees, alumni, the media, government officials, businesses, students and their parents.

## University Advancement

The Florida Agricultural & Mechanical University's University Advancement Office and Foundation works to increase the University's capacity for generating private philanthropy and volunteer support as well as enhance the University's leadership, reputation and private financial support in academics, research, service and athletics.

## Legal Affairs

The Division of Legal Affairs includes the Offices of the General Counsel, Equal Opportunity Programs, Labor Relations, and Risk Management. This restructuring creates a dynamic opportunity for FAMU to strategically: capitalize upon and leverage the vast knowledge, skills and abilities of the aforementioned Offices; diminish FAMU's potential risk and exposure to litigation and other related legal claims; and advance the overall mission of FAMU resulting in further economic benefits and costs savings.

## Research

The Division of Research supports the economic development agenda of the state and region; offers superior support services to faculty, staff and students to pursue their research endeavors; encourages collaboration and interdisciplinary research activities on campus and externally; promotes excellence within the academic programs and support areas; establishes national and international partnerships in research; effectively protects, manages and markets intellectual property; and ensures the highest level of fiscal responsibility in grants management.

## Student Affairs

The Division of Student Affairs delivers student-centered services and programs which create a safe and healthy campus climate that attracts and retains motivated students. With a dedicated and professional staff through collaboration with global partners, we promote the holistic development of a diverse student body to assume productive citizenship.

## **The University Mission and Values**

### **Mission**

Florida Agricultural and Mechanical University (FAMU) is an 1890 land-grant institution dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills and creativity in their service to society. FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land-grant status, it will enhance the lives of constituents through innovative research, engaging cooperative

extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins and nationalities as life-long members of the university community.

## Values

Florida Agricultural and Mechanical University holds the following values essential to the achievement of the university's mission:

Scholarship	Fairness
Excellence	Courage
Openness	Integrity
Fiscal Responsibility	Respect
Accountability	Collegiality
Collaboration	Freedom
Diversity	Ethics
Service	Shared Governance Strategic Plan

## On-boarding

As you come onboard we recommend you visit the online New Employee Orientation (NEO) located on the Human Resources web-site (<http://www.famu.edu/index.cfm?odtraining&NewEmployeeOrientation>) in Organizational Development & Training section. The orientation provides important information, such as obtaining benefits, how to gain access to iRattler, Time & Labor, Equal Opportunity Programs, Anti-Hazing, Environmental Health & Safety, and more valuable tools. Upon your appointment your departmental Human Resource representative should direct you to the link. It is important that you complete the orientation as you will receive important insurance and benefits information and deadlines, important compliance information and important information about payroll, reporting time and leave. Once you have watched all presentations, you will be asked to certify your completion of the [New Employee Orientation](#). As a candidate who has accepted an authorized job offer, we want you to have a smooth benefits and health insurance transition from your previous employer. Please contact Benefits in HR to meet and review your health insurance and benefit options during your transition period.

## Pay Plans

### Administrative and Professional (A&P):

Administrative and Professional and A&P Executive Service (A&P EX) positions are considered contractual. Terms and conditions are generally recognized by contract for a specific period of time or contracts renewed on an annual basis. Certain benefits, amount of leave, and notification of termination are exclusive to the pay plan. There is no probationary period.

### University Support Personnel Services (USPS):

University Support Personnel Services (USPS) positions are career service jobs where terms and conditions are generally recognized through collective bargaining agreements and/or state statute. Certain benefits, amount of leave, and notification of termination are exclusive to the pay plan. 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 in the USPS classification.** Regular status does not relate to funding of positions. All positions not funded from Education and General (E&G) funds are considered soft money/time limited.

### Other Personnel Services (OPS):

Other Personnel Services positions are a temporary employer/employee relationships typically used for the completion of short-term, temporary, or intermittent tasks, and for a short-term or temporary need. These are “at will” positions that do not require notice periods for separation. Other Personnel Services positions do not qualify for paid holidays, leave or other benefits. Certain OPS positions may qualify for insurance benefits depending on hours and a measurement period. Please ask the Benefits Department in Human Resources for your status.

## **Benefits**

### USPS, A&P or Faculty

If you are an employee hired in a salaried or hourly position (**USPS, A&P or Faculty**) or appointed into a salaried or hourly non-OPS position on emergency or temporary status, you are eligible to participate in the all benefit plans (designated by your pay plan) offered by the State and FAMU. The online [New Employee Orientation](#) will provide you more in-depth information regarding benefits. It is essential that you make your decision to either enroll or not enroll in the insurance plans within sixty (60) days from your date of hire or you will not have the opportunity again until the annual open enrollment period.

### Other Service Personnel (OPS)

If you have been appointed as an **OPS** employee, you may be eligible for health insurance if you meet certain criteria. If you are OPS, please check with your Human Resources Representative or contact the Office of Human Resources, Benefits section to see if you qualify.

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.

Health Insurance 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). Both offer a Standard Plan and a Health Investor Health Plan (HIHP). These plans provide hospitalization, physician and pharmaceutical coverage. The coverage will be effective the first of the month following the month you enrolled and the payment of the first month’s premiums may be deducted through payroll deduction depending on the enrollment. The State of Florida pays a portion of the premium for all eligible participating employees. You will not be permitted to change coverage unless you experience a Qualifying Status Change (QSC). Should you experience a qualifying status change, you have sixty (60) 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.



Retirement Benefits 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).

All plans require a mandatory employee contribution.

The FRS Pension Plan is a defined benefit plan and requires eight (8) 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 65 and vested or at any age after thirty-three years of service without being subject to a reduction in benefits. Employees in the FRS may also participate in the Deferred Retirement Option Program (DROP), which allows you to retire and begin accumulating your retirement benefits without terminating employment for up to 60 months from the date you first reach normal retirement.

The FRS Investment Plan is a defined contribution plan and requires one year of 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 ninety (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.

## **Employee Rights and Responsibilities**

### Publication of Personal Information

Florida Agricultural and Mechanical University 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. Employees are responsible for verifying the accuracy of their information including address, telephone number, tax exemptions, and emergency contact information. Changes can be made to your Personal Information through IRattler Self Service portal.

## Personnel Files

The official personnel files for A&P and USPS pay plans are maintained by 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. Personnel transactions are also maintained in the human resources information system (HRIS), IRattler. 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.

## Additional Employment

Requests for Additional Employment must be approved prior to beginning the work (Contact your HR department representative or HR for proper forms). The Additional Employment form must be submitted for each contract or appointment period. A request for Additional Employment may be denied if it is requested after you have begun working. Additional Employment conditions exist when there is employment in excess of one (1) full-time equivalent (FTE) established position; simultaneous payment from two (2) or more categories of appointments; or employment in multiple departments. Requests for Additional Employment dual compensation must be approved prior to beginning the work (Contact your HR department Representative or the Office of Human Resources for proper forms). The Additional Employment form must be submitted for each contract or appointment period. Additional Employment Form (FAMU Policy 2005-20 and FAMU Regulations 10.110) – used when a FAMU employee (Faculty, A&P, USPS, OPS, Graduate Asst. and Adjunct) has another job at: FAMU when total FTE is greater than 1.00, any other public Florida universities and/or State of Florida Agencies (regardless of FTE).

## Outside Employment

Florida Agricultural and Mechanical University employees planning to engage in employment or volunteer outside of the University must submit an Outside Employment Request form to their supervisor for approval prior to assuming the employment or volunteer. The Outside Employment form must be requested every fiscal year should you continue to perform the outside employment or volunteer. When changes occur in outside employment or University employment, the employee must submit a new request for approval.

Outside Employment Form (FAMU Regulations 10.122) is used when a FAMU employee (Faculty, A&P, USPS, OPS, Graduate Asst. and Adjunct) has another job outside of FAMU. FAMU employees must report outside employment with (specifically but not limited to) the following employers City of Tallahassee, Any County Employment, Leon County Schools, other employment in nearby states (Georgia, Alabama, etc.), all Florida community colleges, all private sector (private practice, private consulting, businesses, volunteering on school boards, volunteering on a board of directors, etc.).

## Professional Culture

The University supports a culture of professionalism in all positions. The following describes typical behavioral expectations.

- You are expected to have the skills and knowledge that enable you to do your job well and seek out ways of staying current.
- Be dependable, prepared and show up on time, submit your work accurately and in a timely manner.
- Be honest, consistent with ethical principles, and be a good steward of University resources.

- Treat all other employees regardless of title with respect and dignity.
- Practice and understand compliance laws (non-discrimination, harassment free and non-hostile work, environment, reporting violations)
- Be positive, have an upbeat attitude and try to be a problem-solver and resolution seeker.
- Support your colleagues and share the spotlight with them, take time to show others how to do things properly, and lend an ear when necessary.
- Do not let your private life needlessly have an impact on your job, and do not spend excessive time at work attending to personal matters.
- Always practice active listening. Listen carefully, give people a chance to explain their ideas properly.

### Employment of Relatives (Nepotism)

Under the University's Employment of Relatives (Nepotism) policy, no person shall be employed by, transferred to or promoted into a work unit where a supervisory relationship would exist between two persons who are directly related. Such a supervisory relationship exists when either related person could have a **direct** effect on the other's appointment, performance evaluation, salary, schedule or other conditions of employment. Related person means the father, mother, son, daughter, brother, sister, uncle, aunt, cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person the employee intends to marry or intends to form a household, have formed a household or domestic partner of the employee. The policy may be suspended by the President, if the employment of a related person may become necessary to address an emergency or short term employment situation.

### Parking

All vehicles that are parked on campus by employees must have a valid permit displayed, Monday through Friday, 7:30 a.m. Until 4:30 p.m. Fees for parking may be payroll deducted.

### 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, please consult with the General Counsel's Office of Legal Affairs.

### University Information Technology Services (ITS)

Information Technology Services provides a wide variety of ITS 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. ITS resources are intended for the legitimate business of the University. Appropriate business use of ITS 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 ITS 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.

#### Arrest Notification Requirement

Florida Agricultural and Mechanical University requires all A&P, USPS, and OPS employees to inform their supervisor within two (2) business days if arrested for any felonies or first degree misdemeanors (or the equivalent thereof in another state). The employee must also notify their supervisor of the final disposition of their case within two (2) business days. In both circumstances, supervisors must immediately consult with the Human Resources' Employee Relations section to determine if the offense is job related and for further guidance. Failure to comply with this policy could result in disciplinary action, up to and including dismissal.

#### Credentials and Reporting Pay and Leave

Falsification of any employment records, including but not limited to employment applications that misrepresent the minimum qualifications needed, and Pay and Leave reports or the deliberate failure to disclose relevant criminal history, is grounds for disciplinary action, up to and including dismissal under University regulations, and other applicable sanctions under Chapter 837.06, Florida Statutes.

#### Maintaining a Safe Workplace

It is your responsibility to notify FAMU Environmental Health & Safety when you see unsafe conditions or activities by:

- 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; you must have a valid driver's license and 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

#### Understanding Employee Rights and Responsibilities

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

## **Job Performance**

A&P employees may be evaluated for a specific period of time but the employee shall be evaluated at least once annually. Typically the evaluations are done prior to the fall semester.

For USPS employees an annual evaluation is completed for each employee having regular status in the current class on the anniversary of achieving regular status. Conditions for USPS employee evaluations are stated in the AFSCME Collective Bargaining Agreement.

## **General Pay and Work Policies**

### Reporting to Work

As an FAMU employee, you are expected to report to work on a regular and consistent basis, and report promptly at the start of your shift or scheduled start time. You are considered late if you are not at your assigned work location for your scheduled start time or shift. In certain circumstances, employees may be subject to disciplinary action for tardiness or excessive absenteeism.

### Pay Day

All University employees are paid **on a bi-weekly basis**, generally every other Friday. If a payday falls on a holiday, payment is normally made on the preceding day.

### Direct Deposit

Direct deposit is the process by which your paycheck is electronically deposited to your checking or savings account. As a condition of new or continued employment, all individuals paid through FAMU's payroll system must participate in the University's direct deposit program. This is accomplished by completing the "Direct Deposit Authorization" form provided within the new hire packet.

Once established as an employee, your banking information can be updated through Employee Self-Service or by submitting the "Direct Deposit Authorization" form to Payroll Operations in the Office of Human Resources. Your earnings statement can be viewed by accessing Employee Self-Service. In the event a paper check is issued, please contact your departmental representative to inquiry about pick up times. 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.

### Overtime Pay and Overtime Compensatory Leave for Non-exempt:

If you are a non-exempt employee and are required to work more than forty (40) hours during the workweek, you are eligible for overtime pay (calculated as one and one half times your regular rate of pay) or overtime compensatory leave. Your supervisor may require you to modify your work schedule to minimize overtime during the work week.

## Leave

### Annual Leave

A&P. 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 are 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.

A&P (EXE). All full-time A&P Executive Service employees will accrue annual leave at the rate of 9.195 hours biweekly. Employees who are in pay status less than a full pay period or are 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 (EXE) employee may be paid for up to a lifetime maximum of 480 hours of unused annual leave. Any accrual earned in excess of 480 hours must be used during the calendar year or it will be transferred to the employee's sick leave balance.

Faculty 12 Month (F12). All full-time F12 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 are 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.

Faculty 9 Month and 10 Month (F09 and F10). All F09 and F10 employees are not eligible for annual leave accrual.

USPS. 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.

A USPS employee with six or more months of continuous Florida A&M University service who separates from the University may be paid for unused annual leave up to a lifetime maximum of 240 hours. 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.

### OPS.

OPS are not eligible for annual leave.

### Sick Leave

As a full-time Faculty, A&P or USPS employee, you will earn four (4) hours of sick leave for each biweekly pay period in which you are in pay status, work and/or leave with pay. As a full-time A&P Executive Service employee, you will earn 5 hours of sick leave for each biweekly pay period in which you are in pay status, work and/or leave with pay. 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. **OPS employees are not eligible for sick leave.**

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 under Florida Statutes and BOT policy. 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. If for any reason you will be late or cannot report to work due to illness, let your supervisor know prior to the start of your shift 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 FAMU not to require medical certification for routine doctor appointments or minor family illness.

### 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; Martin Luther King, Jr; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day and Friday after Thanksgiving; Christmas Day.**

Holidays that fall on Sunday are observed on the following Monday and those falling on a Saturday are observed on the preceding Friday. USPS employees who are required to work on a holiday will be credited with straight-time compensatory leave equal to the time on duty, not to exceed eight (8) hours, when they work more than the required hours for the workweek.

### Administrative Leave

Administrative leave is not charged against your individual leave balances and is granted to keep you in full pay status under certain circumstances. 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 while you are on administrative leave must be turned over to the General Counsel's Office. Administrative leave 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 (2) 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 within one fiscal year. In such instances, administrative leave will be granted for up to seventeen (17) calendar days per occurrence.
- Death in immediate family - Upon appropriate request, an employee will be granted two (2) days of administrative leave upon the death of an immediate family member as defined in Florida Statutes and BOT policy
- Official emergency closing of University facilities- Administrative leave shall be provided for official closing of University facilities. If you have already been approved for leave before the emergency University closing, you must use/report your prior approved leave.

- 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, the department can approve the employee to use their accrued annual leave, on a case-by-case basis. The department can approve annual leave, 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 attending 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 as regularly scheduled 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 (30) calendar days of such leave will be with full pay provided official written orders have been received. At the end of the first thirty (30) calendar days and with the approval of the supervisor and appropriate administrator, the employee may use accrued personal leave. 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 -The Office of Human Resources administers Parental Leave procedures for all employees in accordance with Chapter 110.221, Florida Statutes; University Regulations; and applicable collective bargaining agreements. Under Parental Leave, all employees, including Other Personal Services (OPS) employees, shall be granted up to six months unpaid leave when they become a biological or adoptive parent. Parental Leave 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. The Supervisor and the Dean, Director, or Department Head are responsible for recommending approval of the request for Parental Leave, with final approval from the Chief Human Resources Officer. Parental Leave means leave for the father or mother of a child who is born to or adopted by that parent. The supervisor may grant other leaves of absence with or without pay prior to the effective date of the Parental Leave, or grant an extension of leave in accordance with the Attendance and Leave regulations, policies, and procedures. To request Parental Leave, the employee should complete the FMLA/Parental Leave Request and Notice Form. Medical certifications are required prior to Parental Leave being granted. Human Resources shall notify the employee in writing as to the period of leave to be granted, clearly specifying the date the employee will return to duty and that the employee will return to the same position or to an equivalent position with equivalent pay and seniority, retirement, fringe benefits, and other service credits accumulated prior to the leave period. While Parental Leave is leave without pay, the employee may request and be approved to use accrued leave to cover any part of the six-month period until all or any part of the employee's accrued leave has been used. The request to use leave with pay should be included in the FMLA/Parental Leave Request and Notice Form. Should accrued leave be used during Parental Leave, the employee shall be entitled to accumulate all benefits granted under paid leave status. Parental Leave is a qualifying condition under the Family and Medical Leave Act.
- FMLA The Office of Human Resources administers Family and Medical Leave (FML) procedures for eligible employees in accordance with the Family and Medical Leave Act of 1993(FMLA), University Regulations, and applicable collective bargaining agreements. FMLA provides eligible employees, including Other Personal Services (OPS) employees, up to twelve (12) weeks of unpaid leave in a twelve-month period. To be eligible for FML, an employee must meet certain requirements. Please contact the Office of Human Resources for more information.



## Career Development

### *Training*

Key organizational systems, compliance and professional development training is offered on campus through Human Resources' the Office of Organizational Development & Training. The goal of Organizational Development & Training (ODT) is to serve as an intellectual, strategic and institutional knowledge repository. It provides programs and services to foster learning and development opportunities for all employees. It is also the goal of ODT to leverage technology in the delivery of services, systems and tools that will implement and maintain a strategic training and communication plan in support of a comprehensive University-wide training program. Employees will be able to access the necessary functional, professional and basic technology skills to empower the University.

Organizational Development & Training staff have researched, designed and implemented courses based on University employees' departmental job functions and responsibilities. These courses provide employees with the knowledge and skill sets required to maintain an effective work environment. The department offers training in categories such as Basic Technology Skills, Career Development Training, Fiscal Administration, Individual Performance Development, and University-wide Compliance. Please peruse our University Training Catalog to get a better understanding of the courses offered by Organizational Development & Training. Just click on the University Training Catalog link on the left navigation menu.

To ensure that all employees are offered training, courses have been designed to be delivered in a variety of methods, including instructor-led classroom setting, and e-learning. Employees have the convenience of completing e-learning courses online at their office or in the comfort of their home during a 24 hour period, 7-days-a-week.

### *Job Vacancies*

FAMU job postings are available through the Human Resources website under employment:

<http://www.famu.edu/index.cfm?hr&Employment>. FAMU employees are encouraged to visit the postings when planning a career move or looking for postings for which they may qualify and wish to pursue.

Employment Eligibility Federal Immigration and Naturalization laws require that employers hire only citizens and nationals of the United States and lawfully authorized alien workers. Compliance with the law requires completion of Form I-9, which is used to verify identity and employment eligibility of all persons hired at the University.

Equal Employment Opportunity All qualified applicants, including the disabled, will receive consideration for employment and promotion without regard to race, color, sex, religion, national origin, political affiliation, marital status, or age except as provided by law.

Reasonable Accommodation Individuals who need a reasonable accommodation in order to participate in the application/selection process must notify the Office of Equal Opportunity Programs at (850) 599-3076 a minimum of five working days prior to the application deadline. TDD NUMBER is (850) 561-2998.

### **Pay Structure for A&P, USPS, OPS**

Pursuant to Florida Statute: 110.105, FAMU's pay structure contains a complete list of job classification titles, codes, and pay levels; a formal description of the methods, procedures, and salary schedules for competitively compensating employees at market-based rates within budget constraints for work performed; and a formal description of the concepts, rules, job family definitions, occupational group characteristics, and occupational profiles used in the classification of positions.

- Each job classification is assigned to a pay level. Pay level salary ranges are calibrated by the job classification category and general level of responsibility (e.g. ,core operational and support staff; specialized & technical

operational and support staff, and trades workers, specialized professional; administrative exempt, professional, managerial; executive etc.). Individual job classifications within the pay level have recommended hiring salary range spreads and their position within the pay level may be determined by virtue of market value, internal value, or budget requirements. Each pay level has a minimum and maximum salary except executive level positions which may have no maximum requirement other than Florida statute directives.

- Positions that have incumbents with salaries above the maximum of the assigned pay level are generally referred to as "red circle" positions. Salary increases for "red circle" employees should be made as lump sum payments unless the increase is an across-the-board legislative appropriated increase or if recurring, by approval of the President or President's designee.
- Positions that have incumbents with salaries below the minimum of the assigned pay level are referred to as "blue circle" positions. Departments with "blue circle" employees shall address the incumbent's salary pending availability of funds. No employee should be appointed at less than the minimum of the pay level and shall not be appointed at less than the federal or state minimum wage.
- The University will abide by all prevailing labor laws including minimum salary requirements of prevailing state and federal minimum wage guidelines, child labor laws, and FLSA status for exempt and non-exempt employees.
- All OPS positions must have a classification of exempt (salaried) or non-exempt (hourly) according to US Department of Labor Guidelines.

#### Value of positions and individuals in positions

The job valuation within the classification system is the responsibility of the University Office of Human Resources as delegated by the President, through the Vice President of Finance and Administration. The University exercises control and discretion over its organizations and operations including the monetary value of classification and positions and individuals in positions.

- The pay rates, salary ranges and value of positions, job classification and pay levels are set at the discretion of the University based on budget parameters, labor market competitiveness for similar jobs, internal value to the university, and maintaining internal equity in compliance with federal and state laws.
- The base salaries or changes in salary of individuals within a position, classification or pay level salary ranges are determined solely by management pending approval by the President and or President's designee and University budget. Value of an individual employee's salary is based on but limited to: a negotiated salary at time of hire within the recommended FAMU hiring range, level of unique expertise needed for position requirements, sustained performance or merit, increased responsibility, internal equity and counter proposals for external competitive offers. Longevity in a position or perceived market equity **does not warrant** sole consideration.

#### *Classification/ Position Description*

Your job classification is determined by your level of responsibilities, job family and type of skills, knowledge and abilities typically needed to perform a job in that classification. Your position description describes the details of your position, your FLSA status as hourly or salaried, scope and span of work and your compliance requirements (background check, confidentiality statement, drug testing, CDL driver's license, financial disclosure etc.) Your hiring department should supply you with a copy of your current position description at the time of employment or you may request one from The Office of Human Resources. FAMU classifications specifications can be viewed on this link:

[http://hrodt.famu.edu/bootstrap/apps/class\\_specs/](http://hrodt.famu.edu/bootstrap/apps/class_specs/).

## **Health and Safety**

### *Workers' Compensation*

All volunteers and employees of Florida Agricultural and Mechanical 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 and volunteering 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 [FAMU Regulation 10.116](#) for policies and procedures outlining specific requirements for reporting work related accidents Workers' Compensation Procedure. Contact 850 599 3611 should you have any specific questions.

### *Emergency Management*

The Emergency Management program is designed to provide the structure and guidance for preparation, mitigation, planning, and recovery from disasters at FAMU. A key component is the FAMU ALERT system. It is the 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.

### *FAMU Department of Public Safety (Police)*

The Florida Agricultural & Mechanical University's Department of Campus Safety and Security is a full-service agency which is staffed by some of the most dedicated law enforcement professionals in the State of Florida. We strive every day to make this University a safe haven to conduct business for those that live, work and visit. Our officers and employees are committed to providing excellent service while adhering to our core values of Professionalism, Respect, Integrity, Dedication and Excellence. The department members and I are committed to continually striving to make the FAMU's Department of Campus Safety and Security a professional, well trained, and well equipped department with the ultimate goal of responding to the needs of the students, faculty/staff and visitors. Visit the FAMU Department of Public Safety website for the Clary Act, Florida Sexual Offenders and Predator Database, and other important law enforcement links: <http://www.famu.edu/index.cfm?PublicSafety&AboutUs>

### *Weapons on Campus*

Florida Agricultural & Mechanical University is a school based on the established definitions from Section 790.115, Florida Statutes. As such, students, staff and faculty must not have any type of defined weapon at any University-sanctioned activities, at any University-sponsored events or while on any University property excluding the vehicle exception in Section 790.25(5), Florida Statutes. A weapon could include a firearm, electric weapon or device, destructive device or other weapon defined in Section 790.001(13), Florida Statutes, as well as non-lethal weapons such as razor blades, dirks (or daggers), pellet guns, knives, metallic knuckles, slingshots, billies, tear gas guns, chemical weapons or devices, or other objects defined as a deadly weapons

### *Statement on Workplace Violence*

Florida Agricultural & Mechanical 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 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 FAMU Department of Public Safety (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 Relations section of the Office of Human Resources for additional information.

#### *Employee Assistance Program*

Florida A&M University's Employee Assistance Program (EAP) provider is AETNA Resources for Living. EAP provides a 24-hour help line that is available to offer counseling services to faculty, staff (salaried/non- Other Personal Services employees) and their immediate family members, who live in their household (as defined by State Health Insurance Programs) who may need assistance with life, family and financial challenges.

The University offers free, short-term counseling services for personal or work-related issues. Total confidentiality is provided to those who call the EAP for consultation. A licensed counselor is available 24 hours per day. Services provided include assistance in the following areas: Social Development; Stress Management; Anxiety and Depression; Legal and Financial Matters; Work-Life Balance; Relationship and Marriage; Child and Elder Care; Education Planning; Substance Abuse; and Weight Loss. For more information, you may visit their website at: [www.mylifevalues.com](http://www.mylifevalues.com). (Login: FAMU and Password: FAMU). For Direct Assistance call 1-800-272-7252. If you have any additional questions regarding the EAP Program, please contact the Office of Human Resources at (850) 599-3611.

### **Compliance and Equal Opportunity Programs**

#### *Equal Opportunity, Non-Discrimination, and Non-Retaliation*

Florida Agricultural and Mechanical 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 status, 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, and University policies and procedures. The University recognizes that discriminatory and harassing behavior can create a hostile work environment. The University supports the right of any employee who believes that a violation of the University's Non-Discrimination Policy has occurred to make a complaint and receive an impartial review. Accordingly, it is a violation of University policy for any act of retaliation to be taken against an employee because he or she has filed a complaint in good faith or participated in an investigation. To make a complaint or if you have questions/concerns regarding discrimination in the workplace, please contact the Office of Equal Opportunity Programs at (850)599-3076 to schedule an appointment with a representative or to submit a complaint form.

To review the University's Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy in its entirety or for more information on the University's Equal Opportunity Programs contained in this handbook, please contact the Office of Equal Opportunity Programs or consult the consult this Non- Discrimination Policy Statement Link (<http://www.famu.edu/index.cfm?EOP&NON-DISCRIMINATIONPOLICYSTATEMENT>) or review information on the Office of Equal Opportunity Programs website <http://www.famu.edu/index.cfm?EOP&Introduction>.

### *Americans with Disabilities Act (ADA)*

The University is committed to ensuring that individuals with disabilities are not discriminated against and that they have equal opportunity and equal access to all the rights and privileges enjoyed by those who are not disabled. The University will comply with all applicable federal and state laws, regulations, ordinances, orders, and rules and will provide, upon request, reasonable accommodations to individuals with disabilities. To review the University's ADA policy and reasonable accommodation procedures in its entirety, visit the Office of Equal Opportunity Programs website [http://www.famu.edu/index.cfm?EOP&AmericanswithDisabilitiesAct\(ADA\)](http://www.famu.edu/index.cfm?EOP&AmericanswithDisabilitiesAct(ADA)).

Alternative accessible formats are available upon request. For more information about seeking a reasonable accommodation relating to University employment, please contact the ADA Coordinator in the Office of Equal Opportunity Programs at (850)599-3076.*Sexual Harassment and Non Discrimination*

### *Sex Discrimination, Sexual Misconduct*

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, and stalking), and all other forms of sex discrimination, are violations of University policy and contrary to the University's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida Agricultural & Mechanical University, whether by faculty, staff, students, visitors, or others. If you have experienced sexual misconduct, FAMU wants to help. The University has policies and services available to support you. Pertinent University Policies include:

- Title IX Statement: Outlines FAMU's Title IX obligations and identifies FAMU's Title IX Coordinators. <http://www.famu.edu/index.cfm?EOP&TITLEIX>
- Non-Discrimination Policy: Prohibits sex discrimination (adverse treatment or the creation of a hostile environment based on a person's sex). Sexual misconduct, sexual harassment, and sexual violence are all prohibited forms of sex discrimination. FAMU reg. 10.103 <http://www.famu.edu/regulations/Amended%20Regulation%20%2010%20103%20FINAL%207%201%2014.pdf>
- Sexual Harassment Policy: Provides detailed guidance about the University's prohibition against sexual harassment, which includes sexual misconduct and sexual violence as prohibited conduct. <http://www.famu.edu/regulations/Amended%20Regulation%20%2010%20103%20FINAL%207%201%2014.pdf>

## **Leaving FAMU**

### *Resignation*

You are a valuable member of the FAMU staff and we hope that you will remain with the University for many years to come. However, if you choose to leave, we ask that you provide at least a two-week notice to your supervisor and/or department. Additionally, all University property must be returned and any debts owed to the University should be resolved prior to separation. Upon leaving the University, you may be eligible to receive a lump sum payment for any unused annual leave up to a lifetime maximum. Should you have more than ten years of

creditable service, you are eligible to receive payment for a percentage of your unused sick leave balance up to a designated amount of 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 have an opportunity transfer your unused annual and sick leave as well as some other benefits-agencies and other higher education institutions may have different policies regarding leave transfer or limitations of. For more details, please consult with the Time & Labor and Benefits sections in Human Resources for assistance. Telephone 850- 599- 3611.

### *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). If you are eligible, you will be paid a lump sum for unused annual leave up to a lifetime maximum of 240 hours for USPS, 352 hours for an A&P and Faculty 12 month and 480 hours for A&P (EXE) employees. 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.

### *Unemployment Compensation*

Unemployment Compensation and reemployment assistance is handled by the Florida Department of Economic Opportunity (DEO) and is not affiliated with FAMU. For more information, visit DEO's website at [www.floridajobs.org](http://www.floridajobs.org) or call (800) 204-2418.

### **Final Note**

We hope that the information in this handbook, provided you with a quick 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. If you need more information please feel free to contact the Office of Human Resources' team at 850-599-3611