

SUBJECT: PERSONNEL	Effective Date: 11-3-14	Policy Number: 7.5
	Supersedes: Personnel Policies 2006; Policy 7.5 (initially adopted 3-13-09; amended 10-30-09, 8-3-10, 5-9-12; 7-30-13)	Page      Of 1            25

## 02. RECRUITMENT AND SELECTION OF EMPLOYEES

### A. Recruitment Process

1. Positions will normally be posted and advertised to the University community and the public in order to recruit eligible candidates. Positions, other than Temporary, must first be established before being posted. Postings must indicate at least the minimum education and work experience qualifications, based upon the particular job title, position class code and position description.

2. The President, Provost or applicable Vice President may elect to waive the requirement to post a vacant position and/or utilize a search committee by

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the position. Each Search Committee must be approved by the Office of Equal Opportunity Programs prior to convening the committee.

7. Qualified applicants are those who meet the minimum qualifications contained in the class specifications and the additional competencies required for the specific



3. Trainee - An appointment to a law enforcement position prior to receiving a Certificate of Compliance. The employee must, within 180 days following such appointment, be actively enrolled in the training program to obtain the certificate. Trainee status is also used when the appointment is under a cooperative education program, a vocational rehabilitation program, an approved university training program, or an apprenticeship program.
  4. Emergency, Provisional and Trainee appointments may be below the minimum of the pay range, but shall be increased to at least the minimum of the pay range when the employee fully meets the requirements of the position.
- F. Visiting – An AMP or SP appointment of a person having professional qualifications, when either the person or the position is not expected to be available for more than a limited period of time.
- G. Emeritus – An honorary title which may be conferred at retirement in recognition of distinguished service.

#### 04. COMPENSATION

This section applies to all Administrative, Managerial, and Professional (AMP) and Support Personnel (SP) employees.

##### A. Pay Ranges and Pay Standards:

1. AMP and SP employees will be paid at least the minimum of the pay range and no more than the maximum of the pay range unless approved by the President or designee except in the case of a provisional, trainee, or emergency appointment.
2. Pay increases and/or bonuses of any type for employees on leave without pay will not be effective until the employee returns to active pay status and it will not be retroactive.
3. Employees paid from contract and grant, auxiliary, or local funds shall be eligible for pay increases provided such increases are permitted and funded by the funding entity.
4. Increases will be effective no earlier than the first available payroll begin date after documentation is initiated. Increases will not be awarded retroactively unless approved by the President or designee.
5. When an employee is placed into a new position on a temporary assignment an increase may be awarded; however, upon return to his/her original position, the pay may be re-adjusted.

6. A temporary pay increase may be granted when an employee assumes duties

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may or may not be reduced but all salary reductions should fall within the salary range of the classification. Any action that results in a demotion should be documented.

2. *AMP Employees.* A demotion is defined as when an employee moves from one position to another position in a lower classification level (regardless of pay grade) or is reclassified into a new classification that is at a lower classification level (regardless of pay grade) as a result of performance or disciplinary action. Demotions require intervention from Employee Relations. The employee's salary may or may not be reduced but all salary reductions should fall within position's pay range and should be documented.

#### F. Recruitment Job Change

1. *SP Employees.* Recruitment Job Change is defined as when a employee applies for and is offered a recruited position which is in a lower pay grade than the employee's current position. This is not a demotion. The employee may be offered a salary within the posted range without Vice President approval.
2. *AMP Employees.* Recruitment Job Change is defined as when an employee applies for and is offered a recruited position which is classified at a lower level (regardless of pay grade). This is not a demotion. The employee may be offered a salary within the posted range without Vice President approval.

#### G. Salary Increases

1. *Board or Legislative Increases.* The Board of Trustees and/or the Legislature of the State of Florida may award salary increases. Increases are awarded in accordance with guidelines determined at the time of award.
2. *Special Pay Increases.* In addition to increases awarded by the Legislature and the Board of Trustees, Special Pay Increases may be granted to AMP and SP employees upon request when specific criteria and or conditions exist. Special Pay Increases will not be used in situations where a reclassification is appropriate. All Special Pay Increases must be approved by the Provost or Vice President, and by the President

ii. Superior Performance - Situations where there is documented sustained superior performance. Employee must have an Exceeds or Outstanding overall rating on the most recent appraisal. The employee must have successfully completed six months of employment with the University and have a discipline-free work record with no appraisals rated "Needs Improvement" or "Below Standards", within the last 6 months. If no appraisal is on file, or if the employee has had an appraisal in the last six months rated below an "exceeds", documentation must be included specifying superior performance for the last six months.

iii. Market Conditions

1. Counteroffer - Job offers from external entities may be considered as criteria if in the best interest of the University. The employee's department should submit documentation of original offer which is being countered.
2. Retention - Situations where market conditions are documented to be significantly higher than the current salary.

iv. Salary Compression or Equity - Situations where salary inequity may have developed within the same or comparable classifications or a work unit.

v. Career Development/Training - Situations where there is documentation of successful completion of an approved career development program and/or an approved training/certification program. Approval of the program will be based on the needs of the department and whether or not financial recognition of the employee's successful completion of the program is in the best interests of the University.

vi. Other - Consideration will be given for unique, appropriately documented situations that do not meet any of the above criteria.

b. Criteria for Special Pay Increase Pay Amounts : Special Pay Increases are limited to the maximum of the applicable pay range and are subject to the availability of funds. Special Pay Increases may be approved up to the greater of 30% above the pay grade minimum or up to 25% above current annual salary and will not exceed \$20,000 annually. Proposed increases in excess of these limits must include additional written justification and the approval of the President, applicable Vice President, or Provost.

c. Criteria for Special Pay Increase Frequency: 18.0cincr sd (-)Tj 0.337cableosed incqse lime(r)-6

calculated. Lump sum payments and bonuses will be subject to tax and FICA withholding as required by law. Payment shall not exceed 15% of employee's annual salary or \$5000, whichever is greater, unless approved by the President or designee.

- I. **Pay Additives** - At the discretion of each department, pay additives may be added to a SP employee's salary in the following situations:

1. **Leadworker** - A position may be designated as a Leadworker when it is assigned lead responsibilities including assignment of duties and ensuring completions of assignments over a minimum of three positions of lesser or equal pay grade level but is not designated as a direct supervisor having no responsibility for hiring, firing, discipline, approval of leave, and employee evaluation..152 Td 0/02 Tw -23.64189 Tw 0.598 Oldings f3(on..152 [el)-2( )1 Tf -bbil ( )Tj E

goods not to exceed 15,000 pounds, and reasonable expenses incurred for moving an automobile.

#### 05. EMPLOYEE BENEFITS

Employees are eligible to participate in all state-sponsored insurance and retirement benefits.

In addition, Florida Atlantic University has established a health insurance stipend program for eligible employees in a documented same-sex domestic partner relationship. The program is designed to assist in defraying the cost of health insurance for a same-sex domestic partner.

#### 06. PERFORMANCE APPRAISALS

- A. Support Personnel (SP) employees will receive a Probationary Appraisal at the completion of the probationary period.
- B. All Administrative, Managerial and Professional (AMP) employees, and Support Personnel (SP) employees will receive an annual performance appraisal. The employee's first annual appraisal will be due one year from his or her first day of regular employment at the University. All subsequent appraisals will be due one year from the date of the previous appraisal.
- C. Employees will receive one of five (5) ratings:
  - (O) Outstanding
  - (E) Exceeds Expectations
  - (A) Meets Expectations
  - (N) Needs Improvement
  - (B) Below Standards
- D. The Appraisal Notification Report in "e-print" is always available and is updated each month. This report allows supervisors to view the appraisal dates for all SP and AMP employees in the department.
- E. All appr

receives an appraisal with a Below Standards rating, the supervisor must include justification for the rating and an explanation as to how the employee can bring his/her overall performance up to at least a Meets Expectations rating. The employee will be given up to 60 days from the date that the Below Standards appraisal was issued to bring his/her performance up to a Meets Expectations level. A special appraisal should be completed by the supervisor following the 60 day period, unless an extension is approved by Human Resources. If the employee's performance remains below standard during the follow-up period, the supervisor shall complete the appraisal with an overall rating of Below Standards, document the justification for the rating, and may request that the employee be terminated for cause. At the supervisor's discretion, the employee may be given up to an additional 60 days to reach a satisfactory "Meets Expectations

40. Temporary non-exempt employees will earn overtime pay when actual hours of work in the established work week exceed 40.

- B. Flex Schedules . The President, Provost or Vice Presidents may elect to offer an alternate, flexible work schedule to employees in their divisions where operationally feasible, an/TT1 1 Tf 0 Tc 0 1electau]TJ 0h2(i)13]TJ z Tc 1(o)11(f)he]TJ (i)13(c)--3

4. The last day of employment for an employee who resigns from FAU effective on the day of an established or designated holiday, will actually be the last day of work just prior to the holiday.

E. Compensatory Leave

1. **Holiday Compensatory Leave.** Holiday compensatory leave applies to all pay plans except those paid from OPS funds, and must be used by the end of the fiscal year or be forfeited. It cannot be converted to cash nor will it be paid out upon separation from the University. If the University President has designated an additional University holiday, SP employees will earn holiday compensatory leave when the employee observed the holiday and worked up to 40 hours the week during which the holiday occurred; the holiday falls on the employee's regularly scheduled day off; or the employee is required to work the holiday. AMP employees will earn holiday compensatory leave if required to work the day of a State holiday or specially designated University holiday. Employees on an extended approved leave without pay for medical leave, parental leave, or military leave, on the day of a State holiday, will earn 8 hours of holiday compensatory leave.
2. **Special Compensatory Leave.**
  - a. Special compensatory leave is provided to compensate an SP employee for an official university holiday when the employee observed the holiday and worked up to 40 hours the week during which the holiday occurred; the holiday falls on the employees regularly scheduled day off; or the employee is required to work the holiday.
  - b. Special compensatory leave is provided to compensate an SP employee when the employee actually worked up to 40 hours during a week in which the employee also used annual leave, sick leave, the personal holiday, observed an official state or University holiday, served jury duty or was summoned for a court appearance; and when an employee is required to perform essential duties during an emergency closing, for the hours worked during the closing. Any hours actually worked in excess of 40 hours will be overtime.
  - c. The President or designee may elect to pay an employee for a part or all accrued special compensatory leave at any time. If the employee separates from the University, the employee shall be paid for all unused special and overtime compensatory leave at the employee's regular rate of pay.
  - d. Employees who change to a new position in a new department, may be required to cash out up to 100% of their existing overtime and special compensatory leave balance, or use that leave prior to starting the new position, at the discretion of the Director of the new department.

F. Personal Holiday . All AMP and SP employees will earn one day of Personal Holiday each fiscal year. The Personal Holiday will be available at the start of the pay period following the employee's first thirty (30) days of employment. The



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8. Employees hired at FAU with no break in service from another State University, or State College within our service area, may bring up to a maximum of 40 hours of accrued sick leave to FAU. If the transfer of leave is a recruitment issue, the maximum amount of hours can be waived by the President or designee.
9. Upon separation from the University, an employee with 10 or more years of service at Florida Atlantic University shall be paid for one-eighth of all unused sick leave accrued prior to October 1, 1973, and for one-fourth of unused sick leave up to a total of 480 hours accrued after October 1, 1973, if eligible in accordance with State law. For employees hired prior to July 1, 2005, prior state service may be included in the calculation of total service for purposes of sick leave payout. However, it is the employee's responsibility to notify the Department of Human Resources of prior state service at the time of separation. Upon re-employment by the University within thirty (30) days or upon rehire by the University within one year after layoff, all unpaid sick leave shall be restored and ar









- A. Employees may be laid off at any time as a result of adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs, or functions; curtailment or abolishment of one or more programs or functions; shortage of work; or a material change of duties. The President or designee shall notify the appropriate employee organizations when layoffs are to take place.
  
- B. The layoff unit may be at an organizational level such as a campus, division, college, school, department, area, program, or other level of organization as the President or

7. A Temporary employee.

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