

# Staff Employee Handbook



"We inspire **Excellence** by showing kindness and delivering exceptional **Service**."  
Courteous | Responsive | Collaborative | Profession

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## Welcome

It is our privilege to welcome you to Florida Agricultural and Mechanical University. Congratulations on becoming a member of a talented team of dedicated employees committed to advancing learning, sustaining a productive environment and infrastructure for students, faculty, and staff, and, most notably, supporting student success. As a new employee, please refer to this guide to align your efforts with our great University's mission, vision, and core values. We are so glad that you have chosen FAMU as your next employer of choice. It is our sincere hope that your time here is of great success.

This handbook is for informational purposes for Administrative and Professional (A&P), University Support Personnel System (USPS), and Other Personal Services (OPS) for employees and does not constitute a contract of employment or promise of any kind. The University may update the contents as appropriate. This manual does not replace any approved University Board of Trustee's Regulations, University policies, or procedures.

## History

Florida Agricultural and Mechanical University (FAMU) was founded on October 3, 1887, as the State Normal College for Colored Students. From its modest beginnings with two instructors and fifteen students, to its designation in 1909 as Florida Agricultural and Mechanical College for Negroes (FAMC), to its elevation to University status in 1953, FAMU has evolved into a comprehensive 1890 land-grant, doctoral research University that has distinguished itself as a national leader in many areas. Today, FAMU enrolls approximately 9,000 students, is highly regarded as one the nation's top historically black colleges and universities (HBCU) and is part of the 12-member State University System of Florida.

Throughout its over 100 years, FAMU has maintained a rich tradition in academics, research, and service. FAMU has made immeasurable contributions to the state of Florida and the nation by producing thousands of successful alumni, uplifting families, and communities, advancing knowledge through teaching and research, and engaging in impactful community outreach and service activities. FAMU's excellence as an institution of higher learning stems in part from the University's unique, long-standing position as an 1890 land-grant institution that grew out of the vision that higher education was important to the future of the state. The path along FAMU's journey has been illuminated and illustrated by the brilliance of students, the genius of faculty, dedication of nurturing staff, generosity of alumni and donors, and the wisdom of administrators, all committed to a common mantra: "Excellence with Caring." We are currently experiencing times of great uncertainty in higher education. Nationally and locally, higher education is undergoing dramatic and fundamental changes. The social, technological, educational, political, and environmental factors that impact the future of higher education present both challenges and opportunities. Through this strategic planning process, the University has taken stock of today's challenges and opportunities, peered beyond the horizon, leveraged the successes of the past 134 years, and identified a suite of "Strategic Priorities" that will ensure FAMU remains a leader in higher education and a vital resource to our constituents well into the future.



## University Mission Statement

Florida Agricultural and Mechanical University is an 1890 land grant, doctoral/research institution devoted to student success at the undergraduate, graduate, doctoral and professional levels. FAMU enhances the lives of its constituents and empowers communities through innovative teaching, research, scholarships, partnerships, and public service. The University continues its rich legacy and historic mission of educating African Americans and embraces all dimensions of diversity.

## University Vision Statement

Florida Agricultural and Mechanical University will be recognized as a leading national public University that is internationally renowned for its competitive graduates, transformative research, and innovation.

## University Values

Florida Agricultural and Mechanical University is committed to the values of accountability, inclusion, innovation, and integrity. The University also values and endorses the Board of Governors' Statement of Free Expression and expects open-minded and tolerant civil discourse to take place throughout the campus community. These values represent the tenets that guide our actions, enable us to sustain our historical mission, and realize our strategic plan.

We encourage you to click [here](#) to understand how your professional talent and competencies are vital in ensuring the University achieves every goal outlined in the Boldly Striking University Strategic Plan 2022-2027.

We encourage you to click [here](#) to access the University Organizational Chart.

## 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 State University System of Florida Board of Governors (BOG), 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 BOG Regulation 1.001.

Trustees serve without compensation and meet at least quarterly. The officers of the Board of Trustees are the 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 FAMU Regulation 1.021.

## Office of the President

The Florida A&M University (FAMU) Board of Trustees (BOT) approved the 12-month contract of Interim President Timothy L. Beard, Ph.D. Beard, who served as president of Pasco-Hernando State College (PHSC) from 2015 until his retirement in early 2024, began his tenure on August 5, 2024. He succeeds President Larry Robinson, Ph.D., who served nearly seven years prior to stepping down. Dr. Beard will serve until the next University president is selected. Dr. Beard earned undergraduate degrees from FAMU and Florida State University (FSU) and a doctoral degree from FSU in 1998 in Rehabilitation Counseling with a focus on Higher Education Administration. Two of his daughters and a son-in-law are FAMU alumni.

To meet the members of the president's senior leadership team, click [here](#).

To access each University division or department reporting to the President or Executive Vice President, Chief Operating Officer, click below.

### President's:

[Division of Audit](#)  
[Division of Finance and Administration](#)  
[Division of Legal Affairs](#)  
[Division of Information Technology](#)  
[Division of University Advancement](#)  
[Athletics](#)  
[Office of Communications](#)  
[Office of Compliance and Ethics](#)  
[Office of Government Relations](#)  
[Faculty Senate](#)

### Executive Vice President, Chief Operating Officer:

[Division of Academic Affairs](#)  
[Division of Research](#)  
[Division of Student Affairs](#)  
[Division of Strategic Planning, Analysis, and Institutional Effectiveness](#)  
[Office of Title III](#)  
[Office of University Policy](#)

## Getting Started (On-boarding)

We want you to have a smooth onboarding experience. Your assigned department representative will provide you with your email address, employee ID #, and ensure that your office space is ready for your arrival. Your supervisor will provide specific details regarding department policies and procedures, including your job responsibilities, work schedule, etc.

## New Employee Orientation

The University's new hire orientation program for staff is designed to welcome new employees into the FAMUly. During this session, our office will introduce you to leaders within the organization, who will bring you up to speed on University regulations, policies, and procedures. Each new staff hire will receive a notification from the Office of Human Resources notifying you of your orientation date. Attendance at orientation is mandatory.

The University requires all newly appointed staff employees to complete mandatory training within their first 30 days of employment. Below are the links for each training:

[Internal Controls and ERM Policy](#)

[Fraud Policy](#)

[University Code of Conduct](#)

[Office of Ethics and Compliance Welcome Packet](#)

[Office of Equal Opportunity Programs Presentation](#)

[Consensual Relationships](#)

[Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures](#)

[Title IX Sex Discrimination and Sexual Misconduct Prohibition, and Formal Hearing Process](#)

[Employee Self Service for Entering Time and Leave](#)

The Office of Human Resources will provide you with the certification form to complete and sign, confirming your completion of all mandatory training.

## iRattler Card

The Rattler Card is the official identification card of Florida Agricultural and Mechanical University. Issued to all members of the University community, it is required for identification and access to essential campus services. It also offers a convenient account - Rattler Bucks- for making purchases on and off campus. The Rattler Card can also serve as an ATM card. These options are features specifically designed for the FAMU community. You can select the options that benefit your needs. For more information regarding your iRattler card, click [here](#).

## Staff Meal Plans

Staff meal plans are payroll deductible. Employees have an option of one or two deductions per plan. You may not add an additional plan until your existing plan is paid in full. For more information, click [here](#).

## University Bookstore

Now that you are a part of the FAMUly, check out the University Bookstore to purchase your new FAMU gear! Click [here](#). An employee discount of 15% is available on certain purchases.





## **Executive Service (ES) Administrative and Professional:**

Employees in the Executive Service pay plan serve at the pleasure of the President or Executive Vice President, Chief Operating Officer. Employees in this pay plan are not eligible for overtime and are required to sign an employment contract. There is no probationary period for Executive Service employees.

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

Administrative and Professional (A&P) positions are exempt primarily based on individual functions outlined by the Fair Labor Standard Act. Employees in this pay plan are not eligible for overtime but may earn compensatory leave when required to work on a University holiday.

Employees are required to sign an employment contract, which further outlines the terms and conditions of their position. Depending on your position's funding source, you may be required to sign a new employment contract annually.

## **University Support Personnel Services (USPS):**

University Support Personnel Services (USPS) employees are typically non-exempt (hourly), and the collective bargaining agreements govern the terms and conditions of employment. There are some positions that are USPS exempt that are eligible for straight compensatory time.

## **Other Personnel /Personal Services (OPS):**

Employees hired in the Other Personal Services pay plan are employed short-term. These "at-will" positions do not require notice periods for separation. Employees are not eligible for paid University holidays or compensation if the University is closed for emergency or storm-related causes. Employees do not accrue annual, sick, or compensatory leave. Employees may be eligible for insurance benefits depending on hours worked during the bi-weekly pay period.

## **Employee Benefits and Open Enrollment**

The Benefits and Retirement unit within the Office of Human Resources assists all eligible employees with the administration of all benefits and retirement programs, including medical, dental, vision, and life insurance. All new hire benefits enrollment elections must be completed within 60 days of employment. If elections are not selected within 60 days, you will not be eligible to elect coverage until open enrollment in October. In October, the Office of Human Resources, in partnership with the State of Florida, will host a benefits fair during the open enrollment period. We encourage employees to review their benefits selections and make any necessary changes during this time. Benefit changes made during open enrollment will be effective January 1 of the following year. If you miss the open enrollment period and do not have a qualifying event, you must wait until next October to make any benefit changes. If you have a qualifying event, you have 60 days to amend your coverage.

## **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.

## **Life Insurance**

Full-time employees are eligible for a \$25,000 basic life insurance policy paid for by the State of Florida. Additional life insurance coverage is available for up to seven times your annual salary and payroll deducted post-tax.

## **Health Insurance**

The State of Florida provides comprehensive health insurance programs for you, your spouse, and your children through the State Employee's PPO or a Health Maintenance Organization (HMO) plan. Both offer Standard and Health Investor Health options (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. The State of Florida pays a portion of the premium for all eligible participating employees. You cannot change coverage unless you experience a Qualifying Status Change (QSC). Should you experience a QSC, you have sixty (60) days from when 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. If you have been appointed as an OPS employee, you may be eligible for health insurance depending on hours worked during a bi-weekly pay period.

## **Retirement:**

The State of Florida provides comprehensive retirement programs for University employees. Newly hired employees must satisfy the enrollment criteria to participate in the Florida Retirement System (FRS) Pension Plan, Investment Plan, or Optional Retirement Plan (ORP). Membership in the FRS Pension Plan or Investment Plan is required for USPS employees working full-time or part-time regularly established salary positions. Faculty, Executive Service, or A&P employees can elect an FRS Pension, Investment, or Optional Retirement Plan (ORP). All plans require a mandatory employee contribution.

## **FRS Pension Plan:**

A defined benefit plan which requires eight (8) years of FRS service, if enrolled on or after July 1, 2011, 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 the 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 reduced 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 96 months from the date you first reach normal retirement.

## **The FRS Investment Plan:**

A defined contribution plan which requires one year of FRS service to vest. 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 donated, 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 balances 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. A lifetime switch is allowed between the FRS Investment Plan and the FRS pension plan.

## **The ORP Plan:**

A defined contribution plan which provides 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 donated, 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 period 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.

## **Supplemental Insurance Plans:**

The State of Florida offers robust supplemental insurance plans that employees can choose from. Premiums are processed via payroll deduction.

## Employee Tuition Waiver and Reimbursement Program

The Tuition Waiver Program allows FAMU employees to attend classes at the University and is available every semester. Under this program, all full-time Executive Service, A&P, Faculty, and USPS employees who meet the academic requirements may be allowed to enroll for up to six credit hours without payment of registration, capital improvement, building, and if applicable, out-of-state fees. In addition to the Office of Human Resources, the Registrar's Office, Student Accounts, Financial Aid, and Student Affairs also participate in the Tuition Waiver approval/funding process. The tuition waiver program covers tuition and some associated fees. The employee is responsible for expenses not covered by the waiver. The applicant is responsible for registering only during late registration. FAMU employees registering for classes before the late registration period will not be approved for Tuition Waivers. Tuition waivers are unavailable for thesis, dissertations, internships, directed individual studies, etc. Student Accounts/Financial Aid are responsible for posting the Tuition Waiver funds. The Tuition Reimbursement program allows full-time Executive Service, A&P, Faculty, and USPS employees who have been employed with FAMU for at least one year to be reimbursed for classes attended at a University within the Florida State University System and is available for the fall and spring semesters only. Tuition Reimbursement courses are not offered beyond the master's level.

The employee must provide an official transcript and proof of payment (i.e., an original receipt or canceled check) to the Office of Human Resources for approval by the required deadline.

### Miscellaneous Benefits & FAMU Perks:

Athletics - Click [here](#)

Efferson Student Union Space Rentals - Click [here](#)

FAMU Educational Research Center for Child Development- Click [here](#)

FAMU Employee Assistance Program - Resources for Living (EAP) - Click [here](#)

FAMU Essential Theatre - Click [here](#)

FAMU Federal Credit Union- Click [here](#)

Florida Prepaid College Fund Program- Click [here](#)

Membership at the Tookes Student Recreation Center- Click [here](#)

## Employee Assistance Program

FAMU 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 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, please click here [www.resourcesforliving.com](http://www.resourcesforliving.com) (Login: FAMU and Password: FAMU).

For Direct Assistance call (800)272-7252.

## Employee Rights

You may, from time to time, experience some concern or have questions about policies and procedures that affect you. The Employee Relations section in the Office of Human Resources welcomes the opportunity to counsel you in such situations. All employees must build professional, positive, cohesive relationships. Your role in developing a positive work environment is critical to the overall success of your work unit. You are encouraged to build positive working relationships and civil discourse with your peers and supervisor based on genuine respect and understanding.

## Florida Board of Governors Statement of Freedom Expression:

The State University System of Florida and its twelve public postsecondary institutions adopt this Statement on Free Expression to support and encourage full and open discourse and the robust exchange of ideas and perspectives on our respective campuses. Click [here](#) to access the statement.

## Disclosure of Criminal Convictions (Post-Employment)

Current employees and volunteers shall notify the Office of Human Resources of any felony or first-degree misdemeanor to which they have pled nolo contendere or guilty or are convicted of, or if applicable to their position, if their driver's license is suspended subsequent to their employment or volunteer work with the University. Such notification must be made within three (3) working days of the conviction or driver's license suspension. Failure to comply with this policy could result in disciplinary action, up to and including dismissal.

## Personal Information

Employees are responsible for verifying the accuracy of their information confidentially within the iRattler Self-Service portal. If you have a name change, you will be required to submit an updated signed social security card directly to the Office of Human Resources. Employees may also review pay checks stubs, leave accruals, performance evaluations, etc., within iRattler.

## Personnel Files

The Office of Human Resources maintains the official personnel files for Executive Service, A&P, USPS, and OPS pay plans. Under Chapter 119, Florida Statutes, most documents within the personnel files are considered public records and may be viewed by anyone upon request. Florida law protects personal information for selected positions to include spouses and their children. Please click [here](#) for more information regarding exemption requirements for public record.

## **Additional Employment**

Requests for additional employment within FAMU must be approved by both respective departments before the Office of Human Resources processes the secondary work appointment. The department is responsible for preparing and submitting the additional employment form for each appointment period. The employee cannot begin working until the additional employment form has all approvals. Additional employment conditions exist when there is employment over one (1) full-time equivalent (FTE) established position, simultaneous payment from two (2) or more categories of appointments, or employment in multiple departments.

## **Annual Disclosure Form for Conflict of Interest, Commitment, Significant Financial Interest, or Outside Employment**

We all have a stake in the objectivity and integrity of our colleagues, leadership, and affiliates. Failure to disclose conflicts of interest and commitment can negatively impact our University's reputation and mission. To that end, reporting individuals must disclose activities for review regarding conflicts of interest, commitment, or a significant financial conflict of interest. Outside employment/activities as used herein, means any employment and/or activities entered in addition to employment at the University. Such employment/activities include private practice, private consulting, teaching, research, business (including managerial interests or positions), or other activities, compensated or uncompensated, which is not a part of the employee's assigned duties and for which the University provides no compensation.

Pursuant to University Regulation 10.122, Faculty and Staff must self-report activities for review to determine whether a conflict of interest or commitment interferes with an individual's obligations to the University. Employees must report activities regardless of compensation.

University Personnel is defined by BOT Regulation 2005-14, as Faculty, Staff, Students, and Affiliates engaged in domestic and foreign research/academic activities that have the additional obligation to self-report for review regarding significant financial conflicts of interest.

Pursuant to Section 1012.977(3), Florida Statutes, an employee who has failed to disclose any outside activity or financial interest as required by BOT Regulation 2005-14 shall be suspended without pay pending the outcome of an investigation, which shall not exceed 60 days.

The Annual Disclosure Form for Conflict of Interest, Commitment, and Significant Financial Interest is due July 1 of each year or within 14 (fourteen) days of beginning a research/academic or outside activity. New hires will be required to complete the outside employment form upon hire; however, annually after that, all employees will be required to complete the form electronically in iRattler. The Office of Compliance and Ethics sends out communication annually.

## Professional Culture

The University supports and expects a culture of professionalism at every level within the organization. FAMU's service philosophy is:

**"We inspire Excellence by showing kindness and delivering exceptional Service."**

"FAMU service standards are: Courteous | Responsive | Collaborative | Professional

The following describes typical professional behavior expectations:

- ❖ To have the skills and knowledge to do your job well and seek ways to stay current.
- ❖ To respect free expression and civil discourse as defined by Florida Statute 1004.097.
- ❖ Be dependable, prepared, and show up on time, submitting your work accurately and promptly.
- ❖ Be honest and consistent with ethical principles and be a good steward of University resources.
- ❖ Treat all other employees with respect and dignity regardless of title.
- ❖ Familiarize, understand, and maintain compliance with laws, regulations, and policies (including, but not limited to, non-discrimination, harassment-free and non-hostile work, environment, reporting violations)
- ❖ Be positive and upbeat.
- ❖ Be a problem-solver and resolution seeker.
- ❖ Support your colleagues and share the spotlight with them, show others how to do things properly, and lend an ear when necessary.
- ❖ Do not let your private life needlessly impact your job, and do not spend excessive time attending to personal matters at work.
- ❖ Always practice active listening and give people a chance to explain their ideas adequately.
- ❖ Report misconduct you observe or of which you become aware.

## **Employment of Relatives (Nepotism)**

Under the University's Employment of Relatives (Nepotism) policy (University regulation 10.121) no person shall be employed by, transferred to, or promoted into a work unit where a supervisory relationship would exist between two directly related persons. Such a supervisory relationship exists when either related person could directly affect 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, or person the employee intends to marry or intends to form a household. All employees are expected to report any violations to their immediate supervisors or the Office of Human Resources.

## **Office of Parking and Transportation**

All motor-operated vehicles must be registered with University Parking Services in order to legally park on campus. Fees for parking may be payroll deducted. Click [here](#) to access information regarding registering your vehicle.

## **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 during their assigned working shift as outlined in your position description; or during any period when required to perform services for which compensation is received.

## **Information Technology Services (ITS)**

Information Technology Services provide a wide variety of resources, including computers, networks, software, computer accounts, cellular phones, office telephones, and hand-held wireless devices, for use by University students, faculty, and staff. ITS resources are intended for the legitimate business of the University. Computer accounts are provided to faculty, staff, and students as a privilege associated with employment. All uses of ITS resources are subject to applicable rules, regulations, policies, and procedures of the University and/or governing boards as well as Florida Statutes and are the property of the University.



## **Performance Evaluation**

The University recognizes the importance of performance management. Supervisors will formally evaluate their direct reports once a year. Performance standards will be based on up-to-date position descriptions, behavioral expectations, goals, and accomplishments. Annual evaluation dates are based on the fiscal year for A&P employees and the calendar year for USPS employees, except for probationary or special evaluations (USPS only). The initial appointment of a new employee to a USPS position shall be for a probationary period of six (6) months, except for employees in law enforcement positions who shall serve an initial twelve (12) month probationary period.

## **Reporting to Work**

As a 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. Your supervisor will provide you with further guidance regarding job expectations.

## **Pay Day**

All University employees are paid on a bi-weekly basis, every other Friday.

## **Direct Deposit (Mandatory)**

Direct deposit electronically places your paycheck into your designated checking or savings account. All employees paid through FAMU's payroll system must participate in the University's Direct Deposit program. Employees can make direct deposit changes through Employee Self-Service located in iRatter or by submitting the "Direct Deposit Authorization" form to Payroll Operations in the Office of Human Resources. Your earnings statement is available to view through Employee Self-Service located in iRattler. In the event of special circumstances you may receive a paper check on payday. Contact your departmental representative to inquire about check distribution times. You must view your earnings statement as an employee to capture errors or pay discrepancies. Ask your departmental payroll representative for assistance if you have any concerns or questions.

## **Overtime Pay and Overtime Compensatory Leave for USPS Non-exempt**

All non-exempt employees required to work forty hours or more during the workweek are eligible for overtime pay (calculated as one and one-half times your regular rate of pay) or overtime compensatory leave. Your supervisor can modify your work schedule, which may minimize overtime during the workweek.

## Leave

### General Requirements for Approving and Using Leave:

A request for leave of absence with or without pay must be in writing and approved before the leave is taken. Employees must request approval with appropriate justification for emergencies immediately.

Once the approved leave of absence with or without pay has ended, the employee will return to the same position or a different position in the same pay plan and work location unless the University and the employee agree in writing to other terms and conditions governing the leave granted.

Regardless of the amount of leave initially approved, including administrative leave, the employee will be charged only the amount needed to bring them to a forty-hour workweek.

Approved leave must be taken in increments of fifteen minutes or more, rounded to the nearest quarter hour. The use of paid leave will not be authorized and taken before the time it is earned.

### Meetings and Conferences

When attending meetings and conferences is deemed beneficial to the University and may contribute to professional development and the effectiveness of your employment, attendance is considered time worked as regularly scheduled with supervisory approval.

### Annual Leave

Different pay plans accrue different amounts of annual and sick leave on a biweekly basis. Employees hired into the OPS pay plan are not eligible to accrue annual, sick, or compensatory leave.

### Executive Service (ES)

All full-time Executive Service employees will accrue annual leave at the rate of 9.195 hours biweekly. The accrual of annual leave is prorated for employees appointed in less than full-time positions. Leave earned is credited at the end of the last day of the pay period and cannot be used until it is credited. Upon exiting the University, an employee may be paid for up to a lifetime maximum of 480 hours of unused annual leave. Any accrual earned over 480 hours must be used during the calendar year or it will be transferred to the employee's sick leave balance.

## **Administrative and Professional (A&P) & Faculty Twelve (12) Month**

All full-time A&P employees will accrue annual leave at 6.769 hours biweekly. Annual leave accrual will be prorated for employees appointed in positions that are less than full-time. Leave earned is credited at the end of the last day of the pay period and cannot be used until it is credited. Upon exiting the University, an A&P employee may be paid for up to a lifetime maximum of 352 hours of unused annual leave. Any hours earned over 352 must be used during the calendar year, or it will be transferred to the employee's sick leave balance.

## **Faculty Nine (9) Month and Ten (10) Month**

All F09 and F10 employees are not eligible to accrue annual leave.

## **University System Personnel System (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 over 240 hours must be used during the calendar year or it will be transferred to your sick leave balance.

A USPS employee who separates from the University must complete probation to receive payment for unused annual leave up to a lifetime maximum of 240 hours. Upon re-employment by the University in a leave accruing position within one hundred 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.

## **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. Full-time Executive Service employees will earn five (5) hours of sick leave for each biweekly pay period in which they are in pay status, work, and/or leave with pay. A part-time employee earns sick leave in proportion to the time worked and/or on a leave with pay status each biweekly pay period.

Sick leave should be used when you cannot complete your duties and responsibilities. You may use sick leave for doctor's appointments. As University policy outlines, employees may use sick leave for immediate family members.

If, for any reason, you are late or cannot report to work due to illness, let your supervisor know before the start of your shift or as soon as possible. Please consult your supervisor regarding your department's 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 thirty (30) consecutive days. Medical certification will be required before any additional sick leave or leave without pay will be approved. Employees absent for ten (10) consecutive days must also provide a medical certification. Doctors' excuses are not required for regular doctor appointments or minor illnesses.

Please contact the Office of Human Resources if you questions regarding the University sick leave policy.

## **Request for Leave of Absence for 12 Months or Less**

This type of leave of absence may be granted at the discretion of the supervisor and appropriate delegated authority. The delegated authority is defined as the next level supervisor in the employee's approval chain to include the next level. The period may not exceed twelve (12) consecutive months.

Upon receipt of the employee's written request, the supervisor must consult with the appropriate higher-level official. The following must be taken into consideration before approving or denying the request:

- ❖ The reason for the request for leave and whether it is justified;
- ❖ The length of the leave requested;
- ❖ The impact of the leave on the organizational unit and the University;
- ❖ Past practice of the employee's unit in granting a leave of absence;
- ❖ The employee's length of service with the University and his/her performance record; and
- ❖ Previous leaves of absence with and without pay requested.

Once approved, please notify the Office of Human Resources and provide appropriate documentation.

## **Request for Leave of Absence/Extension in Excess of 12 Months**

Under exceptional circumstances, an employee may request and be granted an initial leave of absence or extension of a leave of absence over twelve (12) consecutive months. This type of leave must be approved by the supervisor and appropriate delegated authority. The delegated authority is defined as the next level supervisor in the employee's approval chain to include the next level. The situations that may warrant such an approval include:

- ❖ Attainment of an undergraduate, graduate, or post-graduate degree within a specified period of time which will benefit the University.
- ❖ A personal or family hardship which is expected to be resolved within a specified period of time.
- ❖ Any activity which will directly benefit the University for a sustained period of time.
- ❖ An illness or injury which is not terminal or permanent and from which the employee is expected to recover.

Once approved, please notify the Office of Human Resources along with the appropriate documentation.

## Holidays

The University observes the following holidays:

New Year's Day

Martin Luther King, Jr.

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans' Day

Wednesday Before Thanksgiving, Thanksgiving Day, and the Friday after Thanksgiving

Christmas Day

Holidays that fall on a Sunday are observed on the following Monday, and holidays 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. OPS are not eligible for paid Administrative Leave.

When administrative leave is used, it is not counted against your leave balances and will allow you to remain in full-time status based on your work schedule. Administrative leave is subject to advanced approval.

## Jury Duty

If you receive a summons to serve as a juror (or subpoenaed) as a witness, you will be permitted to use administrative leave for the hours worked based on your regular schedule. You will not be eligible to use administrative leave for personal litigation reasons or if you receive compensation to serve as a witness. You are required to return to work the next scheduled shift or workday after being dismissed from jury duty for all services or is released from service for a particular day by the court. Employees should notify their supervisor of impending jury duty as soon as they receive notice to serve. A copy of the notice must be provided. Employees who appear as witnesses on their own behalf, either as plaintiffs or defendants, are not entitled to administrative leave. They may request annual leave or accrued comp time for this purpose.

## Voting

Requesting time off to vote in primary and general elections is not ordinarily necessary. Voting hours are such that employees may vote either before or after work. If for some reason this is not possible or when you live such a distance from your assigned work location as to preclude you from voting outside working hours, the Chief Human Resources Officer and your supervisor may approve up to two (2) hours of administrative leave for voting in public elections.

## Short-term Military Training

Under Title Ten (10) or Title Thirty (32) of the United States Code, an employee who receives an order for annual field training will be eligible to use administrative leave for up to seventeen (17) calendar days per occurrence, not to exceed two hundred and forty (240) hours based on the University's fiscal year.

## Military Leave

By federal laws and regulations, if an employee is summoned to active-duty service, the employee will receive a leave of absence upon the submission of the official copy of the orders. The employee may use accrued leave once the first thirty (30) calendar days have passed with the supervisor's approval. If no leave is available or the employee does not want to use the available leave, the employee will be eligible to retain applicable University benefits; however, the employee will be placed on leave without pay status.

## Bereavement Leave

Eligible employees will be granted two (2) days of bereavement leave upon request due to the death of an immediate family member as defined by policy [HR-3000](#). To be eligible for bereavement leave, the employee should immediately notify their supervisor of the need to take leave. Upon return to work an official record, obituary notice, or other form of documentation may be required.

## Suspension of Normal Campus Operations

Administrative leave will be granted when the University is closed for emergency purposes. If on approved leave before the emergency University closing, you must use your prior approved leave. The University recognizes that some employees may not be able to return during work upon the reopening of the University. As such, the employees should notify their supervisors immediately to request leave.

## Natural Disasters

Suppose you are unable to report to work after an emergency condition not due to a University closure but rather a catastrophe or an immediate threat to your family or property. Your supervisor may grant annual leave if you cannot report to work during your scheduled shift. Such examples may be due to mandatory evacuations, unsafe travel conditions, or damage to your residence in which a state of emergency was declared.

## OPS and Administrative Leave

Excluding parental leave and FMLA, OPS employees are not eligible for leave or University holidays as noted previously in this handbook.

### Family Medical Leave Act

Family and Medical Leave Act (FMLA). It is a federal law in the United States that allows eligible employees to take up to 12 weeks of unpaid leave for specific family or medical reasons without risking job loss. The FMLA provides job protection and the employer continuation of health insurance coverage during the leave period.

While an employee is on FMLA, the University continues to pay the employer portion of the employee's insurance premiums. The employee is responsible for continuing payment for the employee portion of the insurance premiums, and any other elected benefits.

To be eligible for FMLA, you must:

- ❖ Have at least 12 months of employment with the University.
- ❖ Have worked at least 1,250 hours during the 12 months prior to the FMLA leave start date. Only hours worked for the employer count towards the 1,250-hour requirement. Paid leave such as vacation, sick, or holidays are not included.

The University uses a fiscal year (July 1 to June 30) to assess an employee's available FMLA leave entitlement. The 12-month period is measured backward from the date an employee uses any FMLA leave.

For additional information regarding FMLA, please review [HR-3001](#) policy.

## Professional Development

### Training

Key organizational systems, compliance, and professional development training are offered on campus through the Office of Human Resources' Organizational Development & Training (ODT) unit. ODT provides programs and services to foster employee learning and development opportunities. It is also the goal of ODT to leverage technology in the delivery of services, systems, and tools. The Human Resources training unit 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 to maintain an effective work environment. Courses are delivered in various platforms, including instructor-led classroom settings and e-learning. Employees also have access to LinkedIn Learning, an online platform that offers a variety of courses taught by industry experts. To obtain your login credentials, please email [odtraining@famuedu](mailto:odtraining@famuedu).

### Internal Employment Opportunities

FAMU job postings are available through the Office of Human Resources website under Employment by clicking [here](#).

Now that you are a part of the FAMUly, you may see a lateral or promotional opportunity you would like to apply for. We encourage you to apply for consideration. Internal employees must submit an official application through iRattler.

If you require a reasonable accommodation under the Americans with Disabilities Amendment Act (ADAA), please contact the Office of Equal Opportunity Programs at (850) 599-3076 at least ten (10) days before the job announcement closes. If you are hearing or speech impaired, please contact the University by calling TDD at (800) 955-8771.



## Health and Safety

### Maintaining a Safe Workplace

You must notify Environmental Health & Safety when you see unsafe conditions or activities in your department or throughout campus. Employees must:

- ❖ Participate in safety training as required by your position.
- ❖ Become familiar with emergency fire exit routes, alarm pulls, and locations of fire extinguishers in your department or building.
- ❖ Evacuate the building when the fire alarm sounds.
- ❖ Wear any personal protective equipment as required to perform the duties of the job safely.

### University Vehicle or Golf Cart Use

Employees may be assigned to operate a University vehicle or golf cart. Personal use of University-owned vehicles or golf carts is prohibited. All persons who operate a University vehicle or golf cart must have a valid US driver's license. All persons who work in University vehicles or golf carts must adhere to traffic laws. Employees should immediately notify their supervisor if their license is revoked or suspended or if involved in an accident.

Employees who use their vehicle on University business *may* be eligible for mileage reimbursement.

### Workers' Compensation

Employees and volunteers of the University are covered by Workers' Compensation Insurance while employed or volunteering as outlined by Florida Statutes 440. If you are injured or become ill while you are at work, please contact your supervisor. All job injuries must be immediately reported to the Worker's Compensation Administrator within the Office of Human Resources at (850) 599-3611.

## Department of Campus Safety and Security

The FAMU Department of Campus Safety & Security (FAMU DCSS) members understand the importance of what they do and have a strong sense of duty when it comes to protecting and serving the students, visitors, faculty, and staff within FAMU. Their efforts, hard work, and courage are for our department. FAMU DCSS is a full-service law enforcement agency.

FAMU DCSS is responsible for maintaining compliance with all state and national accreditation standards established by the respective accreditation commissions. The standards by which the agency is measured guide requirements that should be addressed in the agency's policies and procedures. The standards evaluate all facets of an agency, including administration, patrol, investigations, personnel, internal affairs, prisoner security, traffic, use of force, and Clery Act. The Department is responsible for coordinating University compliance.

Under the Clery Act, all colleges and universities that receive federal funding are required to disseminate a public annual security report to employees and students each year. The requirements fall into three categories based on the configuration of an institution. Florida A&M University is mandated to:

- ❖ Collect, classify, and count crime reports and statistics related to crime.
- ❖ Issue timely warnings and campus alerts for Clery crimes that represent an ongoing threat to the safety of students or employees, or emergency notifications upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees.
- ❖ Publish an annual security report containing safety and security-related policy statements and crime statistics and distribute it to all current students and employees. We must also inform prospective students and employees about the availability of the report.
- ❖ Submit crime statistics to the US Department of Education each fall via a web-based data collection.
- ❖ Maintain a daily crime log of alleged criminal incidents which is open to public inspection.
- ❖ Disclose missing student notification procedures that pertain to students residing in on-campus student housing facilities.
- ❖ Disclose fire safety information related to on-campus student housing facilities. This includes a fire log that is open to public inspection and publishing an annual safety report containing policy statements, as well as fire statistics associated with each on-campus housing facility.

The Clery Act Crimes that have to be tracked and disclosed are: homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. VAWA's changes to the Clery Act require institutions to disclose statistics, policies, and programs related to sexual assault, dating violence, domestic violence, and stalking. Institutions must also separately report arrests and institutional disciplinary referrals for illegal weapons possession, drug violations, and liquor violations. Hate crimes must be reported by their category of bias or biases, which are race, gender, religion, sexual orientation, ethnicity, and disability.

For more information about the Clery Act, please contact the FAMU Campus Safety & Security Department at (850) 599-3256.

FAMU DCSS is the first and the only historically black college and University (HBCU) law enforcement agency to be accredited by three separate law enforcement accrediting bodies: the Commission for Florida Law Enforcement Accreditation, Inc. (CFA), the International Association of Campus Law Enforcement Accreditation (IACLEA), and the Commission on Accreditation for Law Enforcement Agencies Inc. (CALEA.) For more information, please click [here](#).

In case of an emergency, dial 911 or contact the Department of Campus Security & Safety at (850) 599-3256. To report a crime on campus, you may dial "3256" from any campus extension, or (850) 599-3256. You may also use the blue light telephones located throughout the campus to report a crime as well. Click [here](#) to access the Department of Campus Safety and Security for additional information.

## Emergency Management and FAMU Alert

FAMUALERT is a communications system that provides timely and accurate information about emergencies that could impact the University. The goal is to help keep the campus safe and informed during emergencies. FAMU Department of Emergency Management, Police Department, and Communications teams determine which communications tools are used during an emergency. These offices work together to provide timely and accurate information to the FAMU community (**students, faculty, staff, family, alums, etc.**)

Examples of situations where text messages, calls, and emails might be sent from the Department of Emergency Management include, but are not limited to:

- ❖ bomb threats
- ❖ gas leak
- ❖ chemical spills
- ❖ significant traffic or parking issues due to first-response activity
- ❖ extreme weather alerts
- ❖ dangerous situations involving an immediate threat to the FAMU community.

You will receive time-sensitive messages wherever you specify, such as your mobile, email address, and text messages. Please click [here](#) to sign up to receive alerts.

## Code of Conduct

University Regulation 1.019 outlines behavioral expectations for members of the University community. As members of the University community, all faculty, staff, students, members of the Board of Trustees, University officers and affiliates are responsible for sustaining the highest ethical standards of professional conduct and integrity for this institution, and for the broader community in which we function. We share responsibility for this institution and for its enterprises.

The University's Strategic Plan outlines the core values we hold as essential to responsible professional behavior, which include: integrity, accountability, innovation, and inclusion. The ethical principles espoused by the Florida Code of Ethics for Public Officers and Employees in Chapter 112, Part III of the Florida Statutes (Code of Ethics), reinforce our commitment to the University's values.

Adherence by trustees, officers, faculty, staff, student employees, contractors and others acting on behalf of the University, to the standards set forth in this Code of Conduct is an integral part of the University's goal of attracting quality students, faculty, and staff, while ensuring a safe and healthy environment for all members of the campus community.

## Disruptive Conduct

All University employees have the right to be free from disruptive, threatening, or violent and/or physical violence behaviors, including intimidation, harassment and/or coercion, which involve or affect the office workspace, meetings, the campus community or events.

As outlined in Regulation 10.111, Disruptive Conduct, employees who intentionally act to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University shall be subject to appropriate disciplinary action by the University authorities. The disciplinary action to be imposed against an employee for any act of disruptive conduct may include a written reprimand, suspension or dismissal from employment with the University. The penalty that is imposed will depend upon the seriousness of the offense and any aggravating or mitigating circumstances.

## Weapons on Campus

As outlined by 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 is defined as any item, including, but not limited to metallic knuckles, swords, any dangerous chemical or biological agents, firearms, machine guns, starter guns, BB guns, stun guns, paintball guns, stun guns (Tasers), archery equipment, or any other object which will, is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device.

## Statement on Workplace Violence

FAMU is committed to promoting a safe, respectful, and non-threatening campus environment that provides an attractive place for work and study, free from violence. Acts of violence or intimidation are strictly prohibited. This includes any act, behavior, or communication which is abusive, threatening, or disruptive towards students, employees, or visitors and should be reported immediately.

## Drug Free Workplace

Reporting to work or performing any job-related duties and responsibilities under the influence of or unlawfully possessing, using, or distributing illicit drugs and alcohol on University property or as a part of any University activity is strictly prohibited. Employees may be required to submit to reasonable suspicion testing as outlined in Section 112.0455, Florida Statutes.

## The Compliance and Ethics Hotline (Navex EthicsPoint)

The Office of Compliance and Ethics (OCE) is committed to the University's core values, including accountability, integrity, and ethics. To that end, OCE takes each complaint seriously. OCE reviews for referral or investigates misconduct related to compliance and ethics, including, but not limited to, the following violations or concerns:

- ❖ Workplace Health and Safety Violations
- ❖ University Code of Conduct Violations
- ❖ Falsification of Financial Records, Travel or Expense Reports
- ❖ Legal or Regulatory Violations
- ❖ Misuse or Theft of University Property
- ❖ Research Misconduct

You may use either of the following two methods to submit a report to the Hotline:

Select the "**Make a Report**" link located on the OCE web page or click [here](#), or Dial toll-free, within the United States, Guam, Puerto Rico and Canada: **(866) 445-4968**.

After you complete your report, you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After 5-6 business days, use your report key and password to check your report for feedback or questions.

**EthicsPoint is NOT a 911 or Emergency Service.** Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact FAMU Department of Campus Safety and Security.

Remember that you can also report concerns directly to your supervisor, the Office of Compliance Ethics, the Office of Equal Opportunity Programs, the Division of Audit, or the Office of Human Resources.

### Equal Opportunity Programs

The Office of Equal Opportunity Programs is responsible for ensuring that employment at the University, as prohibited by state and federal statutes, continues to be on the basis of qualification without regard to race, religion, color, age, sexual harassment, sex, disability, national origin and veteran status. The University's President has delegated to the EOP Office the authority and responsibility to receive, conciliate and investigate complaints of discrimination and/or harassment and to make recommendations concerning the disposition of complaints as outlined by BOT Regulation 10.103. If an employee or student believes that they are a victim of discrimination or harassment, they should contact the Office of Equal Opportunity Programs.

The Office of EOP is also responsible for completing and/or monitoring the following reports: Affirmative Action Plan (AAP) and the Florida Education Equity Act (FEEA).

### Sexual Misconduct

Any sexual contact toward another without the person's consent includes, but is not limited to, sexual assault, inducing incapacitation for sexual purposes, statutory rape, sexual harassment, stalking, and other forms of sexual exploitation.

If you believe that you have experienced sexual misconduct, notify the Title IX Coordinator as soon as possible after the incident. Any person may report Sexual Misconduct (whether or not the person reporting is the person alleged to be the victim of alleged Sexual Misconduct) to the Title IX Coordinator or to the FAMU Police Department. There is no specific time limit for persons who have experienced Sexual Misconduct to make a report. Individuals may make an anonymous report concerning an instance of Sexual Misconduct as well.

Reports about Sexual Misconduct do not have to be formal, signed complaints. Individuals can report in person, by mail, telephone, email to [titleix@famuedu](mailto:titleix@famuedu), or by email to the Title IX Coordinator. A written complaint will lead to an investigation of the Sexual Misconduct, as appropriate; and can result in disciplinary action.

## **Title IX**

The educational program or activity of a University includes all of the University's operations. This means that Title IX protects University individuals in connection with all academic, educational, extracurricular, athletic, and other programs of the University, whether they take place in the facilities of the University or elsewhere. Title IX legislation prohibits sex-based discrimination to ensure all members of the University community have access and equality in education. It offers a wide range of protections from sexual harassment. Title IX also prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Individuals can report in person, by mail, telephone, email to [titleix@famuedu](mailto:titleix@famuedu) or to the Title IX Coordinator.

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

It is the responsibility of the Office of Equal Opportunity Programs (EOP), through the ADA Coordinator, to ensure the University is maintaining compliance with the Americans with Disabilities Act (ADA) and Section 504. The ADA and Section 504 provides civil rights protection for persons with disabilities. According to the ADA, a person with a disability is someone who:

- ❖ has a physical or mental impairment that substantially limits one or more major life activities,
- ❖ has a history or record of such an impairment (such as cancer that is in remission), or
- ❖ is perceived by others as having such an impairment (such as a person who has scars from a severe burn).

These rights are parallel to those rights that have been established by the federal government for women and minorities. A qualified individual with a disability cannot be denied admittance to participation in or benefit from goods, services, facilities, programs, privileges, advantages, or accommodations at FAMU. The Americans With Disabilities Act of 1990 (PL 101-336) extends to individuals with disabilities comprehensive civil rights protection similar to those provided to persons on the basis of race, sex, national origin, and religion under the Civil Rights Act of 1964. Title III of the ADA prohibits discrimination on the basis of disability in places of public accommodation by any person who owns, leases (or leases to), or operates a place of public accommodation. Title III also establishes accessibility requirements for new construction and alterations in places of public accommodation and commercial facilities.

All requests for reasonable accommodations, including parking and access, should be referred to the Office of Equal Opportunity Programs.

## Resignation and Exit Surveys

Employees are a great asset to the FAMUly, and there are times when an employee must resign for personal or professional reasons. Your constructive feedback is important to assist the University with continuous improvement. The opportunity to participate in an Exit Survey will be extended by the Office of Human Resources.

Employees should notify their supervisor by submitting a formal written notice to resign. Employees are encouraged to provide two weeks' notice so that you can collaborate with your supervisor to clear up any outstanding projects or tasks.

Additionally, employees must return all University property and pay any debts owed to the University. 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 be able to transfer your unused annual and sick leave and other benefits.

The Office of Human Resources will collaborate with each employee to ensure the off-boarding process is smooth and that any applicable leave payouts are processed promptly.

## 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).

For more information regarding the steps to submitting your retirement paperwork, please contact the Benefits unit within the Office of Human Resources.

## Unemployment Compensation

Unemployment Compensation and reemployment assistance is managed 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.





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