

## **FSU-4.001 General Human Resource Policies.**

Equal Opportunity, Employment, Child Labor and Nepotism.

(1) Equal Opportunity. ~~The Florida State University is an equal opportunity employer and educational provider committed to providing equal employment opportunity and nondiscrimination towards applicants and employees with respect to a policy of non-~~discrimination for any member of the University's community. Discrimination against any individual on the basis of ~~based on~~ race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, ~~or~~ marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status is expressly forbidden consistent with Federal and State law. This commitment applies in all areas employing students, and all University personnel. It is also relevant to those aspects of the University concerned with the choice of contractors, suppliers of goods and services, and to the use of University facilities. ~~The determination of the best qualified individual for employment and promotion purposes is to be based on the individual's education, training, skills, and work experience. Discrimination against any individual because of race, creed, color, sex, religion, color, sex, religion, national origin, age, disability veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status is expressly forbidden.~~

(2) Employment. This regulation prescribes Human Resources policies for Florida State University Administrative and Professional employees (A&P), Executive Service employees (AEX), University Support Personnel System employees (USPS), and Other Personal Services employees (OPS), and Faculty employees (Faculty), unless otherwise exempted from these regulations or inconsistent with an applicable collective bargaining agreement.

(a) Human Resources Programs.

1. The University President, as the Chief Administrative Officer for the University, shall be responsible and accountable for administering the human resources programs for the University. The word "University" includes the Board of Trustees and the word "Chief Administrative Officer" includes the President or lawful designee.

2. The Chief Administrative Officer shall establish and maintain all policies, procedures, and records which are necessary to substantiate compliance with all laws, regulations and rules relating to employment.

3. The University will administer a classification and compensation plan.

(b) University employees are those persons who are lawfully employed by the designated hiring authority, receive financial compensation to perform services for the University, and whose work is directed by the University. The term "employee" does not include volunteers or independent contractors. University employment consists of the following defined categories:

1. A&P: positions assigned administrative and management responsibilities or professional duties at the department/unit, or above. ~~Employees in A&P positions designated in the Executive Service~~

2. AEX: positions assigned executive responsibilities at the division-level or above. Employees in these positions serve at the will of the Chief Administrative Officer, do not have tenure, and have no expectation of appointment beyond a 60-day notice period. ~~Executive Service (AEX) positions report directly to the Chief Administrative Officer or designee.~~

32. USPS: positions assigned professional, paraprofessional, administrative, clerical, secretarial, technical, skilled crafts, service, or maintenance duties.

34. OPS: at-will, temporary employment.

5. Faculty: positions assigned teaching, research, and/or service responsibilities.

(3) Child Labor. The University must comply with the provisions of the Florida Child Labor Law, Chapter 450, F.S., Part I, in the appointment and employment of minors.

(4) Nepotism.

(a) Employment of individuals that will result in a subordinate-supervisor relationship between relatives is prohibited, unless a specific exemption is requested and approved, in accordance with the Florida State University Employment of Relatives (Nepotism) Policy.

*See* 4-OP-C-7-L Employment of Relatives (Nepotism) Policy

(5) Non-Citizens. Before they can be considered for employment, non-citizens must possess sufficient documentation, which permits gainful employment in the United States as determined by the United States Immigration and Naturalization Service.

Specific Authority BOG Regulation 1.001(3) (j), BOG Reg. Procedure July 21, 2005. 42 U.S.C.A. § 2000ff-1 § 2000ff-1. History–New 9-30-75, Formerly 6C2-4.01, Amended 9-24-98, 4-16-03, 3-6-2016