

The Office of Human Resources receives many questions every day and we strive to answer each one completely and honestly. It is our desire to assist FSU employees effectively. Listed below are some of the most frequently asked questions.

[General](#)

[New Faculty and Staff](#)

[Tuition Remission](#)

[Classification and Compensation](#)

[General](#)

I'm not sure who I can talk to in OHR when I have a specific question. How can I find out who to contact?

A current list of the OHR staff and their areas of expertise can be found on the OHR website. Visit the website and learn more about what we do in OHR, and who to call when you have an issue, problem, or recommendation on how we can serve you better.

Can I review my own personnel file? If so, what is the procedure?

Employees have access to their own personnel files during regular business hours and with prior notice to the Office of Human Resources. All files must be reviewed in the Office of Human Resources in the presence of the Director of Human Resources or designee.

What is the difference between exempt and nonexempt employees?

Nonexempt positions have an hourly rate and are paid the overtime rate for hours worked in excess of 40 hours per week. Exempt positions are paid an annual salary in bi-weekly installments and are exempt for the overtime provisions of the Fair Labor Standards Act.

If I am on vacation and the University closes due to inclement weather or other emergency circumstances, how do I record attendance on my timesheet?

If you were not scheduled to be at work on the day in question, due to planned vacation or sick time, you would record it as vacation or sick time. You only get a "free" day off if you had been scheduled to work on the day the University closed.

How do employees get parking permits?

Parking permits are issued through University Billing. Please check the [University & Student Billing Office website](#) for an application.

If my spouse loses their job, can I pick-up health insurance if I don't already carry it?

YES, there are certain circumstances when you can pick up health insurance. If your spouse is terminated from his/her job you will need to obtain a letter from their Human Resource office that indicates the last day for which insurance will be provided. Bring that letter to the Office of Human Resources and we will be able to sign you up for health insurance that will be effective the day after your spouse's insurance ends.

How do I submit an application for an open position?

Your interest in employment at Frostburg State University (FSU) is sincerely appreciated. For specific information on applying for a position, refer to the following website:

<http://www.frostburg.edu/hr/employment/howtoapply.htm>

What is Self-Service and how do I find out more about it? How do I get an account if I don't have one?

Self-Service enables employees to access and change their home/ mailing addresses, business address, home and business phone numbers, and emergency contact via online access to PAWS. Employees may also view their paycheck earnings, taxes and deductions on line. To get access to Self-Service, employees must have a PAWS account.

How do I change my home address or telephone number?

PAWS Self-Service allows you to update your personal information including your address and telephone number online. If you do not have computer access or the Self Service functionality, you may call or stop by OHR. In addition to the PAWS update, you also need to complete a Central Payroll Address Change form and Health Benefits Address Change form. These forms are available on the OHR website or by calling OHR.

How can I change the amount of tax withheld from my paycheck?

Download the [IRS' W4 form](#), fill it out, print it out, sign it, and send it to the Office of Human Resources or to Payroll and Employee Services.

Is my doctor part of the State-sponsored Preferred Provided Organization (PPO)?

Maybe. [Find out more by consulting](#) . . .

[FAQs: New Faculty and Staff](#)

New employees should refer to the document [Information for New Employees](#).

[Tuition Remission](#)

<u>USM Tuition Remission Form</u>
<u>Affidavit (must accompany TR Form)</u>
<u>Tax Chart</u>

[Eligibility](#)

[Retirees](#)

[Spouses and Dependents](#)

[Apply for Tuition](#)

[Remission](#)

[Termination of Employment](#)

[Daytime Courses](#)

Introduction

FSU encourages and supports University faculty, staff and retirees, to make use of the opportunity to enroll in academic courses at FSU. Tuition remission benefits are also available for the spouse and dependents of regular status and retired faculty and staff members. Tuition remission is available to those choosing to utilize the benefit in accordance with the Board of Regent's Policy VII-4.10 "University System of Maryland Policy on Tuition Remission for Faculty and Staff," and policy VII-4.20 "University System of Maryland Policy Concerning Tuition Remission for Spouses and Dependent Children of Faculty and Staff."

Regular-status faculty and staff have the option of utilizing tuition remission to attend other USM institutions, as well as Baltimore City Community College, St. Mary's College of Maryland, and Morgan State University.

Eligibility

Definition of Regular-Status Faculty and Staff

The terms "regular-status faculty" and "regular-status staff" refer to an employee who is appointed to a position within the University System of Maryland through the approved budgetary and appointment procedures, with the intent that such appointment is for a duration of at least six (6) months. Regular-status faculty and staff members are eligible for tuition remission.

Full-Time Regular Faculty and Staff

Full-time regular-status faculty and staff (100% FTE) are eligible for tuition remission, not to exceed eight (8) credits for the spring and fall semesters, not to exceed eight (8) credits for Winter Term, and not to exceed eight (8) credit hours for the Summer Sessions for undergraduate and graduate level courses. Full-time regular faculty and staff are also eligible for tuition remission benefits at any USM institution, as well as Baltimore City Community College, St. Mary's College of Maryland, and Morgan State University, consistent with the tuition remission policy of that campus.

Part-Time Regular Faculty and Staff

Part-time regular-status faculty and staff are eligible for tuition remission benefits equivalent to those of a full-time regular faculty and staff member, but prorated to the employee's percent of employment, not to be less than 50% for undergraduate and graduate level courses. Part-time regular faculty and staff are also eligible for tuition remission benefits at any USM institution, as well as BCCC, St. Mary's College of Maryland, and Morgan State University, consistent with the tuition remission policy of that campus.

Contingent Category 1 (C1)

Contingent Category 1 employees are not eligible for tuition remission benefits.

Contingent Category 2 (C2)

Contingent category 2 employees are eligible for tuition remission benefits at FSU only.

How Do I Apply for Tuition Remission?

FSU Tuition Remission Requests

To apply for Tuition Remission, complete the [Tuition Remission application form](#) and Affidavit and submit with all required signatures to the Office of Human Resources. The Tuition Remission form is available on the Office of Human Resources website. The form should be completed, routed to your supervisor for signature, and sent to your Division Vice President for approval. The Vice President's Office will forward the form to the Office of Human Resources for final approval and processing.

What Issues Should I be Aware of?

Termination of Employment

In order to be eligible for the tuition remission benefit, an employee must have an active appointment until the University's official last day of class. If an employee resigns, or is terminated from the University prior to the end of a semester or summer session, the tuition remission benefit will be rescinded and all tuition and mandatory fees will be charged back to the employee's student account. This includes employees who have been granted tuition remission prior to their appointment end date.

Daytime Courses

Faculty or staff employees who wish to utilize tuition remission by taking courses during the day must receive the approval of their immediate supervisor and department head, who will ensure that daytime coursework does not interfere with the employee's assigned responsibilities, and does not have operational impact.

Retirees

Retirees of the University System of Maryland are also eligible for tuition remission. For the purposes of acceptance of the tuition remission requests, a "University of Maryland System Retiree" must be receiving State of Maryland retirement checks and/or optional retirement plan checks, and have earned at least five (5) years of USM service credit, inclusive of the former University of Maryland and Board of Trustees of State Universities and College institutions. Verification of retiree status may be obtained by contacting the Human Resources Office from which the employee has retired. Retirees are eligible for tuition remission benefits equivalent to

that of an active employee based on the retiree's FTE at the date of retirement. In other words, if at retirement an employee was in a full-time (100%) status, the tuition remission benefits shall be equivalent to that of a regular full-time active employee. If an employee retires from a part-time regular position, the tuition remission benefits shall be equivalent to that of a part-time regular employee.

Spouse and Dependents

Spouse and Dependents of Regular-Status Faculty and Staff

Spouses and dependents of regular faculty and staff are eligible for tuition remission for full tuition, prorated to the percentage of employment (FTE) of the employee. Tuition remission policy provisions and restrictions are based on the employee's date of hire (below).

Who qualifies as a "Dependent Child?"

The term "child" shall include a son, daughter, stepson, stepdaughter, legally adopted son and legally adopted daughter. A "dependent child" is a child who is "financially dependent," as that term is defined by the Internal Revenue Service (IRS). According to IRS regulations, a dependent child is eligible for tuition remission benefits if they are receiving more than 50% of their financial support from the employee and are under the age of 24, and are a full time student.

Conditions of Eligibility

Employees hired prior to January 1, 1990 are eligible for undergraduate and graduate level courses at any USM institution, as well as Baltimore City Community College, St. Mary's College of Maryland, and Morgan State University. The spouse and/or dependent child of the employee must be admitted as a student through the normal admission process.

Employees hired between January 1, 1990 and June 30, 1992 are eligible for tuition remission benefits for their spouse and/or dependents for the first undergraduate degree only. Coursework must be done at the employee's home campus unless the program is not offered at the home campus. In that situation, with the approval of the Director of Human Resources and the President, the spouse or dependent may receive fifty percent (50%) tuition remission for courses taken at another USM institution, as well as Baltimore City Community College, St. Mary's College of Maryland, and Morgan State University.

For employees hired after July 1, 1992, tuition remission benefits for their spouse and or dependent children become available after they have worked for the University for two (2) years. Tuition remission benefits will be paid for the first undergraduate degree and courses must be taken at the home institution of the employee. Course work must be done at the employee's home institution unless the program is not offered at the home campus. In that situation, with the approval of the Director of Human Resources and the President, the spouse or dependent may receive fifty percent (50%) tuition remission for courses taken at another USM institution, as well as Baltimore City Community College, St. Mary's College of Maryland, and Morgan State University.

Spouse and Dependents of Retirees of Frostburg State University

Spouse and dependent children of retirees are eligible for tuition remission benefits in accordance with the guidelines for that of spouses and dependents of regular active employees. The employee

must be receiving a monthly State of Maryland retirement check and/or an Optional Retirement Program retirement check. The Office of Human Resources may verify retirement from the State of Maryland. Tuition remission for the spouse or dependents of a retiree is not available at St. Mary's College.

Spouse and Dependents of Deceased Employees

Spouse and dependent children of employees who die in service are eligible for tuition remission benefits equivalent to that of spouse/dependents of regular active employees in accordance with the following guidelines:

1. If the deceased employee's length of service was less than three (3) years, the spouse/dependent is eligible for one (1) academic year.
2. If the deceased employee's length of service was between three (3) and five (5) years, the spouse/dependents are eligible for two (2) academic years.
3. If the deceased employee's length of service was between five (5) and seven (7) years, the spouse/dependents are eligible for three (3) academic years.
4. If the deceased employee's length of service was between seven (7) and nine (9) years experience, spouse/dependents are eligible for four (4) academic years.
5. If the deceased employee's length of service was more than nine (9) years, the spouse/dependents are eligible for five (5) academic years.

Eligibility for tuition remission for spouses shall expire at the end of seven (7) years following the death of the full-time employee, and on the twenty-second (22nd) birthday for dependent children. For spouse/dependents of deceased part-time regular employees who were employed at least fifty percent-time (50%) or more, the percentage of remission shall be proportional to the percentage of employment (FTE), averaging the three (3) years immediately preceding the employee's death.

Compensation and Classification

I have been authorized to fill a vacant/new position and want to know the salary.

Complete a Position Information Form/PIF (PIF exempt form/PIF nonexempt form) and submit it to the Office of Human Resources to make a salary determination.

My job has changed and I want to request a reclassification.

Complete a Reclass Request form (RRF) and a Position Information form (PIF) and submit them to the Office of Human Resources. Both forms require your supervisor's signature; the Request for Reclass form also requires the Divisional Vice President's signature. Either or both may signify agreement, disagreement, or remain neutral concerning your request. A signature merely ensures that the request has been reviewed.

The Vice President approved my request for a reclassification. Why did the Office of Human Resources deny it?

No decision on a reclassification request is made until the Office of Human Resources thoroughly reviews and analyzes the position. The fact that the Divisional Vice President signed the RRF does not guarantee that your position will be reclassified. The Vice President's signature authorizes the Office of Human Resources to review the position. The decision whether to reclassify your position rests with the Office of Human Resources.

I have been asked to complete a PIF. Why is this necessary?

A PIF is specific documentation of your job. It is important to have one for several reasons:

- In job classification, a PIF is used to determine whether your job is properly classified.
- In performance management, a PIF is used to establish the knowledge, skills, and abilities necessary to perform your job.
- In the daily performance of your work, your PIF is your guide to where to go, what to do, and how to do it.

A PIF is a communication tool whereby you and your supervisor can discuss your work: how it is done, why it is done, and how you are performing the required duties and responsibilities.

I have a bachelor's degree. Why does my job only require a high school diploma?

Your level of education and what your job requires are two separate things. The educational requirement of your job is based on the knowledge, skills, and abilities required to perform the essential functions of the position. All jobs have minimum requirements. The fact that you have a bachelor's degree does not change the fact that someone with a high school education may adequately perform the essential functions of this particular job.

I have not had a pay raise in three years. A reclassification is one way to get an increase. Should I file a request for reclassification?

Reclassification is about the job, not about providing you with a salary increase. See Criteria in Reclassifying A Job.

I have been working at the university for many years. I need a reclassification of my position.

Length of service with the university is not a reason to request a reclassification. A reclassification is about the job. See Criteria in Reclassifying A Job.

My employee does excellent work and is extremely loyal. Her performance has been exemplary. I would like to request a reclassification of her position.

Employee performance is not a reason for requesting a reclassification. Job performance is covered under the Performance Management Process (PMP). See Criteria in Reclassifying A Job.

My office has too much work. This keeps my employees busy. Their positions should be reclassified.

Workload alone is not a reason for reclassification. See Criteria in Reclassifying A Job.

This is not a legal document; it is informational and general in nature. More specific information should be obtained from the Office of Human Resources, the Employee Handbook, FSU Policies and Procedures, and University's Policies and Procedures Manuals.