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Welcome!

HR FORUM



June 3, 2009, Human Resource Services

Agenda

- Hurricane Preparation
- Budget Update
- Employment Verifications
- Fringe Benefit Pool Training
- Services for Impacted Employees
- COBRA Updates
- Resurvey Updates
- Important Dates





Hurricane Season Preparedness

HR Forum

Questions to Ask Yourself

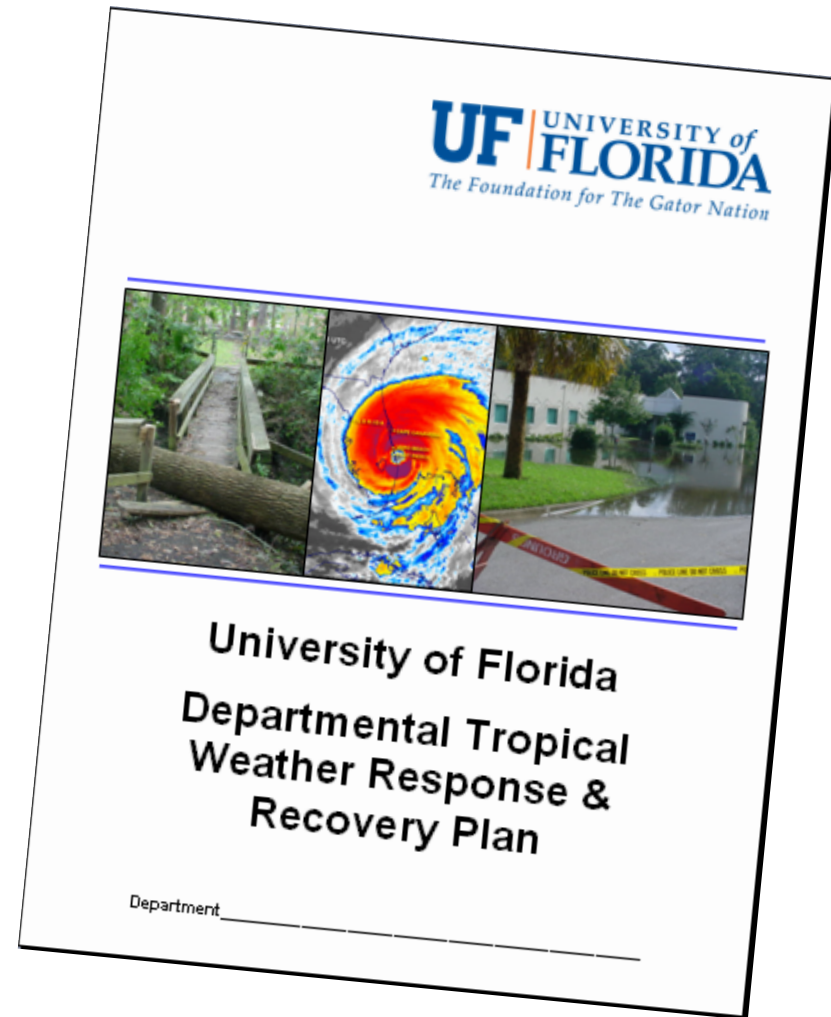
- Can your unit be closed for several days on short notice (4PM or weekend)?
- Does your unit have essential functions that must be staffed during a closure and do those employees have safe place to stay with supplies?
- Does your unit have the ability to contact needed employees during/following closure?
- Could your unit continue essential functions if building was damaged?

Department / College Actions

- Review and update your unit's current plan
- Departmental tropical weather template – www.ehs.ufl.edu/disasterplan
- Update “Closure Checklists” and customize for individual unit needs
- Inventory and replace if necessary any supplies needed to complete checklists (ex – plastic sheets, flashlights, etc.)



- Departmental Tropical Weather Response & Recovery Template
- Available at www.ehs.ufl.edu/disasterplan
- Guideline for developing unit level hurricane plan



Employee & Student Sheltering

- UF normally opens shelter for faculty, staff, students and their families
- If staying at a shelter take bedding, toiletries and entertainment for children
- Shelters are a “lifeboat” not the “Love Boat”



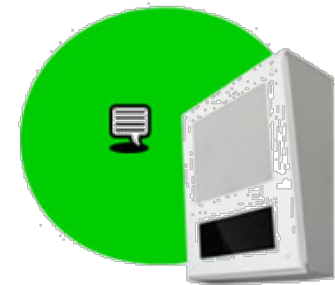
Building Emergency Coordinator Update

- Annual update requests sent to Deans and Directors
- Training for newly appointed BECs now occurring – contact EH&S to register
- BECs provide a primary and alternate contact for department/college assigned space in each building



Emergency Notification Issues

- Current project to install IP speakers in all academic classrooms and many class labs and assembly areas
- Includes several high pedestrian-traffic outdoor areas
- Completion early 2010



Individual & Family Preparedness

- As a reminder – please make preparations at home
- UF is only as prepared as our employees
- www.ehs.ufl.edu/disasterplan/Hurricane.htm



Emergency Notification Issues

- All employees encouraged to update emergency contact information:
MyUFL → My Account → Update Emergency Contact
- New employees might be unaware of service
- Entering cell phone number automatically subscribes employee to UF's emergency text messaging service
- Appropriate departmental access to emergency contact information of employees

Questions???

Kenneth Allen

Emergency Management Coordinator

EH&S / Risk Management Office

392-1591 x256

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<http://www.ehs.ufl.edu/disasterplan/>



Budget Update



Employment Verifications



The Work Number

- Implementing The Work Number for employment and salary verification this summer.
- Instant verifications will be available 365 days a year, 24 hours a day.
- Worked with the UF Privacy Office to ensure privacy issues were addressed.
- Communication will be sent to employees and local financial institutions after a “live” test.



Employment Updates

As we move into our heavy recruiting time, please remember to:

- contact your recruiter PRIOR to conducting interviews and PRIOR to making an offer.
- Update statuses in GatorJobs timely.
- Avoid negligent hiring by performing reference and criminal background checks for ALL hires (yes, including OPS!)



Fringe Benefits Pool Update



Fringe Benefits Pool

Approval Received on Rates:

COM Clinical Faculty	22.6%
Faculty	27.8%
TEAMS/USPS Exempt	33.1%
TEAMS/USPS Hourly	42.1%
Housestaff & Post Docs	18.3%
Graduate Assistant	11.6%
Other OPS/Temp Faculty	2.1%
Student OPS/FWSP	0.5%



Fringe Benefits Pool

Website:

<http://www.hr.ufl.edu/benefits/fringepool>

Overview Presentation

What Changes? What Doesn't?

Training

FAQ's

Calculation and Definitions

Accounts



Fringe Benefits Pool Training

- **June 9 through June 17**
 - Emerson Alumni Hall and Brain Institute
- **Overview and Background**
- **Assessment Process**
- **Reporting**
- **ePAF changes for Additional Pay and Leave Cashouts**
- **Pay Distributions**

**Register on my.ufl.edu through self service:
PST095 Fringe Benefits Pool Overview**



Services for Impacted Employees



Available Services

- Human Resource Services will be available to meet with impacted employees:
 - Career opportunities and resume review
 - Benefits and extending coverage
 - Retirement options
 - Provide leave summary
 - Assist with unemployment compensation claims
- Impacted employees may call the HRS Service Center at 392-2HRS to coordinate an appointment
- http://www.hr.ufl.edu/emp_relations/layoff/default.asp



Update on the COBRA Subsidy



COBRA Subsidy

Subsidy Recap

- The federal Stimulus package created a temporary premium reduction (subsidy) for individuals who were involuntarily terminated from 9/1/08 up thru 12/31/09
- The employer, (UF) pays 65% of the COBRA cost for up to 9 months

Update

- Initially the State Group Insurance chose 4 termination reasons for the subsidy: layoff, probationary dismissal, job abandonment and termination for cause
- Recently the state expanded eligibility to include Time limited and Non-reappointment terminations

Resurvey Updates: Veteran Status & Race/Ethnicity



Federal Regulations

VETERANS STATUS RESURVEY

- The U.S. Department of Labor requires recipients of federal contracts in excess of \$100,000 to submit a veteran status report annually.

RACE & ETHNICITY RESURVEY

- The U.S. Department of Education requires all educational institutions and other recipients of DOE contracts and grants to collect and report race and ethnic data utilizing new standards and aggregation categories(Public Law 94-311).

Why Resurvey for Veterans Status

• **Current** Data Collection Fields

- Active Reserve
- Retired Military
- Not a Vietnam-Era Veteran
- Other Protected Veteran
- Post-Vietnam-Era Veteran
- Pre-Vietnam- Era Veteran
- Veteran (VA Ineligible)
- Veteran of the Vietnam Era
- Vietnam-Era Veterans
- Vietnam & Other Protected Veterans
- No Military Service
- Not Indicated
- Not a Veteran

• **New** VETS-100 Fields

- Disabled Veteran
- Special Disabled Veteran
- Other Protected Veteran
- Armed Forces Service
Metal Veteran
- Recently Separated Veteran
- Veteran of Vietnam Era

Veteran Status Resurvey

via MySelf Service

NON-VETERAN

A person who **never served** with the U.S. military, ground, naval or air service.

A person who is **currently active duty** in U.S. military, ground, naval or air service and has not been discharged as of today's date.

DISABLED VETERAN

A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

SPECIAL DISABLED VETERAN

A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered under laws administered by the Department of Veterans' Affairs for a disability **(A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap** or (ii) a person who was discharged or released from active duty because of a service-connected disability.

OTHER PROTECTED VETERAN

A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

ARMED FORCES SERVICE MEDAL VETERAN

A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed. Reg. 1209).

VETERAN OF THE VIETNAM ERA

A person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than an dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

RECENTLY SEPARATED VETERAN

Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

Why Resurvey for Race & Ethnicity Data

Current Data Collection Codes- 5

- “Hispanic”
- “American Indian or Alaska Native”
- “Black, non-Hispanic”
- “White, non-Hispanic”
- “Asian or Pacific Islander”

New Race & Ethnicity Codes - 7

- “Hispanic or Latino”
- “American Indian or Alaska Native”
- “Black or African American”
- “White”
- “Asian”
- “Native Hawaiian or Other Pacific Islander”
- “Two or More Races”



Race & Ethnicity Resurvey via MySelf Service

① Are you Hispanic or Latino?

- No, not Hispanic or Latino
- Yes, Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

The above part of the question is about ethnicity, not race.

No matter what you selected above, please continue to answer the following, if applicable, by marking one or more boxes as appropriate.

② How would you describe yourself?

(Choose one or more from the following racial groups)

American Indian or Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American

A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Possible Race & Ethnicity Combinations

Single Race

Asian
Black
White
American Indian or Alaska Native
Native Hawaiian or Pacific Islander

Two Races

White & Black
White & Asian
White & American Indian/Alaska Native
White & Native Hawaiian/Pacific Islander
Black & Asian
Black & American Indian/Alaska Native
Black & Native Hawaiian/Pacific Islander
Asian & American Indian/Alaska Native
Asian & Native Hawaiian/Pacific Islander
Asian, American Indian & Native Hawaiian

Three Races

White, Black & Asian
White, Black & American Indian/Alaska Native
White, Black & Native Hawaiian/Pacific Islander
White, Asian & American Indian/Alaska Native
White, Asian & Native Hawaiian/Pacific Islander
White, American Indian/ & Native Hawaiian
Black, Asian & Native Hawaiian/Pacific Islander
Black, Asian & American Indian/Alaska Native
Black, American Indian & Native Hawaiian

Four Races

White, Black, Asian & American Indian/Alaska Native
White, Black, American Indian/Alaska Native & Native Hawaiian
White, Asian, American Indian/Alaska Native & Native Hawaiian
White, Black, American Indian/Alaska Native & Native Hawaiian
Black, Asian, American Indian/Alaska Native & Native Hawaiian

Five Races

White, Black, Asian, American Indian/Alaska Native & Native Hawaiian/Other Pacific Islander

**All combinations of 5 races and 1 Ethnicity
(Hispanic/Latino) = 64 combinations**

Reporting Race & Ethnicity

Collection

① Are you Hispanic or Latino?

- No, not Hispanic or Latino
- Yes, Hispanic or Latino

*The above part of the question is about ethnicity, not race. No matter what you selected above, **please continue to answer the following, if applicable**, by marking one or more boxes to indicate what you consider you race to be.*

② How would you describe yourself?

(Select one or more races from the following racial groups)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian/Other Pacific Islander
- White

Reporting

Checking Hispanic trumps other choices

- Hispanic
- Non-Hispanic
 - ___ White
 - ___ Black or African American
 - ___ Asian
 - ___ Native Hawaiian or Other Pacific Islander
 - ___ American Indian or Alaska Native
- Non-Hispanic (2 or more races)
- Nonresident Alien
- Unknown



Effective Dates

Veteran Status Resurvey

- June 2009 – Collecting
- Sept. 2009 - Reporting

Race & Ethnicity Resurvey

- Fall 2009 – Collecting (HRS)
- Winter 2010 - Reporting



Important Dates

- **July 1st**
 - Next HR Forum
- **July 9th**
 - Deadline to use 2008/09 USPS personal holidays & TEAMS/FAC personal days
- **September 14th through October 9th**
 - Open Enrollment
- **September 25th, 9:00 AM to 4:00 PM**
 - Benefits Fair





Thank you for attending!

