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**Welcome!**

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**HR FORUM**



November 3, 2010, Human Resource Services

# Agenda

- Introductions
- 911 Guide
- Children in the Workplace
- Sick Leave Pool Open Enrollment
- December Vacation Cashout
- December Personal Leave Days
- Vacation Leave Conversion
- Holidays 2011
- Tenure and Promotion
- SPP Deadline
- Benefit Deductions & Deadlines
- Post Doc Conversion Update
- Training Updates
- Advertising
- Important Dates



# Introductions



# 911 Guide



# 911 Guide

- Available to assist supervisors with behavioral issues in the workplace
- Departments may now request a print version of the document by emailing [human-resources@ufl.edu](mailto:human-resources@ufl.edu)



# Children in the Workplace



# Children in the Workplace

- Policy effective immediately
- Brief visits allowed with supervisory approval
- Children are not to be left with other employees
- Hazardous areas are always off limits



# Sick Leave Pool Open Enrollment



# Sick Leave Pool Open Enrollment Update

- 255 employees joined the Sick Leave Pool during Open Enrollment
- Total contribution of 2,017.44 hours of sick leave to the pool



# December Vacation Cashout



## December Vacation Cashout

- TEAMS employees may cash out up to 16 hours of vacation leave in the pay period November 12-25.
- Can only be entered during that pay period.
- Minimum balance of 40 hours of vacation leave required after end of pay period.
- Payment to be received in December 3 paycheck.
- Instruction guide is available to assist with this process:

[http://www.hr.ufl.edu/training/myUFL/  
instructionguides/ReportingDecemberCashout.pdf](http://www.hr.ufl.edu/training/myUFL/instructionguides/ReportingDecemberCashout.pdf)



# December Personal Leave Days



## December Personal Leave Days

- Available for 12-month Faculty and TEAMS employees
- Used during the period December 27-30 unless employees designated as “essential personnel”
- Additional information available via instruction guide:

<http://www.hr.ufl.edu/training/myUFL/instructionguides/Personal%20Leave%20Days%202009.pdf>



# Vacation Leave Conversion



## Vacation Leave Conversion

- Vacation over max will convert to sick after January 6, 2011
  - TEAMS & Academic Personnel – 480 hrs
  - USPS – 240 hrs
- Vacation used by January 6, 2011 must be entered and approved in system by that date to avoid conversion



# Holidays 2011



# Holidays 2011

- New Year's Day 2011- Friday, December 31st , 2010 (observed)
- Martin Luther King, Jr.'s Birthday - Monday, January 17th
- Memorial Day - Monday, May 30th
- Independence Day - Monday, July 4th (observed)
- Labor Day, Monday - September 5th
- UF Homecoming – Friday, November 4th
- Veterans Day - Friday, November 11th
- Thanksgiving - Thursday, November 24th & Friday, November 25th
- Christmas - Monday, December 26th (observed)



# Tenure and Promotion 2010-2011



# Tenure and Promotion

Tenure and promotion packets are due on January 7, 2011

Submit an original packet and 10 copies

Academic Personnel Board will begin the review process in late January through late March and early April

President approves promotions and will recommend tenure nominations to the Board of Trustees (June meeting)

Announcements will be made in May - for promotion approval and tenure recommendations to the BOT and June - for tenure approval

Questions about tenure and promotion should be directed to Janet Malphurs, [jmmalph@ufl.edu](mailto:jmmalph@ufl.edu) or 352-273-1737.

# Salary Pay Plan 2010-2011



# Salary Pay Plan

Guidelines and eligible list will be out soon to the College Dean's Office.

Packets will be due to Academic Personnel Office mid March 2011.

Submit an original packet and 10 copies.

Academic Personnel Board will begin the review process after the Tenure and Promotion Process is completed.

Questions about the eligible list should be directed to Janet Malphurs, [jmmalph@ufl.edu](mailto:jmmalph@ufl.edu) or 352-273-1737.

# Benefit Deductions & Deadlines



# Early Deduction Deadlines for New Hires

- With holidays and early payroll closing, new hire insurance deductions must be requested by the following deadline:

Payday	Pre-Pays for Coverage for	Benefits deadline to capture deductions for the affected payday
11/19/10	December 2010	11/05/10
12/03/10	January 2011	11/18/10
12/17/10	January 2011	12/03/10

- Missed deadline?---New hires must pay by personal check.
- Checks collected between 12/6 -12/24, will be processed however, employees may have some delay with January coverage (especially those who enroll closer to the holiday closing).

# Post Doc Conversion Update



# Conversion Update

- Post Docs will be transferred from the PDA to PDR empl class making them eligible for the Post Doc Care plan effective 1/1/2011
- Departments planning to hire their Post Doc into an eligible Faculty or TEAMS classification in the next 2-3 months, should contact Julie Neubig at 392-0003 before 11/8/2010



# Training Updates



# Training Updates

- Starting in spring, Excel workshops offered at no charge
- Online New Employee Orientation now being developed
  - Please expect survey
- 360 degree assessment for UF managers/ leaders now available
  - \$75 each, based on UF competency model
- Spring registration opens December 6
- Now Available: Diversity at Work!



# Advertising



# Advertising

- Chronicle of Higher Education contract renewed for FY 10-11
  - Unlimited free online ads
  - 40% discount on all print ads
  - Submit ads online through GatorJobs or contact Melissa Coup, Sr. Ad Specialist at 202.466.1050 or [jobs@chronicle.com](mailto:jobs@chronicle.com)
- New contract signed with Inside Higher Ed
  - Unlimited free online ads
  - Submit online at [insidehighered.com](http://insidehighered.com) by setting up an account



# Important Dates

- **November 5<sup>th</sup>** – Deadline for Superior Accomplishment Award Nominations
- **December 1<sup>st</sup>** – Next HR Forum





**Thank you for attending!**

