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Welcome!

HR FORUM



June 2, 2010, Human Resource Services

Agenda

- Fringe Benefit Pool Rates
- Hurricane Preparation
- Perquisites
- Alternate Work Locations
- Additional Employment
- Immigration Support Services
- Employment Updates
- Score Cards and Late Appointments
- Statement of Financial Interests
- Updates to Competitive Search and Waiver Procedure for Academic Personnel
- Legislative Retirement Changes
- Legislative Benefits Changes
- Important Dates



Fringe Benefit Pool Rates



What is a pooled fringe rate?

- Result of the process of taking all employee benefits for an employee group and averaging them into one fringe benefit rate for the group.

(Total Employer Paid Fringes/ Total Salary Earnings =
Fringe Rate)



What benefit expenses make up the pooled rate?

- Controller's office will calculate and negotiate annual rates
 - Compiles experienced rates from the previous year across all funds and seeks approval from the Department of Health and Human Services
 - FICA – OASDI, Medicare
 - Insurance—Health, Life
 - Retirement
 - Long-term disability
 - Worker's Compensation
 - Unemployment Comp.
 - Termination Pay –Annual & Sick Leave
 - Sick Leave Pool Usage
 - Projects and negotiates anticipated rates for subsequent year

Calculation of Pooled Rates – 2009-10

| 2007-08 historical | Medical Faculty | Faculty | TEAMS/USPS Exempt | TEAMS/USPS Hourly |
|--|-------------------------------|-------------------------------|-----------------------------|-----------------------------|
| Earnings (Ret. Based) | \$ 201,401,352 | \$ 365,981,181 | \$ 195,646,144 | \$ 156,577,520 |
| FICA OASDI | \$ 6,415,306 | \$ 19,114,084 | \$ 11,662,427 | \$ 9,493,855 |
| FICA Medicare | \$ 2,576,692 | \$ 4,828,482 | \$ 2,732,542 | \$ 2,139,691 |
| Health Ins. | \$ 10,521,928 | \$ 29,923,569 | \$ 26,273,274 | \$ 35,409,899 |
| Life Ins. | \$ 549,476 | \$ 1,082,577 | \$ 433,434 | \$ 318,554 |
| Retirement Other (DSGI, AEF Dis.) | \$ 19,022,459 \$ 2,402,438 | \$ 37,620,711 \$ 1,255,270 | \$ 19,903,153 \$ 435,522 | \$ 15,901,272 \$ 506,814 |
| Workmen's Comp Un Comp/Sick Lv. Pool | \$ 1,087,567 \$ 349,589 | \$ 1,976,298 \$ 629,826 | \$ 1,056,489 \$ 273,905 | \$ 845,519 \$ 219,209 |
| Leave Cash outs | \$ 2,598,455 | \$ 5,343,705 | \$ 1,950,692 | \$ 1,013,659 |
| Total Benefits | \$ 45,456,283 | \$ 101,657,069 | \$ 64,721,438 | \$ 65,848,470 |
| Current Eff. % | 22.6% | 27.8% | 33.1% | 42.1% |



Calculation of Pooled Rates – 2010-11

- Process began December 2009
- Data gathered by Cost Analysis –
Division of Finance & Accounting
- Historical Data – 2008-09 Fiscal Year
Actuals
- Adjusted for
 - Health Insurance Increases
 - FRS Retirement Increases
 - Projection for potential Salary Increases



Calculation of Pooled Rates – 2010-11

| Based on 2009-10 | Medical Faculty | Faculty | TEAMS/USPS Exempt | TEAMS/USPS Hourly |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Earnings | \$ 214,750,756 | \$ 365,128,391 | \$ 204,912,629 | \$ 160,275,917 |
| FICA OASDI | \$ 7,211,561 | \$ 17,685,800 | \$ 11,756,040 | \$ 9,191,504 |
| FICA Medicare | \$ 3,377,655 | \$ 4,886,536 | \$ 2,863,349 | \$ 2,207,102 |
| Health Ins. | \$ 13,690,006 | \$ 32,014,080 | \$ 28,840,916 | \$ 38,648,394 |
| Life Ins. | \$ 557,814 | \$ 758,618 | \$ 419,279 | \$ 302,579 |
| Retirement | \$ 20,600,556 | \$ 40,051,242 | \$ 22,899,861 | \$ 18,519,902 |
| Other (DSGI, AEF Dis.) | \$ 2,427,049 | \$ 1,176,872 | \$ 434,613 | \$ 513,282 |
| Workmen's Comp | \$ 1,120,439 | \$ 1,905,018 | \$ 1,069,109 | \$ 836,222 |
| Un Comp/Sick Lv. Pool | \$ 290,484 | \$ 493,893 | \$ 277,177 | \$ 216,798 |
| Leave Cash outs | \$ 3,516,120 | \$ 4,268,619 | \$ 2,097,348 | \$ 1,247,632 |
| Total Benefits | \$ 52,791,683 | \$ 103,240,678 | \$ 70,657,691 | \$ 71,683,415 |
| Current Eff. % | 24.6% | 28.3% | 34.5% | 44.7% |



Hurricane season is here again – Are we ready?



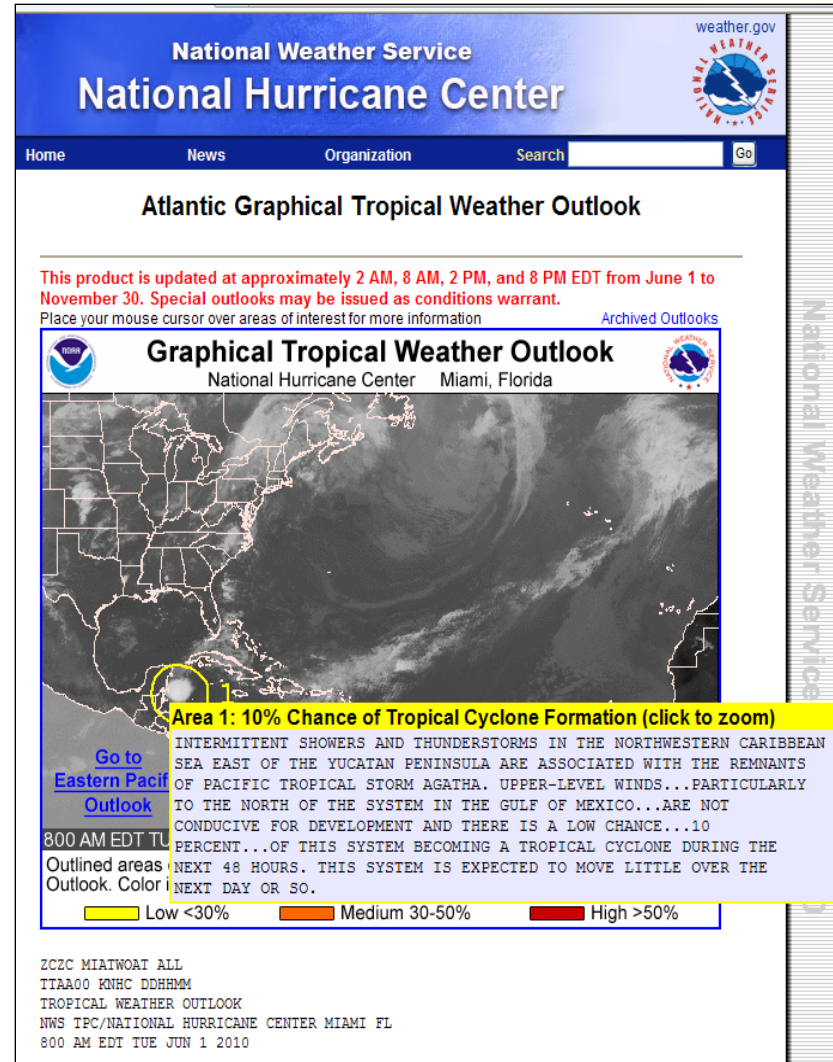
What's New This Year

- Saffir Simpson no longer connected to storm surge – now termed “Saffir Simpson Hurricane Wind Scale”
- Past storms and continuing research demonstrate wind and surge are not connected factors (Examples – Ike & Charley)
- Coastline shape, size of storm and angle of approach are more important for surge



What's New This Year

- Daily text and graphical “Tropical Weather Outlook” issued by National Hurricane Center
- Indicates potential for development of tropical systems during next 48 hours
- www.nhc.noaa.gov



What's New This Year

- Coastal watches and warnings issued **12 hours earlier** than in previous years
 - Tropical Storm or Hurricane Watch = conditions possible in **48 hours**
 - Tropical Storm or Hurricane Warning = conditions expected within **36 hours**
- Remember – “Tropical Storm Wind Watch/Warning” and “Hurricane Wind Watch/Warning” are terms used for inland areas



What's New This Year

- Tropical cyclone forecast error cone adjusted – becoming smaller
- What does the forecast cone actually mean?




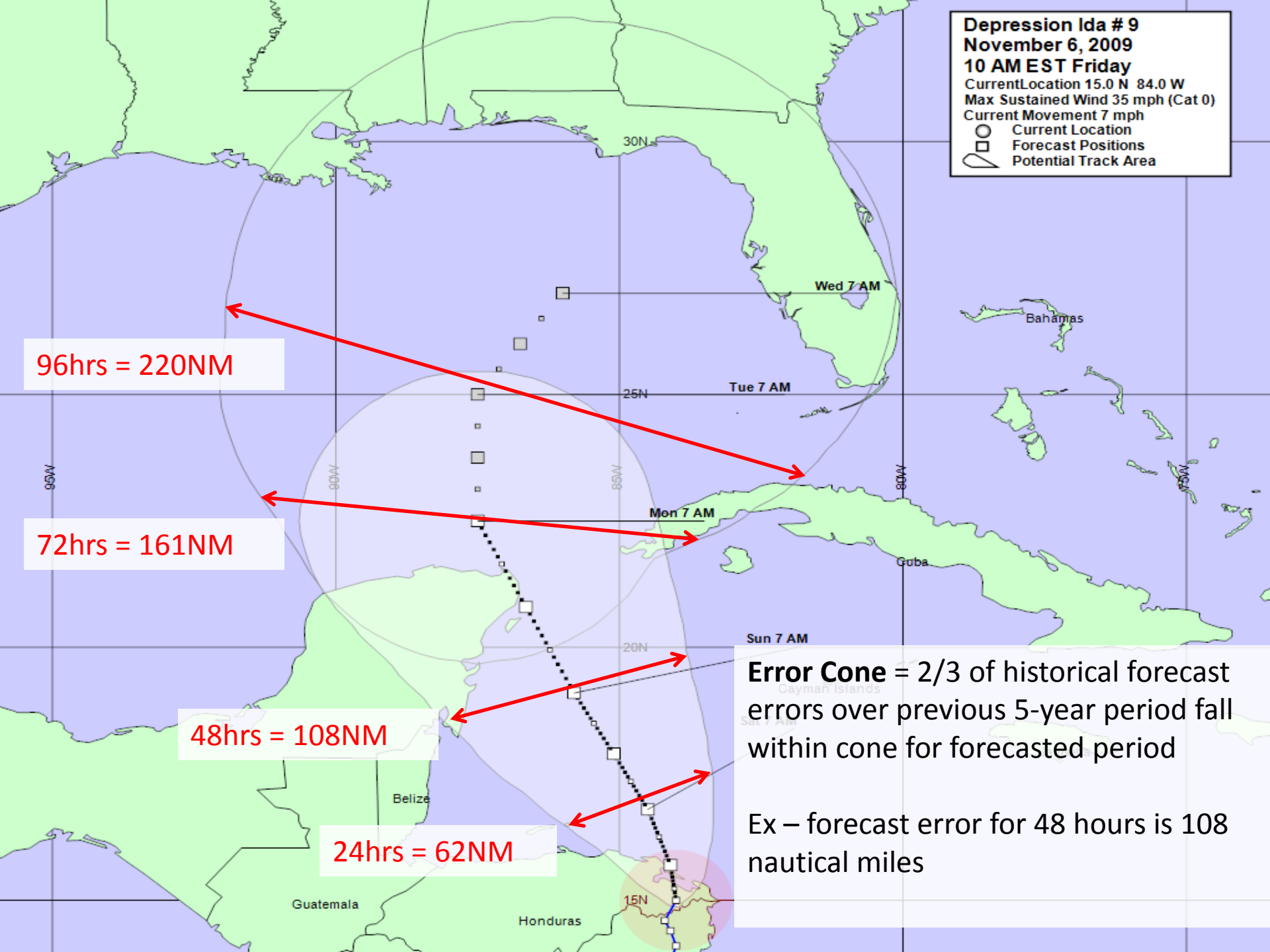
Depression Ida # 9
November 6, 2009
10 AM EST Friday
Current Location 15.0 N 84.0 W
Max Sustained Wind 35 mph (Cat 0)
Current Movement 7 mph

- Current Location
- Forecast Positions
- Potential Track Area



Depression Ida # 9
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 Current Location
 Forecast Positions
 Potential Track Area



96hrs = 220NM

72hrs = 161NM

48hrs = 108NM

24hrs = 62NM

Error Cone = 2/3 of historical forecast errors over previous 5-year period fall within cone for forecasted period

Ex – forecast error for 48 hours is 108 nautical miles

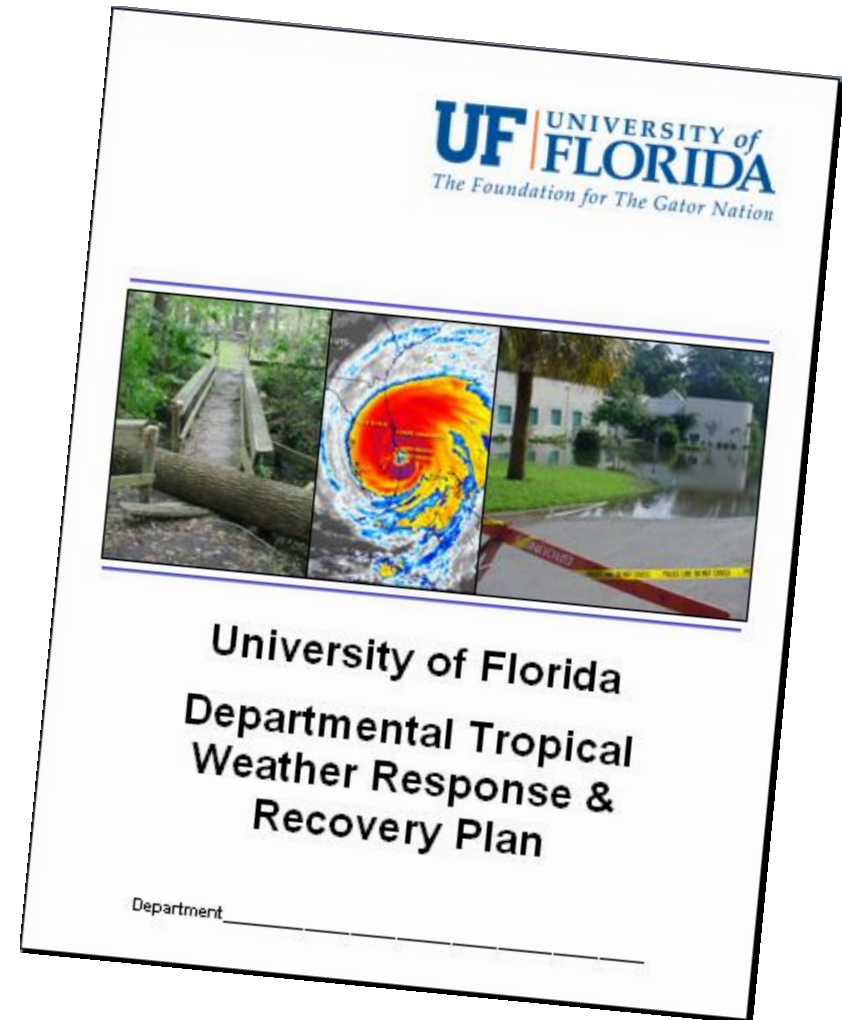
What's New This Year

- Additional product changes from National Hurricane Center:
 - Special Tropical Weather Outlook
 - Public Advisory format changes
 - **Wind Speed Probabilities** (cumulative and individual time periods)
- http://www.nhc.noaa.gov/nhc_new_2010.shtml



UF Actions

- **Departmental Tropical Weather Response & Recovery Plan**
- Guidance for developing unit level hurricane plan
- Please review and update
- Template available at www.ehs.ufl.edu/disasterplan



UF Actions

- Can your unit close 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?
- Could your unit continue essential functions if building was damaged?
- Are you prepared at home?



UF Actions

- UF normally operates shelters for students, faculty, staff and families
- Shelters are a “lifeboat” not the “Love Boat” – staying with family or friends is a preferred option
- If staying at a shelter take bedding, toiletries and entertainment for children



Other News



- VoIP mass notification system being deployed in academic classrooms and class labs on Campus
- 6 outdoor areas included with additional areas planned
- Potentially will be added to most existing IP phones on campus
- Ability to broadcast simultaneous, live message to devices

Other News

- Building Emergency Coordinator updates completed
- Upcoming Training
 - BEC Introduction
 - June 24th 9-10AM / HPNP Room 1404
 - June 29th 3-4PM / Reitz Union Room B75
 - **Severe Weather Information & Training** (NWS-Jax)
 - June 17th 10-11AM / HPNP Room 1404
 - June 17th 2-3PM / Reitz Union Room B75
 - **Bomb Threat Guidelines** (UFPD)
 - July 1st 2-3PM / HPNP Room 1320
 - June 21st 10-11AM / Reitz Union Room 349
- RSVP with Tamera Crockrell tcrockrell@ehs.ufl.edu



Perquisites



Submit Perquisite renewals this month

- In May, Departments were sent a summary report of perquisites approved during the 2009-2010 fiscal year.
- To renew, delete, or make changes to perquisites for the 2010-2011 fiscal year, departments should use the report and instructions provided and submit renewal information to Classification and Compensation no later than July 15th.
- Requests for new perquisites should be submitted as a new request using the [Request for Approval of Perquisites or Sale of Goods and Services](#) form.
- Questions may be directed to [Adia Rhodes](#) at 273-2477.



Alternate Work Locations



Alternate Work Location Agreements due for renewal by July 1st

- Form location: <http://hr.ufl.edu/recruitment/forms/alternate.pdf>
- Renewals require only the Extension/Renewal Page
- For new agreements-Review, Discuss, and Complete Agreement
- Include begin/end dates and update Position Description
- Dean/Director and VP Approval and Signature
- Submit completed forms to Classification & Compensation
- Contact Desiree Williams at 392-2477 if you have questions

Alternate Work Location

Eligibility

- Academic Personnel and TEAMS/USPS with 6 months of service with current supervisor
- OPS are eligible upon hire

Considerations

- Is it advantageous for the unit and employee?
- Requires all essential functions of job be performed
- Reasonable Accommodation
- Work hours
- Space / Equipment



Additional Employment



Renew HR-600's

- Approval forms for additional university employment--also known as dual employment--expire for:
 - Academic Year Appointments - May 15 (for 9 month) and June 9 (for 10 month)
 - Fiscal Year (12 month Appointments) - June 30
- Departments must renew extra state compensation commitments that extend into the new fiscal or academic year.



Renew HR-600's

- For new or existing commitments for Additional University Employment, complete a [Request for Approval of Additional University Employment](#) (HR-600) form and submit it to:
 - Academic Personnel-PO Box 113005. Contact [Janet Malphurs](#) at 392-2477 with questions.
 - TEAMS, USPS, and OPS-Classification and Compensation, PO Box 115009. Contact [Brook Mercier](#) at 392-2477 with questions.

Immigration Support Services



Immigration Support Services for Faculty and Staff

- Effective June 11, Immigration Support Services, formerly Faculty and Scholar Services, will move to HRS.
- Services include employment and sponsorship of faculty and staff.
- Immigration support for students and visiting scholars will remain in the International Center.



Employment Updates



Employment Updates

- Change Request Form for faculty posting changes no longer required. Needed changes can be requested by phone or e-mail to your recruiter.
- DOL new internship standards applies to “for profit” private sector employers only.
- Reminder of Nepotism Policy



Employment Updates

- New Exemption to Post a Faculty Position form available later this week.
- Veteran's Preference and USERRA Information Session on June 25. Limited space available, please e-mail john-sun@ufl.edu of interested in attending.



Score Cards and Late Appointments



Score Cards and Late Appointments

- Action Date of 4/1 to 4/30
 - 798 new hires
 - 70 entered late (8.7%)
 - 728 entered timely (91.3%)



STATEMENT OF FINANCIAL INTEREST

FLORIDA COMMISSION ON ETHICS



STATEMENT OF FINANCIAL INTEREST

- **WHAT**

- ✧ Section 112.3145(1)(b), F.S. requires appointed governing bodies of political subdivisions, and specified state employees to submit a Statement of Financial Interest Form by July 1st of each year to the Florida Commission on Ethics.
- ✧ Statement of Financial Interest Form is a sworn statement showing:
 - ◆ Sources of income that exceeds 5% or \$2,500 of gross income
 - ◆ Own over 5% of total access or stock in a Florida business
 - ◆ Land owned in Florida in excess of 5% of the property's value
 - ◆ Intangible personal property that exceeds 10% or \$10,000 of total assets

- **WHO**

- ✧ University Board of Trustees
- ✧ Specific State Employees - state employee who serves as counsel or assistant counsel, business manager, purchasing agents, finance and accounting directors, personnel officers, or grants coordinators having the power to make any purchase exceeding **\$15,000** for any state agency.



STATEMENT OF FINANCIAL INTEREST

- **WHEN TO FILE**

- ✧ **FORM 1** Mailed in May and due by **July 1st** of each year
- ✧ **FORM 1** Within **30** days of appointment or employment
- ✧ **FORM 1F** Within **60** days after leaving position or employment

- **PENALTIES FOR LATE FILING**

- ✧ **\$25** per day for each late day, up to a maximum of **\$1,500**.

- **HUMAN RESOURCE SERVICES**

- ✧ June 2010 DDD (Identification of Positions)
- ✧ July 2010 UF Bridges (Exploring Position Tracking Reports)
- ✧ Jan. 2011 List to Commission (Jan. 2010 to Dec. 2010)

- **FLORIDA COMMISSION ON ETHICS**

- ✧ <http://www.ethics.state.fl.us/>

Updates to Competitive Search and Waiver Procedure for Academic Personnel



Updates to Competitive Search and Waiver Procedure for Academic Personnel

Academic Administrative Appointments:

A: Assistant/associate dean, department chair, director of a major program, etc: The preferred strategy is a competitive national search. However, a waiver of a national external search may be granted when there are constraints such as funding, timing, available candidates, etc. If this is the case, submit a Waiver Request Form and check relevant boxes. Specify circumstance/s under “Explanation of Waiver Type Requested” section.

B: Uncompensated Administrative Title: This applies to a position that carries no administrative supplement, is 41% administrative FTE or less, and is limited to current employees in the unit. In these cases, the administrative title is generally viewed as a “working title” for use in the unit. Submit a Waiver Request Form with the appropriate box checked. No explanation is required.

Acting, Interim or Visiting Appointments:

*This applies to an appointment of an individual to temporarily fill a position when the regular incumbent is expected to return (Acting) **OR** there is an appointment of an individual to a position for which a search is to be conducted within one year (Interim) **OR** there is an appointment for a calendar year or less of a faculty member as visiting. Submit a waiver request form with the appropriate box checked. Specify the circumstance/s under “Explanation of Waiver Type Requested” section.*

Updates to Competitive Search and Waiver Procedure for Academic Personnel

Other waiver requests may be considered on a case-by-case basis in the following instances or circumstances:

7. *Time, Financial or Other Significant Constraints: These are to be specified by the requesting unit.*
8. *An Expedited Search requires advertising for a minimum of 14 days on GatorJobs. There should be a review of all submitted applications by a designated search committee.*
9. *An Internal Search indicates posting on GatorJobs only. There should be a review of all submitted applications by a designated search committee. This type of search is limited to current permanent UF employees.*

Updates to Competitive Search and Waiver Procedure for Academic Personnel

REQUEST FOR WAIVER FORM: Competitive Search for Academic Personnel

WAIVER INFORMATION (CHECK ALL THAT APPLY):

- | | |
|---|--|
| <input type="checkbox"/> <i>Acting, Interim or Visiting</i> | <input type="checkbox"/> <i>Uncompensated Administrative Title</i> |
| <input type="checkbox"/> Degree Waiver | <input type="checkbox"/> Underrepresentation (ethnicity/gender) |
| <input type="checkbox"/> Named in Contract/Award (100%) | <input type="checkbox"/> Special Professional Distinction (<i>submit a CV</i>) |
| <input type="checkbox"/> Spouse or Domestic Partner Hire | <input type="checkbox"/> Critical Hire / “Team” Requirement |
| <input type="checkbox"/> Expedited Search | <input type="checkbox"/> <i>Time, Financial, Other Constraint</i> |
| | <input type="checkbox"/> Internal Search |

APPROVALS

Requesting Dept. Chair/Hiring Authority *Name:* _____

Signature: _____

Department or Unit: _____ Date: _____

Dean Name: _____ *Signature:* _____

College: _____ Date: _____

Provost or Designee: _____ Date: _____

Email for return of approved waiver: _____

Legislative Retirement Changes



DROP Interest Rates

- HB 5607 – provision to reduce annual accrual rate for DROP accounts from 6.5% to 3.0%
- Vetoed by Governor Crist on May 28, 2010
- No change in DROP accruals (override vote unlikely)



DROP Interest Rates

DROP Begin date of 6/1/10 may still be changed by contacting Division of Retirement - Calculations Bureau

Toll-Free: (888) 738-2252

Local: (850) 488-6491

Fax: (850) 410-2195

E-Mail: calculations@dms.MyFlorida.com

2010-2011 Legislative Changes affecting Benefit Programs



Legislative Changes

The recent 2010-2011 legislative session resulted in changes to the following state sponsored benefit programs:

- New rates for Spouse Program and Executive Service participants
- Employer health rate increases
- Health Insurance Co-pay changes
- Prescription Plan Co-pay changes
- Life Insurance Plan Changes

The Legislative bill was approved on May 28, 2010, by the Governor with some changes being implemented as early as next month



Legislative Changes

- All employees whose health insurance is currently paid by the state will begin paying minimal monthly premiums effective 7/1/10.
- This affects Spouse Program and Executive Service participants. New Premiums:
 - \$8.34/mo Individual coverage
 - \$30.00/mo for Family coverage
 - Each spouse --\$ 15.00/mo for Spouse Program coverage
- Full-time Employee health premiums stay the same for FY 2010-2011
- Employer Rates will increase effective 12/1/10 (January 2011 coverage)
 - Also affects Part-time employee's premiums
 - And overage dependent coverage premiums (a separate policy purchased in addition to your family plan)
 - New employer rates:
 - Individual from \$473.62 to \$499.80/mo
 - Family from \$1004.14 to \$1063.34/mo
 - Spouse Program from \$ 1184.14 to \$ 1213.34/mo



Legislative Changes

Health Insurance Co-pay Changes Effective 1/1/2011

| Services | State Employees' PPO Plan | | HMOs | |
|------------------------------|---------------------------|---------------------|----------------|---------------------|
| | Current Co-pay | Co-pay as of 1/1/11 | Current Co-pay | Co-pay as of 1/1/11 |
| Urgent care physician visit | \$15 | \$25 | \$15 | \$25 |
| Emergency room visit | \$50 | \$100 | \$50 | \$100 |
| Primary care physician visit | \$15, unchanged | | \$15 | \$20 |
| Specialist physician visit | \$25, unchanged | | \$25 | \$40 |

- Mammograms will be covered as a preventive service and will no longer apply to the deductible.

Legislative Changes

Prescription Co-Pay changes effective 1/1/2011

| State Employees' PPO Plan and HMO Plans | Retail (one month's supply) | | Mail Order (three months' supply) | |
|---|-----------------------------|---------------------|-----------------------------------|---------------------|
| | Current Co-pay | Co-pay as of 1/1/11 | Current Co-pay | Co-pay as of 1/1/11 |
| Generic drugs | \$10 | \$7 | \$20 | \$14 |
| Preferred brand name drugs | \$25 | \$30 | \$50 | \$60 |
| Non-preferred brand name drugs | \$40 | \$50 | \$80 | \$100 |

- All health plans will offer limited smoking cessation prescription benefits
- Certain maintenance RX will be filled 3 times via retail pharmacy and mail order thereafter



Legislative Changes

- **Life Insurance Benefit Change Effective January 1, 2011**

- All employees, regardless of classification, will have an automatic basic life insurance benefit of \$25,000
- The state/UF will pay the entire premium for this benefit
- For new employees, coverage begins the first day they physically report to work
- The state is currently working with Minnesota Life to provide additional benefits for optional life insurance
- Employees can make available changes during open enrollment



QUESTIONS?



Important Dates

- **July 14th** – Next HR Forum





Thank you for attending!

