

**UF** | UNIVERSITY *of*  
**FLORIDA**

*The Foundation for The Gator Nation*



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**FLORIDA**

**Welcome!**

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**HR FORUM**



March 9, 2011, Human Resource Services

# Agenda

- Office of Sustainability
- Classification & Compensation Update
- Overtime and Special Compensatory Leave
- Background Checks
- E-Verify
- Short Work Break for Nine and Ten Month Employees
- Faculty and Graduate Assistant Summer Appointments
- Legislative Update
- Important Dates





# REthink.

*REthink today.  
REdefine tomorrow.*

*For more info, visit:  
[sustainable.ufl.edu](http://sustainable.ufl.edu)*

# Upcoming Events

## REthink.

- **REthinking Waste: Eco-Capitalism in Challenged Economic Times**

- Keynote by Tom Szaky, Founder and CEO of [TerraCycle](#)
- March 22<sup>nd</sup>, 7 p.m., Reitz Union Grand Ballroom



- **UF is also participating in several TerraCycle Brigades**

- Gator Dining Services is collecting Energy Bar Wrappers, Candy Wrappers and Lunch kits at POD Market in the Reitz Union, Beaty Market, Little Hall Express and Graham Oasis.
- The Office of Sustainability is collecting for the following brigades – Aveeno Beauty Products, Cheese Packaging, and Bear Naked® bags and wrappers. Items can be dropped off to 325 Tigert Hall.
- Please bring clean items to the above locations. Many of the brigades accept any brand's packaging; read the brigade's FAQs for more info!



# Upcoming Events

REthink.

- **Earth Month Kickoff and Celebration**
  - April 1<sup>st</sup>, Plaza of the Americas, 11:30am
  - State of Sustainability address, Sustainable Solutions Awards
- Collections taking place across campus 1pm- 5pm
  - Clothing/Shoes
  - School supplies
  - Books
  - Hazardous/electronic waste (no UF property, please!)
  - Non-perishable food items

Drop-off locations: Hume Commuter Lot, O'Connell Center  
Parking Lot, Plaza of the Americas, Broward Beach

**For event details and full calendar, visit**

**[www.sustainable.ufl.edu](http://www.sustainable.ufl.edu)**



# Classification and Compensation Update



# Department Assignments

## Position Actions and SPI's

- Previously, Adia Rhodes managed exempt positions, and Desiree Williams managed non-exempt positions
- Colleges / Departments are now assigned to either Adia, Desiree, or Brook
- A full list of department assignments can be viewed on Class & Comp's web page at [http://www.hr.ufl.edu/class\\_comp/default.asp](http://www.hr.ufl.edu/class_comp/default.asp)



# Overtime and Special Compensatory Leave



# Reminder

- Special and Overtime Compensatory Leave is a liability incurred by department
- Encourage use of leave prior to June
- Unused comp will be paid during the end of FY
- Dates will be communicated in April



# Background Checks



## Background Checks

- Criminal background checks are now required for all Faculty and TEAMS new hires.
- Offers of employment made after March 1 should be contingent on a successful background check.
- Letters of offer have been changed to contain the language:
  - This offer is contingent on a successful pre-employment screening which includes a review of criminal records, reference checks, and verification of education.
- Background Screening Request form has been updated.





## Background Checks

- Checks on new hires will be paid by HR
- Checks will be pre-employment, post offer
- Your recruiter will work with you to determine the appropriate background check (FDLE, FBI, HireRight)
- Checks for internal hires, OPS, and Student employees are recommended and paid by the hiring department



# E-Verify



## E-Verify

- Initially, we didn't expect the E-Verify Executive Order to impact us significantly. After another review by the General Counsel's Office, we have realized its impact.
- A copy of the executive order may be found at:  
[http://www.flgov.com/wp-content/uploads/2011/01/scott.eo\\_two.pdf](http://www.flgov.com/wp-content/uploads/2011/01/scott.eo_two.pdf)
- This will require UF to E-verify all eligible existing employees who perform work in Florida.
- We are currently working with departments to immediately E-Verify employees working on state contracts.
- Currently working on a solution to E-Verify all other eligible employees.



# Short Work Break for Nine and Ten Month Employees



## Short Work Break for Nine and Ten Month Employees

- Nine and ten month employees (faculty, graduate assistants and TEAMS) will be put on Short Work Break in the myUFL system for the summer semester.
- Process will begin in late April/early May. More details will be available in next the few weeks.
- Effective date of the break will be 5/16/11 for 9 month and 6/14/11 for ten month employees.



# Faculty & Graduate Assistant Summer Appointments



# Faculty and Graduate Assistant Summer Appointments

- Summer appointments for faculty and graduate assistants can be processed via the summer job file, as appropriate. When the summer job file cannot be used, the unit will need to submit an ePAF for the summer job.
- The process will begin in late April/early May. More details will be available in the next few weeks.



Questions? Contact Human Resource Services at 392-2477



# Legislative Update



# Important Dates

- **March 15<sup>th</sup>** – FSA Grace Period Ends
- **March 31<sup>st</sup>** – Performance Appraisals Due
- **April 6<sup>th</sup>** – Next HR Forum
- **April 15<sup>th</sup>** – Deadline to file FSA reimbursement or documentation for 2010





**Thank you for attending!**

