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The Foundation for The Gator Nation



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Welcome!

HR FORUM



September 7, 2011, Human Resource Services

Agenda

- Health Assessments
- Introduction to Living Well
- Office of Sustainability
- Employment Updates
- Immigration Updates
- Leave Regulation Update
- Open Enrollment 2011
- 3% ATB Salary Increase
- Important Reminders



Health Assessments



UF Health Assessments

The Five W's Plus

- Who?** Individuals with safety-regulated job duties
- What?** Confidential medical assessments linked to job duties
- When?** BEFORE AN INDIVIDUAL BEGINS WORK (+ some periodic)
- Where?** Student Health Care Center
- Why?** To minimize individuals' health risks and University liability
- How?** Determined by supervisor ([Supervisor Checklist](#))
Performed through physical exam or records review
Tracked in myUFL at Workforce Monitoring>>>Physical Exam
- Info?** www.ehs.ufl.edu/OCCMED (352) 392-1591
www.shcc.ufl.edu/occmcd (352) 392-0627
occmcd@ehs.ufl.edu

Introduction to Living Well



Office of Sustainability

-
- Gator CSA Program
 - One Less Car Challenge



Gator Community Supported Agriculture Program (CSA)

- ❖ Four farms participating
- ❖ Spots will fill on first come, first serve basis – sign up directly with farmer
 - ❖ Questions about sign-up, farming practices, memberships → farmer
 - ❖ Questions about logistics or CSA in general → Office of Sustainability
- ❖ Pickup – Mondays, 4:30-6:00pm later this fall (decal lot on Bledsoe Drive or Health Science Center)

sustainable.ufl.edu/gatorcsa



One Less Car

- ❖ Walk, Bike, Carpool, Ride the Bus - **October 26!**
- ❖ Register online at sustainable.ufl.edu/onelesscar
 - ❖ First 800 receive t-shirt
- ❖ Celebrate 11am-1pm, Reitz Union North Lawn – Games, activities, free food and prizes!



Questions

Visit our website:

<http://www.sustainability.ufl.edu>

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THANK YOU!!



sustainable **UF**

Employment Updates



Employment Updates

Project Updates

- Online Hiring & Onboarding (October/November)
- Paying Fellowship Stipends (September)
- GatorJobs Upgrade (December/January)
- Retention of Fragoman, Del Rey, Bernsen, & Loewy for filing of Permanent Resident cases on behalf of UF and counsel for all immigration issues and implementation of immigration homepage for case submission (September)



Immigration Updates



Immigration Updates

- Department of Labor (DOL) Prevailing Wage Determinations still on hold.
 - H1B cases can be filed with a search
 - PERM Special Handling cases are on hold
- DOL issues change to long standing print advertisement policy. We may now file PERM Special Handling cases with electronic or web-based ads. The following restrictions apply:



Immigration Updates

1. The electronic or web-based journal's job listings must be viewable to the public without payment of subscription and/or membership charges.
2. The advertisement for the job opportunity for which certification is sought must be posted for at least 30 calendar days on the journal's website.
3. Documentation of the placement of an advertisement in an electronic or web-based national professional journal must include evidence of the start and end dates of the advertisement placement and the text of the advertisement.
4. The ad must still come from a national professional journal as opposed to a national job search website (i.e. Career Builder, Monster, etc. are still not permitted).

Leave Regulation Update



Leave Regulation Update

Reduction in maximum carryover of vacation leave

- Previously, TEAMS, Executive Service, and Faculty – 480 hours
- Reduced to 352 for TEAMS* and Executive Service
- No change at this time for Faculty
- Hours over maximum will convert to sick leave after PPE 07/05/2012

* pending collective bargaining agreements for in-unit staff



Leave Regulation Update

Reduction in maximum payment of vacation leave upon separation

- Previously, TEAMS and Faculty – 352 hours, Executive Service – 480 hours
- Reduced to 200 for TEAMS*, USPS* and Executive Service
- Faculty - no change, still 352
- Separations with effective date of 09/07/2011 or after

* pending collective bargaining agreements for in-unit staff



Leave Regulation Update

Reduction in maximum payment of vacation leave upon separation

- Employees* currently in DROP
 - If cashed out less than 352 hours upon entering DROP, eligible for up to 200 hours at end of DROP, up to a total of 352 hours
 - If no cashout upon entering DROP, eligible for up to 200 hours at end of DROP
- Employees* entering DROP
 - Maximum 200 hours cashout
- Faculty - no change, still 352
- Effective date of 09/07/2011 or after

* pending collective bargaining agreements for in-unit staff

Leave Regulation Update

Change in short-term military leave for training

- Previously 17 days per federal fiscal year (Oct 1-Sept 30)
- Changed to 240 hours, in keeping with federal and state laws



Open Enrollment 2011



Open Enrollment (OE) Update

- **OE Dates changed!!**
 - Delayed due to State HMO protests
 - State plans will have approximately **2 weeks to make changes!**
 - UF plans (**LTD, LTC, UF Term Life**) – a little longer

Tentative dates to watch for

Event	Dates	Comments
People First OE Snapshot	10/21	Update address in myUFL by 10/20 to receive OE mailings
State Mails OE Packets	Week of 10/24	
State Benefit Fairs	9/26 – 10/14	UF's Fair 10/7 Touchdown Terrace from 9-4 pm
State OE Period	11/7 – 11/18	Ends By 6pm EST
UF OE Period	10/7 – 11/18	Ends By 6pm EST
State Correction Period	11/21 – 12/2	Ends By 6pm EST



Open Enrollment (OE) Update

- **As of Today.....proposed state changes for 2012**
 - One HMO per county, as opposed to multiple HMO providers options
 - If your HMO is not offered, you will need to select the one designated for your county OR default to the state BCBS PPO plan
 - Medco - new pharmacy manager for both the PPO and HMO plans
 - PPO members are required to use mail order for maintenance RX; HMO members are not required to use mail order
 - RX will be transferred to Medco, unless they are controlled substances, compound medications or no refills left
 - New member cards will be sent in December
 - Increased rates for some dental plans
 - Name change for Alta Hospital Supplemental to Cigna

For more information on proposed HMO changes refer to the state's [HMO FAQ](#) section



Open Enrollment (OE) Update

▪ **UF plan changes for 2012**

- Long Term Disability plan –
 - New vendor - The Standard
 - Enhanced benefits with slightly lower rates
 - This OE will offer a guarantee issue – no medical application or review required!

- Long Term Care plan
 - Tentative -- guarantee issue during OE – no medical application or review required!

- UF Term Life plans
 - Guarantee issue -- During OE to enroll or increase by \$10,000 on employee coverage, and \$5,000 for spouse/dependents up to plan limits
 - Amounts over the OE guarantee issue can be requested by medical application
 - Review your plan to make sure beneficiaries and eligible dependents are up to date



Preparation for OE

- Update your **local home** address in the myUFL portal by 10/20.
Navigation: my account > update directory profile
- Find your People First (PF) user ID in the myUFL portal.
Navigation: self service > benefits > dependent and beneficiary information link
- Passwords expire every 90 days. Reset by logging onto the People First web site . Refer to *Forgot Password* instructions
- Watch for OE packets & review information. UF plan information is shared via email and the Monthly *Infogator* newsletters
- Attend the UF Benefit Fair October 7th at the Touchdown Terrace. Outside of Alachua County see the schedule on the DMS website
- Refer to the state's myBenefits and HR's websites frequently for updates



Questions



3% ATB Salary Increase



3% ATB Salary Increase

Eligibility Criteria

- To be eligible for the 3 percent raise, employees must be hired on or before September 15, 2011, and must be currently contributing the 3 percent mandatory retirement contribution.
- Part time employees, probationary employees, and employees on leave of absence are eligible for the 3 percent raise.
- AFSCME and PBA agreements pending for in-unit staff.

Funding

- For state-funded positions, the funding for TEAMS and USPS will be allocated based on filled positions using the Budget Prep System completed by units in June. The budget allocation for state-funded staff positions will be provided to colleges and vice presidential areas
- Contract, grant, and auxiliary units are expected to fund all salary increases from existing sources.



Timeline

- September 13th (Tuesday) – Raise File will be available to departments for reviewing TEAMS and USPS salary increases. An instructional guide with directions on how to review the Raise File may be found at www.hr.ufl.edu/toolkits/raise.htm.
- If changes to the Raise File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please submit the request to 2011salaryincrease@ufl.edu by 5:00 pm on Monday, September 19th. Departments who factored the 3 percent mandatory retirement contribution into the salary offer for new employees should exclude those employees from the 3 percent salary increase.



Timeline

- September 19th (Monday) 5:00 pm – Raise File will be closed to departments
- September 26th (Monday) – Staff increases will be reflected in Job Data in myUFL
- September 28th (Wednesday) – Department Administrators should review the preliminary pay lists available September 28th – 30th and confirm the new rate is used to calculate earnings for the pay period ending 9/29/2011



Timeline

- October 3rd (Monday) – Department Administrators should review the final pay list and confirm the new rate was used to calculate earnings for the pay period ending 9/29/2011
- October 7th (Friday) – Staff receive the first paycheck with salary increases effective 9/16
- Job/Position Actions and Special Pay Increases will be limited during the raise file processing
- See Raise File Instruction Guide for more information



Important Reminders

- Staff Appraisal Completion Rates and Ratings Mailed This Week
- **September 9th** – Davis Productivity Awards nomination deadline. Please complete forms and submit online at <http://www.floridataxwatch.org/dpa/nomination.php>
- **October 1st to 31st** – Sick Leave Pool Open Enrollment
- **October 7th** – Benefits Fair, Touchdown Terrace (9:00 to 4:00)
- **October 7th to November 18th** – Open Enrollment for UF sponsored plans
- **November 7th to November 18th** – Open Enrollment for state sponsored plans
- **October 12th** – Next HR Forum





Thank you for attending!

