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FLORIDA

The Foundation for The Gator Nation



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Welcome!

HR FORUM



February 8, 2012, Human Resource Services

Agenda

- Employee Exit Checklist and Survey
- Performance Appraisals
- Counseling and Wellness Center
- 3% Increase – Retirement Payments for Faculty
- Changes to Faculty Leave
- Life Insurance Payment
- Health Insurance, Pharmacy, & Voluntary Benefits
- Position – Exemption Request Form
- GatorJobs Upgrade
- GatorStart
- Important Dates



Employee Exit Checklist and Survey



Employee Exit Checklist and Survey

- Revised checklist on website
- Checklist references survey
- Survey intended for employees leaving UF or transferring within UF
- Results will be compiled in Employee Relations



Performance Appraisals



Evaluation Dates

- March 1 through February 29
- Must be signed by March 31
- Outside Activities



Performance Appraisals

- Non-exempt TEAMS and all USPS use form
- Exempt TEAMS have narrative with attached form
- Call ER before issuing minimal achieves or belows
- Review of position description





Faculty Training

Identifying and Referring Students in Distress

Meggen Tucker Sixbey

Counseling and Wellness Center

352.392.1575

Why Another Training?

Benefits

- Reduce emotional distress (Top 7 of 10 Impediments to Academic Performance are emotional/social issues)
- Increase academic performance and student retention
- Increase faculty comfort with approaching students about concerns through

Student Mental Health

Statically speaking, it is highly likely that each UF faculty members will teach a student who is at-risk for psychological distress.

- **1,350** suicides per year, 2nd leading cause of death for college students
- Almost **10%** seriously considered suicide in the past 12 months
- **1.4%** say they actually attempted suicide
- Almost **80%** of today's students that commit suicide aren't seen by a counselor
- Psychological distress can also compromise students' academic achievements affecting their ability to stay in school.

This means that **5,000** students at The University of Florida have seriously considered suicide in the past year and approximately **700** of them actually tried

At-Risk Gatekeeper Training

Features:

- Online, 24/7 accessibility
- Saves progress along way to allow for exit and reentry of training
- Includes simulated conversations with emotionally responsive student avatars
- Utilized by 100+ institutions, listed in Suicide Prevention Resource Center Best Practices Registry, and evaluated in a national study.



Learning Experience



1. Assume the role of a faculty member who is concerned about five of his students, three of whom need to be referred to the counseling center.
2. Analyze profiles of the five virtual students.
3. Engage in simulated conversations with the ones you suspect are at-risk and, if necessary, refer them to the Counseling and Wellness Center.
4. Learn about UF's Counseling and Wellness Center

Course is completed once user refers the 3 at-risk students



trailer_short_uf.wmv

Step 1: The Classroom



Symptoms exhibited by student avatars correlate to the most common and severe psychological illnesses among young adults:

1. Alcohol/Substance Abuse
2. Bipolar Disorder
3. Borderline Personality Disorder
4. Depression
5. Eating Disorders
6. Panic Disorder
7. Post Traumatic Stress Disorder
8. Schizophrenia
9. Social Phobia

Step 2: Examine Student Profiles

Alberto Salazar

Academics Behavior Appearance

Grades

Assignment 1	Group Presentation	Midterm	Assignment 2	Group Project
✗	C+	D		

Cumulative Grade: D

Participation

good
ok
poor

late / 2
absent ✗

week of class

2 4 6 8 10 12

Professor's Comments

Alberto emailed me two days after the first assignment was due, asking for an extension, but he still hasn't turned it in. He did very badly on the midterm.

Professor's Comments

Alberto has several unexcused absences. When he does show up for class, he's usually late and looks like he just dragged himself out of bed - even though the class starts at 1:30. He often falls asleep in class or doesn't seem like he's listening.

Close Profile FLAG Talk to Student

Users can click on any student for more information, such as changes in their academics, behavior, and appearance

Step 3: Talk to Students

Users engage in conversations with the **student avatars**.

Practice and learn to use open-ended questions, reflective listening and other **motivational interviewing** techniques to effectively:

1. **Broach the topic** of psychological distress
2. **Motivate the student** to seek help
3. **Avoid common pitfalls** such as attempting to diagnose the problem or giving unwarranted advice



Step 3: Talk to Students



The learner controls the conversation by choosing what topic to bring up and what specific things to say. Learners receive instant feedback through the student's verbal responses and body language ...

Step 3: Talk to Students



... **as well as** encouragement and constructive criticism on their decisions from a virtual coach. Critical errors lead to immediate corrective feedback as well as the opportunity to undo and correct their decision

Step 4: Summary Feedback

Conversation Feedback


Alberto was very sarcastic and aggressive at the beginning of the conversation. However, he eventually opened up to you and may have confided that he's had thoughts of suicide.


Here are some useful strategies:





1) When in doubt, talk to the student.

It's easy to let students like Alberto slip by, since they're not being disruptive in class. However, by speaking with him, you found out he's actually been having serious issues.

Keep in mind that it's never a bad idea to ask a student how he's doing, especially when he's missed assignments and been doing poorly in class. You never know when there could be something more serious going on, and most students will appreciate that you took the time to speak with them.

continue 

Undos 

 Conversation Log   

Upon concluding each conversation, users receive narrated and animated feedback, which includes an analysis of the student and a review of their symptoms in class and in conversation.

Efficacy Results (2)

Changes in Knowledge and Skill

89% reported they are **better prepared** to identify, approach and refer students in mental distress

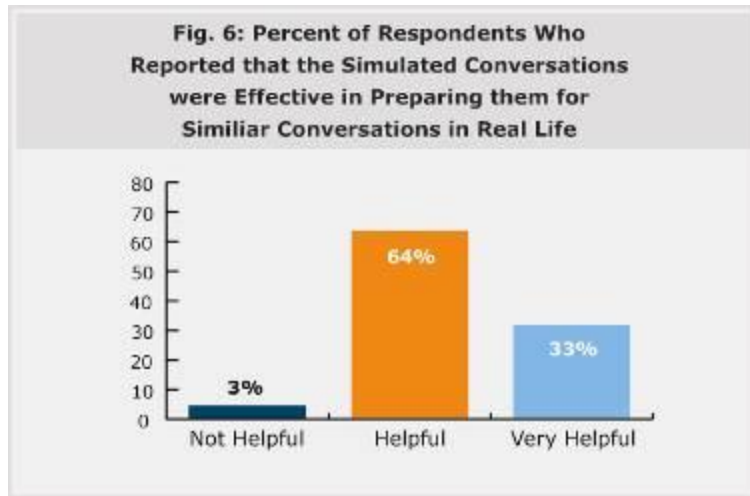
83% reported they are more confident in their ability to help a **suicidal student**.

Fig. 5: Percent of Respondents Reporting they are Better Prepared to Identify, Refer, and Approach At-Risk Students and to Help a Suicidal Student

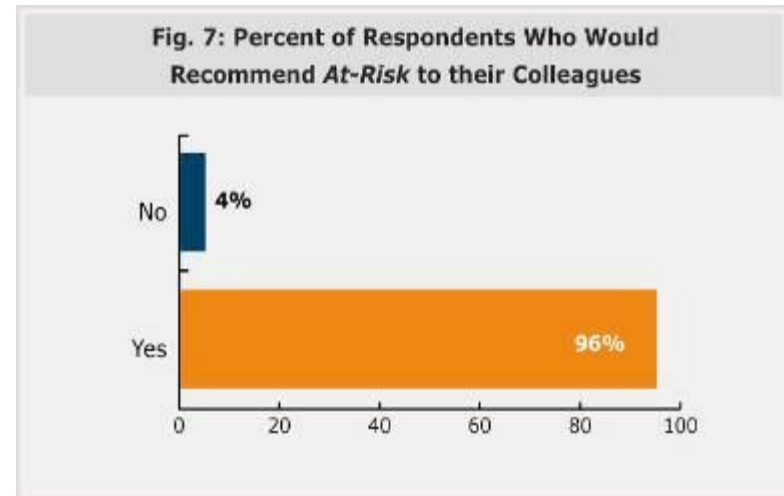


Efficacy Results (3)

Effectiveness of Instructional Approach



97% reported the simulated conversations were **realistic** representations of conversations they had with at-risk students.



96% would **recommend *At-Risk*** to their colleagues

Download Complete Report at:

www.kognito.com/atrisk/research.html

Accessing the Course: Steps 1

Step 1: go to <http://aruf.kognito.com>

New User

First Name:

Last Name:

School Dept:

Your School E-Mail Address:
Please use your school email address

Re-Type E-Mail:

Password:

Re-Type password:

I confirm that the above information is correct.

I agree to the [terms of use](#).

Create My Account & Access Course

[Trouble logging in? Contact support](#)

Existing User

E-mail Address:

Password:

[Forgot your password? Click Here](#)

Log-in

[Minimal Technical Requirements](#)

[Technical Support](#)

[FAQ](#)

The At-Risk training simulations are developed by Kognito Interactive. Learn more at www.kognito.com/atrisk

Kognito

Step 2: Once user clicks on "Create My Account" they will be admitted to the "Course Launch Page".

Technical support to all users by Kognito

Accessing the Course: Step 2

Step 3: Click on “Launch Course”



You are logged in as
jeanne holz [[Logout](#)]
(BMCC)

Welcome,

In this course, you will learn about the common indicators of psychological distress and how to best approach and speak with an at-risk student. The course is 45 minutes long and saves your progress along the way. Once you are finished, please complete the short survey and print the certificate for your records.



[Launch Course](#)



[Take Survey](#)

After taking the course, please fill out this brief survey to help create effective mental health outreach at your school.

Take survey after
course completion



[View My
Counseling Center](#)

View and print campus-specific information about health services offered at your institution.

View information about
our counseling center



[Download Certificate
of Completion](#)

Once you've completed the course, download and print your Certificate of Completion for your records.

*** Our records indicate you have not completed the course. Please launch and complete the course to print your certificate.**

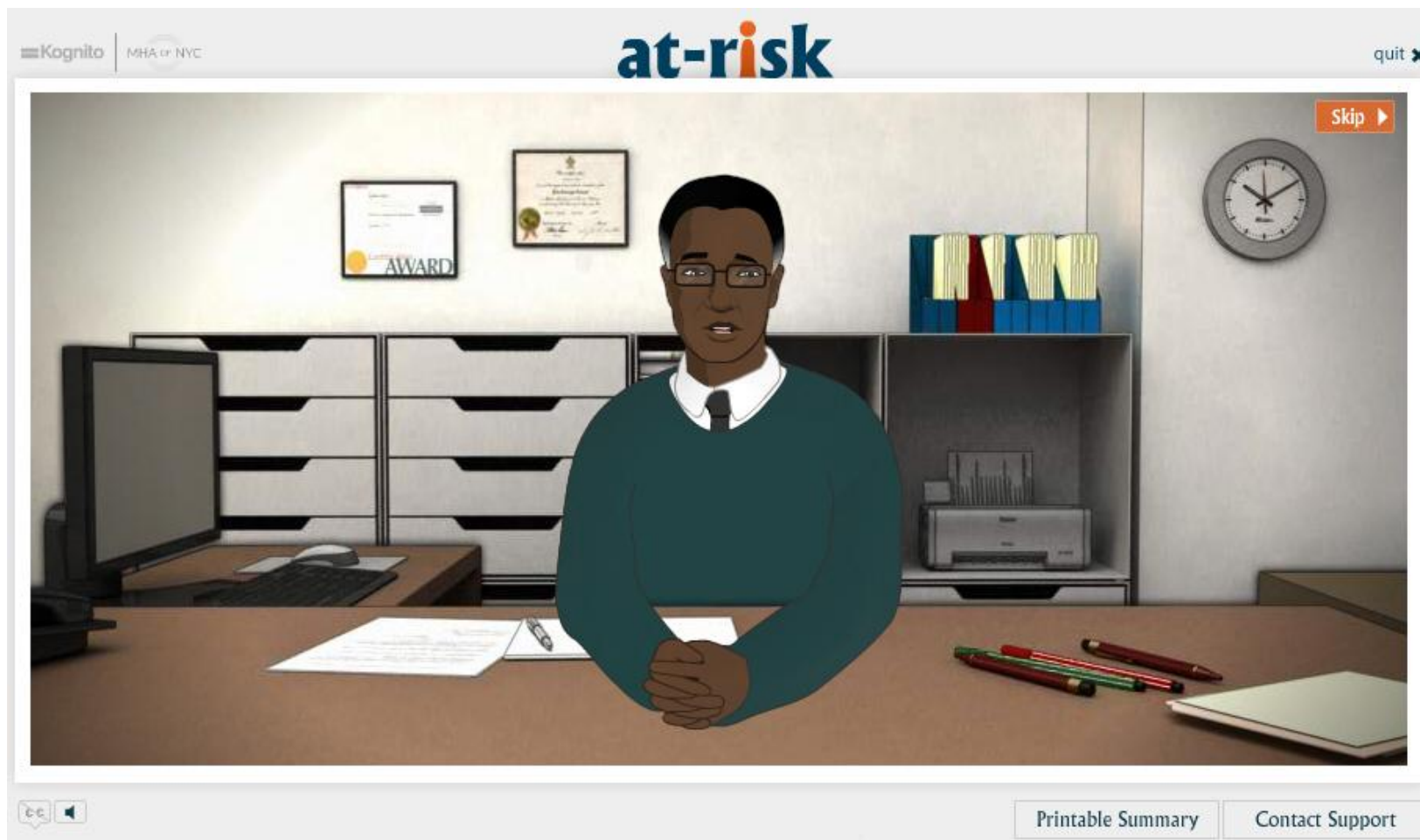
Print certificate of
completion



Accessing the Course: Step 3

Take Course

45-minute, saves user's progress, follow-up survey



The screenshot displays the 'at-risk' course interface. At the top left, the 'Kognito' logo and 'MHA of NYC' are visible. The 'at-risk' logo is centered at the top, and a 'quit' button with a close icon is at the top right. The main content area features a 3D-rendered character of a man with glasses, wearing a white shirt, tie, and a teal sweater, sitting at a desk. The desk has a computer monitor, keyboard, papers, and pens. The background includes a wall with two framed certificates, one labeled 'AWARD', a clock, and a printer on a shelf. A 'Skip' button with a right arrow is in the top right corner of the video frame. At the bottom left, there are icons for a speech bubble and a play button. At the bottom right, there are two buttons: 'Printable Summary' and 'Contact Support'.

Contact Info

Meggen Tucker Sixbey
Clinical Assistant Professor
Counseling and Wellness Center
352.392.1576
sixbey@ufl.edu

3% Retirement Payment Salary Increases for faculty



3% Retirement Payment Salary Increase

Eligibility Criteria

- To be eligible for the 3 percent retirement payment increase, employees must be hired on or before February 16, 2012, and must be currently contributing the 3 percent mandatory retirement contribution.
- Faculty covered by the UFF Collective Bargaining Agreement will not receive the 3 percent retirement payment increase in March.

Funding

- For state-funded positions, the funding for faculty retirement payment salary increases will be allocated based on filled positions using the Budget Prep System units completed in June 2011. The budget allocation for state-funded faculty positions will be provided to colleges and vice presidential areas by the UF Budget Office.
- Contract, grant, and auxiliary units are expected to fund all retirement payment salary increases from existing sources.



Timeline

- February 20th (Monday) – Raise File will be available to departments for reviewing retirement payment salary increases.
- If changes to the Raise File are needed for employees (add, delete, or transfer to a new department ID or change an FTE), please submit the request to 2012salaryincrease@ufl.edu by 12:00 pm on Friday, February 24th.
- 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

- February 24th (Friday) 12:00 pm –Raise File will be closed to departments
- February 27th (Monday) –increases will be reflected in Job Data in myUFL
- February 29 (Wednesday) – Department Administrators should review the preliminary pay lists available February 29-March 2 and confirm the new rate is used to calculate earnings for the pay period ending 3/1
- March 5 (Monday) – Department Administrators should review the final pay list and confirm the new rate was used to calculate earnings for the pay period ending 3/1



Timeline

- March 9th (Friday) – Out of unit faculty receive the first paycheck with salary increases effective 2/17
- Job/Position Actions and Special Pay Increases will be limited during the raise file processing
- See Raise File Instruction Guide for more information



Changes to Faculty Leave



Changes to Faculty Leave

Effective 02/17/2012

- Change in maximum carryover of vacation leave from 480 to 352, conversion will occur at the end of CY 2012
- Reduction in maximum payment of vacation leave upon separation from 352 to 200
- Elimination of payment of sick leave upon separation
 - One-fourth of sick leave to eligible faculty (hired prior to 04/01/2010 with 10+ years of creditable service) if separation is due to retirement by 06/30/2016
 - After 06/30/2016, no payment of sick leave for any reason

No changes for employees covered by the UFF collective bargaining agreement

- Maximum vacation carryover – 480
- Payment for unused vacation leave – 352
- Payment for $\frac{1}{4}$ of sick leave for eligible employees upon separation for any reason

Life Insurance Payments



Life Insurance Payments

- February – May
 - Double Deductions for 9 and 10 Month Faculty
 - State Life Insurance



Health Insurance, Pharmacy, & Voluntary Benefits



Position – Exemption Request Form



GatorJobs



GatorJobs

An applicant tracking system

- Go-live February 27, 2012
- Current system will be inaccessible between Friday, February 24, and Sunday, February 26.
 - No faculty posting after Feb 9
 - No new TEAMS and OPS posting along with faculty repost after Feb 16
- Recruiters working with departments in closing requisitions – continue to close out completed or stall recruitments (including OPS and Students)
- Over 1800 requisitions currently in system not closed



GatorJobs

An applicant tracking system

- May have to recreate the posting in the new system with a different requisition number
- R&S will assist departments with transition
- Training is now available online
- **Reminder:** Training required by March 5, 2012 to retain security



GatorStart



Important Dates

- **February 19th** – Portal Upgrade
- **March 7th** – Next HR Forum





Thank you for attending!

