



What does TEAMS mean to me?



Answers to your questions about TEAMS employment

Effective January 7, 2003, the University of Florida introduced a new personnel category called "TEAMS"—an acronym for Technical, Executive, Administrative, and Managerial Support.

Current USPS employees are being given the option of joining TEAMS or remaining USPS employees. Enclosed you will find an enrollment form. If you choose to

enroll in TEAMS employment, you must submit a form to the Human Resource Services by the posted deadline (per pay period) for an effective date that begins following pay period. Enrollment forms received after the deadline will be processed during the subsequent pay period. Please see page 3 of this packet for a list of deadlines and effective dates to enroll.

It's your choice to make!

When an organization undergoes a significant change like this one, information spreads quickly—some of it true, and some not so accurate. The fact of the matter is: UF has given you a choice to select the employment plan with which you are most comfortable.

In order to dispel some of the rumors you might have heard, here are some straight facts about TEAMS employment.

FACT: UF transitioned to public-employer status as of January 7, 2003. The university is still considered a public employer of the state but has established its own policies and procedures separate from the old state system.

FACT: The UF Board of Trustees became the "employer" of all UF employees, including USPS and TEAMS employees.

FACT: UF will maintain coverage for all employees under the state health insurance and retirement plans, which include those administered by the Division of State Group Insurance and Division of Retirement.

FACT: TEAMS employees earn 6.769 hours of annual leave and 4 hours of sick leave each pay period, assuming full-time status.

FACT: TEAMS employees are able to accrue a maximum of 480 hours of vacation leave. They may also cash out 352 hours upon termination of employment with UF.

FACT: TEAMS employees are able to cash out up to 16 hours of vacation leave each December so long as 40 hours remain on balance.

FACT: TEAMS employees are given either six-month or one-year contracts, except for non-exempt employees who have not completed their initial probationary periods at UF. Non-exempt probationary employees must complete their probationary periods before receiving an annual contract.

FACT: Exempt and non-exempt statuses will remain the same in TEAMS. That means if you currently complete a time-card, you will continue to do so in TEAMS and be eligible for overtime.

Highlights of Benefits

Here are just a few benefits you can look forward to if you join TEAMS:

- Expanded educational benefits that include the ability to take courses at approved community colleges and vo-tech institutions
- Entering your college-age child in the Higher Education Opportunity (HEO) drawing for children of Full-Time TEAMS Employees .
- Taking advantage of leave benefits like the annual leave cash-out and personal leave days in December.

WE'RE HERE TO ANSWER YOUR QUESTIONS

Still have questions? Please contact us at human-resources@ufl.edu or 392-2HRS.

UF Office of Human Resource Services
UNIVERSITY of FLORIDA

It's your choice to make!

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FACT: TEAMS employees will have four personal leave days each year between December 26-31 in addition to the standard state holidays. If they cannot use them as a result of being essential personnel, they will be able to use them through the end of the fiscal year—similar to how they use vacation leave. USPS employees will be allowed to take vacation leave during these four days and will be advanced leave, if necessary.

FACT: TEAMS employees will have access to an higher education opportunity enabling 50 children of TEAMS employees each year to receive tuition to the University of Florida or a community college (depending on the child's admittance).

FACT: TEAMS employees have increased

educational benefits including the opportunity to take courses at approved state universities, community colleges, and vo-tech institutions.

FACT: New classifications may be established in TEAMS to be more responsive to needs throughout campus including, for example, computer positions that don't require degrees.

FACT: Existing USPS classifications are the same in TEAMS. So, for example, a USPS program assistant is still classified as a program assistant if he or she chooses to switch to TEAMS.

FACT: Joining TEAMS is your choice to make. USPS employees can choose to join



throughout the year, so they can do so when the time is right for them.

FACT: Most vacant positions at UF can be filled by TEAMS or USPS employees. You won't have to change to TEAMS to be eligible for a promotion unless you're accepting a job that was formerly A&P or is one of the new TEAMS classifications.

Here's what you've asked us...

Q: How do classifications under USPS translate to TEAMS?

A: For the most part, classifications in TEAMS look the same as in the past. USPS and TEAMS status go with the employee as he or she moves from position to position at UF, except in the event that an employee accepts a newly established TEAMS-classified position or if the position was formerly an A&P-classified position, in which case the employee would switch to TEAMS employment at that time. All new employees hired from outside UF since January 7, 2003 are hired as TEAMS employees.

Q: What are the new job classifications that are available under TEAMS employment?

A: Although the majority of job classifications will remain the same, a few new classifications will be added to the current ones to allow for more flexibility for both employers and applicants. It's important to note that, for the vast majority, employee job titles and classifications are not affected by switching to TEAMS employment.

Q: Do we get the state holidays as well as the four December leave days if we switch to TEAMS?

A: Yes.

Q: Does my retirement package or benefits package change?

A: No. Despite the fact that UF has local-employer status, it is still considered a pub-

lic corporation and continues to work with the Florida Retirement System and Division of State Group Insurance for employees' retirement and insurance benefits. The Spouse Program also remains intact.

Q: If I am currently a time-card USPS employee, would I be a time-card TEAMS employee?

A: Yes. If you currently complete a time-card (non-exempt), you would continue to complete a time-card in TEAMS.

Q: If a position comes open, and a USPS employee and a TEAMS employee are both qualified for the job, will the TEAMS employee be favored over the person in USPS?

A: No. A TEAMS applicant should not be favored over a USPS applicant. The most qualified person should be hired regardless of pay plan.

Q: As a USPS employee who is enrolled in DROP, can I join TEAMS?

A: Yes. When you joined DROP, you signed a contract for payment of a maximum of 240 hours of annual leave. You have currently "retired," but not separated, from the university. You may, therefore, accrue annual leave to the TEAMS' maximum of 480 hours; however, you will be eligible for a

cash-out of up to 240 hours of annual leave based on your original agreement when entering DROP.

Q: Can I switch from USPS to TEAMS and then enroll in DROP?

A: Yes. Your maximum annual leave accrual would be 480 hours, and you could be cashed out for up to 352 hours if you enroll in DROP after entering TEAMS.

Q: Do across-the board pay increases work the same for TEAMS and USPS employees?

A: Any annual pay increases are in accordance with guidelines issued by the President and Board of Trustees—unless the Florida Legislature makes these types of decisions at the state level.

Q: Are current grant-funded USPS employees eligible to switch to TEAMS?

A: Yes.



Questions? Call us at (352) 392-2HRS

TEAMS enrollment deadlines and effective dates FY 2011-12

<u>Deadline to Enroll</u>	<u>Effective Date</u>	<u>Eligibility for TEAMS benefits</u>
June 17	June 24	
July 1	July 8	
July 15	July 22	
July 29	August 5	
August 12	August 19	
August 26*	September 2	
September 9	September 16	
September 23	September 30	
October 7	October 14	
October 21	October 28	To be eligible to submit your child's name for the Higher Education Opportunity (HEO) for the '10-'11 academic year
November 3	November 11	December benefits: TEAMS December Vacation Leave Cashout, TEAMS Personal Leave Days
November 18	November 26	
December 2	December 10	
December 16	December 23	To be eligible to retain leave up to 480 hours instead of 240
December 23	January 6	
January 13*	January 20	
January 27	February 3	
February 10	February 17	
February 24	March 2	
March 9	March 16	
March 23	March 30	
April 6	April 13	
April 20	April 27	
May 4*	May 11	
May 18	May 25	
June 1	June 8	
June 15	June 22	

*An employee must be TEAMS effective by the date fees are due each semester to be eligible to attend classes through the Employee Education Program at a community college.

A quick comparison of USPS and TEAMS

USPS

LEAVE*

- 4, 5, or 6 hours of vacation leave, depending on years of service
- 4 hours of sick leave
- 240 hours maximum accrual/cash-out of annual leave upon termination
- Non-exempt eligible for overtime and special comp leave
- Exempt eligible for regular and special comp leave

BENEFITS

- One 8-hour personal holiday* each fiscal year upon achieving permanent status
- FRS or PEORP
- Eligible for DROP
- Insurance benefits including Spouse Program

TERMS OF EMPLOYMENT

- Probationary period
- Permanent status
- Termination for just cause

EDUCATION

- Employee Education Program, providing up to 6 hours per semester at UF

TIME-LIMITED

- Ineligible for layoff rights, including recall
- Typically provided 45 days' notice in the event funding is being eliminated

* presumes full-time status

** if previously eligible

TEAMS

LEAVE*

- 6.769 hours of vacation leave
- 4 hours of sick leave
- 480 hours maximum accrual/352 cash-out of annual leave upon termination
- May cash-out 16 hours of vacation leave each December
- Non-exempt eligible for overtime and special comp
- Exempt not eligible for regular or special comp leave

BENEFITS

- Four 8-hour personal leave days* each December
- FRS, PEORP, or ORP**
- Eligible for DROP
- Insurance benefits including Spouse Program

TERMS OF EMPLOYMENT

- 6-month, annual, or multi-year appointments
- Non-reappointment notice — 6 months if hired before June 30, 2005 — 3 months if hired after June 30, 2005.
- Termination for just cause

EDUCATION

- Employee Education Program providing up to 6 hours at approved state institutions or technical schools
- UF or community college tuition opportunity for up to 50 children of TEAMS employees (Higher Education Opportunity)

TIME-LIMITED

- Ineligible for layoff rights, including recall
- Conditions of appointment priority over TEAMS contract
- Typically provided 45 days' notice in the event funding is being eliminated; notice of non-reappointment TEAMS provisions also available
- All other provisions associated with TEAMS apply

TEAMS ENROLLMENT FORM

I understand that I must enroll by the posted deadline for my TEAMS appointment to be effective at the beginning of the following pay period. If the Office of Human Resource Services receives this form after the deadline, it will be processed during the subsequent enrollment period. This form also is available at www.hr.ufl.edu/recruitment/forms/teamsenrollment.pdf

Name: _____
Last First Middle

UFID: _____ Position Title: _____

Campus PO Box: _____ Campus Phone Number: _____ E-mail: _____

Department/Division: _____

Department Administrator: _____ P.O. Box _____

I am voluntarily transferring from the University Support Personnel System (USPS) to Technical, Executive, Administrative and Managerial Support (TEAMS). I understand that:

1. I am relinquishing any permanent status I have attained in the USPS.
2. USPS employees and TEAMS employees have different benefits, job classifications, and optional programs available.
3. If I have not already used the personal holiday credited to me on July 1, I must do so before my TEAMS effective date or it will be forfeited.
4. Upon receipt of this form by the Office of Human Resource Services, **there is no option to transfer back to USPS.**

Signature of Current USPS Employee

Date

Signature of Director of Go r mq{ gg"("Ncdqt" Tgrv kqpu, HRS

Date

Please submit this form to the Office of Human Resource Services at 903 West University Avenue, by mail at PO Box 115000, Gainesville, FL 32611, or by fax at (352) 392-5495. Please call 392-2HRS or contact your human resources satellite office with questions.

For HRS Use Only

Effective Date _____

V.P.'s Office _____

Position # _____

Department ID _____

Recruitment & Staffing _____

Job Code _____