Agenda

- Reevaluating Annual Performance Appraisals
- Environmental Health & Safety
- Recruitment Resources
- Career Path
- Employee Handbook
- Job Posting – Chief Diversity Officer
- On-Call Pay
- Additional University Employment
- Success At Work
- Benefit Reminders
- Important Dates
Reevaluating Annual Performance Appraisals
Reevaluating Annual Performance Appraisals

• In 2017, UFHR Employee Relations began a comprehensive review of the staff performance appraisal process.

• Annual performance appraisals for staff will not be required this March as UFHR continues to reevaluate the way performance appraisals are conducted and identifies a more effective and contemporary approach to providing feedback to employees.
Reevaluating Annual Performance Appraisals

• As a result, evaluation ratings provided in 2017 will carry forward—for example, if an employee was rated at the “achieves” level in March 2017, that rating will be assumed to continue for March 2018 as well.

• However, if a significant change in performance occurs or has occurred, managers should complete an evaluation for that employee either in March or at another time deemed appropriate by the manager.
Reevaluating Annual Performance Appraisals

Please note:
• Managers may still elect to complete performance appraisals for their employees (even if a change in performance has not occurred).

• Employees who are in a probationary status should also receive performance appraisals before the end of their probationary periods.
Reevaluating Annual Performance Appraisals

Please note:

• Please contact Employee Relations prior to assigning an overall performance appraisal rating of “Minimally Achieves” or “Below” performance standards.

• Employee Relations will share new developments regarding the staff performance appraisal process in the coming months.
If you have questions or need further clarification, please email:

hremprel@ad.ufl.edu

or contact your Employee Relations representative at one of the following locations:

**UFHR Director of Employee Relations**
Brook Mercier, Director of Employee Relations
903 W. University Ave.
Gainesville, FL 32611
Phone: (352) 392-2477
Email: bmercier@ufl.edu

**UFHR Employee Relations Satellite Offices**

**E&G and Auxiliaries**
Associate Director-Kevin Clarke
903 W. University Ave.
Phone: (352) 392-6615
Fax: (352) 392-1726

**Health Science Center**
Employee Relations Manager-Candi Kish
HSC Room H-8
Phone: (352) 392-3786
Fax: (352) 273-9046

**IFAS**
Employee Relations Manager-Leticia Forster
Room 2044 McCarty Hall D
Phone: (352) 392-4777
Fax: (352) 392-3226

**Facilities Services/Business Affairs HR**
Assistant Director-Keisha Jones
Building 701, Radio Road
Phone: (352) 392-2333
Fax: (352) 846-2043
ENVIRONMENTAL HEALTH & SAFETY
MAINTAINING COMPLIANCE FOR HEALTH ASSESSMENTS

Occupational Medicine Program
UNIVERSITY of FLORIDA

GATOR GOOD
Introductions

Julie Ramsey
EH&S OCCMED Coordinator
occmed@ehs.ufl.edu

Osmara Salas
EH&S Education & Training Coordinator
osalas@ehs.ufl.edu
Reports

• Next Exam Report for Health Assessments:

SECURITY ROLES:

- UF_EPAF_DEPARTMENT_ADMIN or
- UF_EPAF_LEVEL_1_APPROVER or
- UF_HR_OCCUPATIONAL_MED_INQUIRY
Next Exam Reports

To Run the Department Next Exam Reports:

1. Navigation:
   Main Menu>Human Resources>Reporting Tools>Query(Query Viewer

2. Search:
   UF_HR_HAMS_NEXT_EXAM

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

"Search By Query Name begins with UF_HR_HAMS_NEXT_EXAM

Search Advanced Search
3. Run Report

Select “Excel” for type of report you want to run.

- **Overdue** – returns all users and all exam types that are overdue.
- **By Type** – returns all users in a particular exam type - ex: Animal Contact.
Next Exam Reports

3. Run Report (cont’d)

Enter your Department ID - % results in a broader department search

**UF_HR_HAMS_NEXT_EXAM_OVERDUE** - enter % for all departments

DeptID Like (e.g. 63% for PPD): 71%

Exact Dept ID narrows results

Column info returned in report

Select open or save when prompted
### 3. Run Report (cont’d)
#### Overdue Report

<table>
<thead>
<tr>
<th>ID</th>
<th>First Name</th>
<th>Exam Date</th>
<th>Exam Type</th>
<th>Next Exam Date</th>
<th>Dept ID</th>
<th>Comments</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>7/11/2014</td>
<td>UF Animal Contact</td>
<td>7/11/2017</td>
<td>71010000</td>
<td>Inspector of cats, cattle, dogs, fish/amphibians, gl. No Job Specific Restrictions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/2/2014</td>
<td>Preplacement</td>
<td>12/2/2017</td>
<td>71010000</td>
<td>Animal Contact bats, birds/poultry, cats, dogs, mi. No Job Specific Restrictions</td>
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<tr>
<td></td>
<td></td>
<td>12/8/2015</td>
<td>UF Combined Health Assessment</td>
<td>12/8/2016</td>
<td>71010000</td>
<td>POS#00007209 VPPHA Generic and animal contact. No Job Specific Restrictions</td>
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<tr>
<td></td>
<td></td>
<td>4/27/2016</td>
<td>UF Combined Health Assessment</td>
<td>4/27/2017</td>
<td>71010000</td>
<td>annual Biopath</td>
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<tr>
<td></td>
<td></td>
<td>8/3/2016</td>
<td>UF Respirator Fit Test</td>
<td>8/3/2017</td>
<td>71010000</td>
<td>Initial Biopath - BSL3, BBP- training date 8/12/15, I No Job Specific Restrictions</td>
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<tr>
<td></td>
<td></td>
<td>1/9/2017</td>
<td>UF Respirator Use</td>
<td>1/9/2018</td>
<td>71010000</td>
<td>N-95; 3M 9210+ R; Qualitative; JD</td>
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<tr>
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<td></td>
<td>1/17/2017</td>
<td>UF Respirator Fit Test</td>
<td>1/17/2018</td>
<td>71010000</td>
<td>1) N-95; 3M 8271; Qualitative; KKQ 2) HF APR; No No Job Specific Restrictions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1/23/2017</td>
<td>UF Respirator Fit Test</td>
<td>1/23/2018</td>
<td>71010000</td>
<td>hazardous</td>
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<tr>
<td></td>
<td></td>
<td>3/5/2017</td>
<td>UF Bloodborne Pathogen</td>
<td>9/8/2017</td>
<td>71010000</td>
<td>Hazardous waste</td>
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<tr>
<td></td>
<td></td>
<td>8/2/2017</td>
<td>UF Respirator Use</td>
<td>9/2/2017</td>
<td>71010000</td>
<td>BBP T&amp;V training by EH&amp;S 3-3-17. Hep B series to No Job Specific Restrictions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/26/2017</td>
<td>UF Respirator Use</td>
<td>9/28/2017</td>
<td>71010000</td>
<td>Tight-fitting respirator use required by EH&amp;S. PENDING UF OCCMED Clinic review</td>
</tr>
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</tbody>
</table>

Comments that are in health assessment screens – detail missing information

Next Exam Date – triggers reminder emails to employees – 30, 15 & 1 day before expiration

*Columns edited to fit slide*
3. Run Report (cont’d)

By Exam Type Report

Select specific exam type using the drop down menu

Select open or save when prompted
3. Run Report (cont’d)

By Exam Type Report

Date generates email to employee

Comments indicate what’s needed.

After item is taken care of, OCCMED Clinic adjusts the next exam date & the status.
Next Exam Reports

4. Bookmark links for reports into your web browser – provides easiest access.

https://hrprd.erp.ufl.edu/psc/ps_4/EMPLOYEE/HRMS/q/?ICAAction=ICQryNameExcelURL=PUBLIC.UF_HR_HAMS_NEXT_EXAM_OVERDUE.

https://hrprd.erp.ufl.edu/psc/ps_3/EMPLOYEE/HRMS/q/?ICAAction=ICQryNameExcelURL=PUBLIC.UF_HR_HAMS_NEXT_EXAM_BY_TYPE.

5. Maintaining medical monitoring compliance is required. Renewals for most health assessments vary between 1-3 years.

Regardless of how you get to the reports, run them at a minimum of once per month. Assist the employee in maintaining compliance.
Recruitment Resources
Find Yourself Here

• Recruitment brochures available.
• Provides high-level introduction to the University of Florida, Gainesville, Florida, and our faculty.
• Pocket in back for individualization.
Guide To Greater Gainesville

- 2018 Guide now available.
- Excellent in-depth resource about Gainesville for candidates.
- Digital version also available
Faculty 500 Website
Follow UF Careers on Social Media

- Twitter: @Careers_UF
- Facebook: University of Florida Careers
- LinkedIn: Careers at UF
Faculty Search Committee Toolkit

http://hr.ufl.edu/learnandgrow/toolkits-resource-center/human-resources-toolkits/faculty-search-committee/
Career Path
Purpose

• Response to the faculty and staff climate survey conducted in 2015
• Clarify career advancement opportunities for staff employees
• Provide foundational support to career development initiative
Scope

- Staff positions only
- Positions found on UF On Target website, http://hr.ufl.edu/teams-titles/
- Define movements within the job family
- Will build on the competency project
Process

• Reviewed staff positions and defined common relationships with various core units and departments
• Detached from organizational structure/chart
• Identified natural/common direct and side paths based on feedback and class specs
Process

• Did not consider nor reflect the following:
  o lateral movements.
  o movements cross over to other job families.

• Examined carefully movements of current and prior employees (outliers).
  o additional skillsets that allowed them to make bigger leaps or move to a different track.
Result

- **Career Path Maps:**
  - Align with job families found on UF On Target website.
  - [www.hr.ufl.edu/learnandgrow/career-path](http://www.hr.ufl.edu/learnandgrow/career-path).
Result

- Established common career paths.
- Discovered some career paths crossed over to another series within the job family based on transferrable skills.
- Discovered some gaps.
- Identified “stand alone” positions.
  - Positions that do not have any career path within their job families.
  - Career path may cross over to another job family, DSO, or Shands, especially for positions within the health care job family.
Important Note

- Does not in any way construe a guarantee or automatic movement, assignment, placement, or employment into the next position on path.
- Will evolve based on:
  - the needs and the requirements of the hiring departments and organization.
  - creation of new positions.
Question

• On career path:
  John Sun
  Assistant Director, Recruitment and Staffing
  Email: successatwork@hr.ufl.edu

• On positions and job families:
  Classification and Compensation
  Email: compensation@ufl.edu
Employee Handbook
Employee Handbook

- Concise
- Modern
- More engaging
- Interface with internet
- Commitment to employees
- More of an investment in staff
- Representative of strategic plan and goal of preeminence through people

Please tell us:
✓ What sections you reference?
✓ What you think of the draft, once disseminated.
Job Posting
Chief Diversity Officer

- The position is posted!
- The Search Committee is convening!
- If you know of strong candidates, feel free to direct them to the job posting or Kathy McKee to learn more about the position!
- We want a great applicant pool for this important (inaugural) CDO!
Job posting:
Chief Diversity Officer & Senior Advisor to the President
Job no: 506046

Additional information online:
Role of Chief Diversity Officer and Senior Advisor to the President
On-Call Pay
On-Call Pay

- UF’s on-call policy currently sets the on-call rate for weekends and holidays at a rate of one-third of the statewide hourly minimum for the employee’s classification.
- UF Board of Trustees ratified an agreement between UF and AFSCME which includes a modification to the weekend and holiday on-call rate.
- Effective March 1st, the on-call rate for weekends and holidays will be set at a rate of one-third the university minimum wage.
  - UF’s current minimum hourly wage is $12.00 per hour which results in a weekend and holiday on-call rate of $4.00 per hour.
- With departmental approval, units may provide an SPI to offset any reductions in on-call earnings employees may experience.
Additional University Employment
Additional University Employment

- If an employee’s primary position is non-exempt, the secondary department is often required to pay overtime for the secondary position.
- Whenever the employee’s primary rate of pay increases, you must increase the rate of pay on the secondary appointment.
- Last week, Classification and Compensation began contacting campus human resources representatives who have active secondary appointments that may need to be adjusted due to the January 1st salary increases.
Additional University Employment

- You do not need to send an updated HR-600 form; however, you must complete an ePAF to adjust the rate of pay.
- If you have not been contacted and would like to request a list of employees with dual compensation appointments in your area, please email your request to compensation@ufl.edu.
Success At Work
Success At Work

• The Success at Work initiative is designed to identify the top 10 to 15, knowledge, skills, and abilities that make our employees successful in their current roles.
Success At Work

What makes you successful at work?

*Complete a five-minute survey today to let us know*

Building on the foundation provided by the UF On Target project, UF Human Resources is undertaking a new “Success at Work” initiative to begin to identify the top 10 to 15 skills that make our employees successful in their current roles.

Please complete the five-minute, anonymous survey below by [two weeks after send date], to help UFHR identify the key competencies necessary for success in each job title. UFHR will use your answers to begin to build enhanced training, develop career maps and provide other tools to help our university’s staff grow and flourish in their careers.

**The survey may be found at:**
[SURVEY LINK]

If you have questions, please contact UF’s Classification and Compensation office at (352) 392-2HRS.

Thank you for your participation!

UF Human Resources
UNIVERSITY of FLORIDA
Success At Work

• In January, Class and Comp began surveying positions in the Office and Business Administration job family.

• Each week, we will send out a batch of surveys to employees until the job families have been surveyed.
Success At Work

Questions?

successatwork@hr.ufl.edu

Phone: 352-273-2842
Benefits Updates
Double Deductions for State Plans 9 and 10-month Faculty

- Begin first paycheck in Feb (2/2) and end first check in May (5/11).
- Normal deductions resume in September.
- If pay is interrupted prior to end of this period, employee must contact Benefits Office.
- Double deductions do not apply to UF Select & GatorCare plans.
IRS Reporting Form 1095-C

- Employer Provided Insurance Offer and Coverage.
- Reports employees’ health insurance information for prior calendar year.
- State of Florida and GatorCare plan participants.
- Employees will receive form in February (postmarked 1/31/18).
- May file income tax returns prior to receiving 1095-C if they know they had coverage for the entire year.
- Employees enrolled in ACA Marketplace plans must report UF’s offer of employer-sponsored health coverage to IRS.
Marketplace Tax Credit Notices

- Employees using Healthcare Marketplace may qualify for premium tax credit.
- UF subject to penalty if FT employee offered coverage from UF receives tax credit.
- If tax credit notice received by departmental UF campus location, forward to UF Benefits immediately (fax, email, or postal mail):

<table>
<thead>
<tr>
<th>Fax: (352) 392-5166</th>
<th>Email: <a href="mailto:svking91@ufl.edu">svking91@ufl.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Address:</strong></td>
<td><strong>Campus Mailing Address:</strong></td>
</tr>
<tr>
<td>UF Benefits</td>
<td>UF Benefits</td>
</tr>
<tr>
<td>Attn: Stewart V. King</td>
<td>Attn: Stewart V. King</td>
</tr>
<tr>
<td>903 West University Avenue</td>
<td>P.O. Box 115007</td>
</tr>
<tr>
<td>Gainesville, FL 32606</td>
<td></td>
</tr>
</tbody>
</table>
Departmental considerations for new hires:

- Job appt./actions must be active in all systems before the employee can complete enrollment online (2-3 days).
- Choose early- to mid-month hire dates—allows time to process in system.
- Avoid hire dates late in the month & last day of the month.

Jobs not in the UF and People First systems by the end of month can delay coverage start date by at least one month for state plans!
New Hire Benefits Enrollment

Departmental considerations for new hires:

• Encourage new hires to complete benefit enrollments early.

• Inform hires about when coverage may reasonably begin or refer to Benefits staff for assistance.

• Health insurance premiums must be posted and insurance ID cards received before coverage can be used.

• Employees have 60 calendar days from hire to enroll.
State health & supplemental coverage can begin:

- No earlier than hire date or QSC date.
- The 1st of the month after enrollment, provided 2 consecutive payroll deductions occur in the same month.
- Exceptions – New hires enrolling only in health plan and employees with QSC events.

- UFSelect & GatorCare Plans can begin:
  - On date of hire (will be retroactive).
  - On date of event for QSCs.
  - Exception – QSC effective on 1st of month if removing coverage.
OPS Benefits Eligibility

- OPS employees eligible for benefits when expected to work 30+ hours on average.
- Applicable to:
  - New hires.
  - Internal promotions.
  - Movement to/from other state agencies.
  - Increase in hours without position change.
- Note: *Increase in hours must be reported to PeopleFirst Service Center.*
- OPS eligible for early effective date on health insurance only.
FSA Grace Period Ends March 15

- Continue to use for eligible expenses January 1 through March 15.
- *Use it or lose it!*
- Final filing date for 2017 is April 15, 2018.

FSA Questions?
Contact Chard Snyder 855-824-9284 or FloridaAskPenny@chard-snyder.com.
Dependent Eligibility Verification Audit (DEVA)

PeopleFirst / DSGI audit of dependents on state plans

• Phase II – requests being sent to UF employees March through May.
• Sent via email & postal mail from **HMS**.
• Request from HMS includes what to submit & deadline.
• Send documentation to **HMS only** (*do not send to PeopleFirst or UF Benefits Office*).
  - Send copies, not originals.
  - **Response is required!**
DEVA Reminders

- Always be cautious about disclosing personal information
- HMS employees will not call & request SSN data to confirm identity
- NEVER send SSN data by email
- Be certain the source is legitimate

More info available online [https://www.mybenefits.myflorida.com/](https://www.mybenefits.myflorida.com/) (enter DEVA in search box).

Questions about DEVA documentation requests? Call HMS (877) 577-4549.
Benefits Resources

- **alex®** *(online virtual benefits counselor)*
- **UF HR Benefits & Rewards website**
- **UF at Work** newsletter articles
- **UFHR Benefits Specialists:**
  - Call (352) 392-2477
  - Email benefits@ufl.edu
  - **Schedule appointment** through Benefits & Rewards website
Important Dates

• Florida Prepaid Open Enrollment Ends – February 28, 2018
• Next HR Forum – March 7, 2018.
• GBAS Spring Institute 2018 – April 3, 2018.
HR FORUM

Thank you for attending the HR Forum!

WORKING TOGETHER FOR THE GATOR GOOD