Welcome!
HR Forum

June 3, 2009, Human Resource Services
Agenda

- Hurricane Preparation
- Budget Update
- Employment Verifications
- Fringe Benefit Pool Training
- Services for Impacted Employees
- COBRA Updates
- Resurvey Updates
- Important Dates
Hurricane Season Preparedness

HR Forum
Questions to Ask Yourself

- Can your unit be closed for several days on short notice (4PM or weekend)?
- Does your unit have essential functions that must be staffed during a closure and do those employees have a safe place to stay with supplies?
- Does your unit have the ability to contact needed employees during/following closure?
- Could your unit continue essential functions if building was damaged?
Department / College Actions

- Review and update your unit’s current plan
- Departmental tropical weather template – [www.ehs.ufl.edu/disasterplan](http://www.ehs.ufl.edu/disasterplan)
- Update “Closure Checklists” and customize for individual unit needs
- Inventory and replace if necessary any supplies needed to complete checklists (ex – plastic sheets, flashlights, etc.)
• Departmental Tropical Weather Response & Recovery Template

• Available at [www.ehs.ufl.edu/disaster plan](http://www.ehs.ufl.edu/disaster plan)

• Guideline for developing unit level hurricane plan
Employee & Student Sheltering

• UF normally opens shelter for faculty, staff, students and their families

• If staying at a shelter take bedding, toiletries and entertainment for children

• Shelters are a “lifeboat” not the “Love Boat”
Building Emergency Coordinator Update

• Annual update requests sent to Deans and Directors

• Training for newly appointed BECs now occurring – contact EH&S to register

• BECs provide a primary and alternate contact for department/college assigned space in each building
Emergency Notification
Issues

• Current project to install IP speakers in all academic classrooms and many class labs and assembly areas
• Includes several high pedestrian-traffic outdoor areas
• Completion early 2010
Individual & Family Preparedness

• As a reminder – please make preparations at home
• UF is only as prepared as our employees
• [link](http://www.ehs.ufl.edu/disasterplan/Hurricane.htm)
Emergency Notification

Issues

• All employees encouraged to update emergency contact information:
  MyUFL → My Account → Update Emergency Contact

• New employees might be unaware of service

• Entering cell phone number automatically subscribes employee to UF’s emergency text messaging service

• Appropriate departmental access to emergency contact information of employees
Questions???

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http://www.ehs.ufl.edu/disasterplan/
Budget Update
Employment Verifications
The Work Number

• Implementing The Work Number for employment and salary verification this summer.
• Instant verifications will be available 365 days a year, 24 hours a day.
• Worked with the UF Privacy Office to ensure privacy issues were addressed.
• Communication will be sent to employees and local financial institutions after a “live” test.
Employment Updates

As we move into our heavy recruiting time, please remember to:

• contact your recruiter PRIOR to conducting interviews and PRIOR to making an offer.
• Update statuses in GatorJobs timely.
• Avoid negligent hiring by performing reference and criminal background checks for ALL hires (yes, including OPS!)
Fringe Benefits Pool Update
Fringe Benefits Pool

Approval Received on Rates:

- COM Clinical Faculty: 22.6%
- Faculty: 27.8%
- TEAMS/USPS Exempt: 33.1%
- TEAMS/USPS Hourly: 42.1%
- Housestaff & Post Docs: 18.3%
- Graduate Assistant: 11.6%
- Other OPS/Temp Faculty: 2.1%
- Student OPS/FWSP: 0.5%
Fringe Benefits Pool

Website:
http://www.hr.ufl.edu/benefits/fringepool

Overview Presentation
What Changes? What Doesn't?
Training
FAQ’s
Calculation and Definitions
Accounts
Fringe Benefits Pool Training

- June 9 through June 17
  - Emerson Alumni Hall and Brain Institute
- Overview and Background
- Assessment Process
- Reporting
- ePAF changes for Additional Pay and Leave Cashouts
- Pay Distributions

Register on my.ufl.edu through self service:
PST095 Fringe Benefits Pool Overview
Services for Impacted Employees
Available Services

• Human Resource Services will be available to meet with impacted employees:
  – Career opportunities and resume review
  – Benefits and extending coverage
  – Retirement options
  – Provide leave summary
  – Assist with unemployment compensation claims

• Impacted employees may call the HRS Service Center at 392-2HRS to coordinate an appointment

• [http://www.hr.ufl.edu/emp_relations/layoff/default.asp](http://www.hr.ufl.edu/emp_relations/layoff/default.asp)
Update on the COBRA Subsidy
COBRA Subsidy

Subsidy Recap
• The federal Stimulus package created a temporary premium reduction (subsidy) for individuals who were involuntarily terminated from 9/1/08 up thru 12/31/09
• The employer, (UF) pays 65% of the COBRA cost for up to 9 months

Update
• Initially the State Group Insurance chose 4 termination reasons for the subsidy: layoff, probationary dismissal, job abandonment and termination for cause
• Recently the state expanded eligibility to include Time limited and Non-reappointment terminations
Resurvey Updates:
Veteran Status & Race/Ethnicity
Federal Regulations

**Veterans Status Resurvey**

- The U.S. Department of Labor requires recipients of federal contracts in excess of $100,000 to submit a veteran status report annually.

**Race & Ethnicity Resurvey**

- The U.S. Department of Education requires all educational institutions and other recipients of DOE contracts and grants to collect and report race and ethnic data utilizing new standards and aggregation categories (Public Law 94-311).
Why Resurvey for Veterans Status

- **Current** Data Collection Fields
  - Active Reserve
  - Retired Military
  - Not a Vietnam-Era Veteran
  - Other Protected Veteran
  - Post-Vietnam-Era Veteran
  - Pre-Vietnam-Era Veteran
  - Veteran (VA Ineligible)
  - Veteran of the Vietnam Era
  - Vietnam-Era Veterans
  - Vietnam & Other Protected Veterans
  - No Military Service
  - Not Indicated
  - Not a Veteran

- **New** VETS-100 Fields
  - Disabled Veteran
  - Special Disabled Veteran
  - Other Protected Veteran
  - Armed Forces Service Medal Veteran
  - Recently Separated Veteran
  - Veteran of Vietnam Era
Veteran Status Resurvey via MySelf Service

☐ NON-VETERAN
A person who never served with the U.S. military, ground, naval or air service.
A person who is currently active duty in U.S. military, ground, naval or air service and has not been discharged as of today’s date.

☐ DISABLED VETERAN
A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administrated by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

☐ SPECIAL DISABLED VETERAN
A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administrated under laws administrated by the Department of Veterans’ Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service-connected disability.

☐ OTHER PROTECTED VETERAN
A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

☐ ARMED FORCES SERVICE MEDAL VETERAN
A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed. Reg. 1209).

☐ VETERAN OF THE VIETNAM ERA
A person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than an dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

☐ RECENTLY SEPARATED VETERAN
Any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service.
## Why Resurvey for Race & Ethnicity Data

### Current Data Collection Codes - 5
- “Hispanic”
- “American Indian or Alaska Native”
- “Black, non-Hispanic”
- “White, non-Hispanic”
- “Asian or Pacific Islander”

### New Race & Ethnicity Codes - 7
- “Hispanic or Latino”
- “American Indian or Alaska Native”
- “Black or African American”
- “White”
- “Asian”
- “Native Hawaiian or Other Pacific Islander”
- “Two or More Races”
Race & Ethnicity Resurvey via MySelf Service

1. Are you Hispanic or Latino?
   - No, not Hispanic or Latino
   - Yes, Hispanic or Latino

   A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

   The above part of the question is about ethnicity, not race.

No matter what you selected above, please continue to answer the following, if applicable, by marking one or more boxes as appropriate.

2. How would you describe yourself?
   (Choose one or more from the following racial groups)

   - American Indian or Alaska Native
     A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

   - Asian
     A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

   - Black or African American
     A person having origins in any of the Black racial groups of Africa.

   - Native Hawaiian or Other Pacific Islander
     A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

   - White
     A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Possible Race & Ethnicity Combinations

**Single Race**
- Asian
- Black
- White
- American Indian or Alaska Native
- Native Hawaiian or Pacific Islander

**Two Races**
- White & Black
- White & Asian
- White & American Indian/Alaska Native
- White & Native Hawaiian/Pacific Islander
- Black & Asian
- Black & American Indian/Alaska Native
- Black & Native Hawaiian/Pacific Islander
- Asian & American Indian/Alaska Native
- Asian & Native Hawaiian/Pacific Islander
- Asian, American Indian & Native Hawaiian

**Three Races**
- White, Black & Asian
- White, Black & American Indian/Alaska Native
- White, Black & Native Hawaiian/Pacific Islander
- White, Asian & American Indian/Alaska Native
- White, Asian & Native Hawaiian/Pacific Islander
- White, American Indian/ & Native Hawaiian
- Black, Asian & Native Hawaiian/Pacific Islander
- Black, Asian & American Indian/Alaska Native
- Black, American Indian & Native Hawaiian

**Four Races**
- White, Black, Asian & American Indian/Alaska Native
- White, Black, American Indian/Alaska Native & Native Hawaiian
- White, Asian, American Indian/Alaska Native & Native Hawaiian
- White, Black, American Indian/Alaska Native & Native Hawaiian
- Black, Asian, American Indian/Alaska Native & Native Hawaiian
- Asian, American Indian & Native Hawaiian

**Five Races**
- White, Black, Asian, American Indian/Alaska Native & Native Hawaiian/Other Pacific Islander

All combinations of 5 races and 1 Ethnicity (Hispanic/Latino) = 64 combinations
Reporting
Race & Ethnicity

Collection

1. Are you Hispanic or Latino?
   - [ ] No, not Hispanic or Latino
   - [ ] Yes, Hispanic or Latino

*The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following, if applicable, by marking one or more boxes to indicate what you consider you race to be.*

2. How would you describe yourself?
   (Select one or more races from the following racial groups)
   - [ ] American Indian or Alaska Native
   - [ ] Asian
   - [ ] Black or African American
   - [ ] Native Hawaiian/Other Pacific Islander
   - [ ] White

Reporting

Checking Hispanic trumps other choices
   - [ ] Hispanic
   - [ ] Non-Hispanic
     - [ ] White
     - [ ] Black or African American
     - [ ] Asian
     - [ ] Native Hawaiian or Other Pacific Islander
     - [ ] American Indian or Alaska Native

- [ ] Non-Hispanic (2 or more races)
- [ ] Nonresident Alien
- [ ] Unknown
Effective Dates

Veteran Status Resurvey
• June 2009 – Collecting
• Sept. 2009 - Reporting

Race & Ethnicity Resurvey
• Fall 2009 – Collecting (HRS)
• Winter 2010 - Reporting
Important Dates

• July 1\textsuperscript{st}
  – Next HR Forum

• July 9\textsuperscript{th}
  – Deadline to use 2008/09 USPS personal holidays & TEAMS/FAC personal days

• September 14\textsuperscript{th} through October 9\textsuperscript{th}
  – Open Enrollment

• September 25\textsuperscript{th}, 9:00 AM to 4:00 PM
  – Benefits Fair
Thank you for attending!