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Welcome!

HR FORUM



October 6, 2010, Human Resource Services

Agenda

- Gator Growl
- Additional University Employment
- Sick Leave Pool Open Enrollment
- December Leave Cashout
- 2011 Holidays
- Reemployed Retirees
- Open Enrollment
- Post Doc Care Benefits Conversion
- Superior Accomplishment Awards
- Criminal Background Checks for New Employees
- Parental Leave Program
- Important Dates



Gator Growl



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.
- You do not need to send an updated HR-600 form; however, you must complete an ePAF to adjust the rate of pay.

Sick Leave Pool Open Enrollment



Sick Leave Pool Open Enrollment Oct 1-31

Eligibility:

- Minimum balance of 64 hours of accrued sick leave
- Contribution of 8 hours of sick leave upon enrollment in pool
- Balance, contribution pro-rated based on FTE
- Application must be received in Leave Administration by 5:00 pm, Oct 31



Sick Leave Pool Open Enrollment

Oct 1-31

- Visit the link below to get information about sick leave pool membership and applications to request hours
<http://www.hr.ufl.edu/leave/sickleavepool/default.asp>
- Contact Leave Administration at 392-2477 with questions



December Vacation Cashout



December Vacation Cashout

- TEAMS employees may cash out up to 16 hours of vacation leave in the pay period November 12-25.
- Minimum balance of 40 hours of vacation leave required after end of pay period.
- Payment to be received in December 3 paycheck.
- Instruction guide is available to assist with this process:

<http://www.hr.ufl.edu/training/myUFL/toolskits/TimeLabor.asp>



2011 Holidays



2011 Holidays

- New Year's Day 2011- Friday, December 31st , 2010 (observed)
- Martin Luther King, Jr.'s Birthday - Monday, January 17th
- Memorial Day - Monday, May 30th
- Independence Day - Monday, July 4th (observed)
- Labor Day, Monday - September 5th
- UF Homecoming – to be determined
- Veterans Day - Friday, November 11th
- Thanksgiving - Thursday, November 24th & Friday, November 25th
- Christmas - Monday, December 26th (observed)



Reemployed Retirees



“Retiree” Reemployment Provisions

➤ Florida Statute Change

- Reemployment
 - 6 months
- Renewed Membership
 - No additional benefit
- Liability

➤ UF Policy

- Required Approvals
 - SVP or VP over hiring area
 - VP of HRS
- Exceptions
 - Non-state funds
 - OPS or adjunct faculty
 - 0.5 FTE or less
 - 1 year or less



“Retiree” Reemployment (continued)

➤ Safeguards

- GatorJobs questions
- Recruiter email to department contact
- Offer letters
- UF FRS Certification Form
- FRS Distribution Statement (ORP)



Open Enrollment



Open Enrollment (OE) Update/Reminders

- Benefits Fair - over 855 employees attended
- Open Enrollment ends Friday 10/22/10, at 6:00 p.m. EST
- Look for confirmation statements if you made an OE change starting Monday 10/25/10
- If you find an error, call People First before 11/5/10 at 6:00 p.m. EST

<http://www.hr.ufl.edu/benefits/openenrollment/default.asp>



Post Doc Care Benefits conversion



Post Doc Care Benefits

- Continuing Post Doc Associates who have not converted to the new Post Doc Care benefits will receive an email notice about the conversion
- Automatic enrollment into the new Post Doc Leave is effective for 1/1/2011 – no action needed
- State Health plan will be automatically converted to the new Post Doc Care plan effective 1/1/2011 – no action required unless a new dependent needs to be added
- All other state supplemental plans will terminate 1/1/2011 -- with some offering COBRA continuation
- Post Docs on spouse program will be contacted to discuss additional coverage options



Superior Accomplishment Awards



SUPERIOR  2011
ACCOMPLISHMENT AWARDS

Nomination Period is Open!

- Nomination period closes on Friday, October 29th
- Eligible employees include TEAMS, USPS, and Academic Personnel members except those at the Department Chair level and up.
- OPS employees are not eligible.
- Must be at least a .75 FTE and have been employed the full academic year (8/1/09 – 7/31/10).
- Employees who were awarded a SAA last year are not eligible this year.

SUPERIOR 
2011
ACCOMPLISHMENT AWARDS

SAA Performance Criteria

Nominees shall have accomplished noteworthy performance and have made a positive impact on the overall goals and objectives of the department. The SAA committee will consider the following factors:

1. Excellence in overall job performance
2. Outstanding service to all customers both internal and external
3. Willingness to assist beyond normal expectations
4. Dedication to the job and the University
5. Consistent cooperation and helpfulness
6. Initiative and/or creativity in performing assigned duties



Miscellaneous Information

For more information about the SAA program, print a nomination form or to determine who your Divisional Chairperson is visit:

<http://www.hr.ufl.edu/awards/saa/default.asp>

Or contact Employee Relations at (352)392-6615

Criminal Background Checks for New Employees



Parental Leave Program



UF Paid Parental Leave Policy

➤ Guiding Principles

- Recruit and retain world-class faculty and staff
- Support employees' career and family life
- Provide opportunity to care for and bond with child

➤ Current UF Policy

- Up to 6 Month Parental Leave (paid or unpaid) – includes the 12 weeks of FMLA
- Permits use of accrued sick and vacation leave



UF Paid Parental Leave Policy

- Proposed Program Details:
 - Advance up to 6 weeks of paid leave (faculty and staff)
 - Advancement used during the 6 months allowed for Parental Leave
 - Advancement is charged to the Fringe Benefit Pool
 - Repayment required within 3 years
 - Leave balance adjusted
 - Fringe Benefit Pool is repaid
 - Payment required if employee terminates prior to repayment of hours advanced.

- Implementation targeted for January 2011

Important Dates

- **October 22nd** – Open Enrollment Ends
- **November 3rd** – Next HR Forum
- **October 29th** – Deadline for Superior Accomplishment Award Nominations





Thank you for attending!

