Welcome! HR Forum

February 10, 2010, Human Resource Services
Agenda

• Jacksonville Update
• Sustainable UF – Chomp Down on Energy Campaign
• The 2\textsuperscript{nd} Annual Sustainable Solutions Awards
• Scorecards
• E-Verify
• Welfare Transition Program
• AvMed Security Breach
• Post Docs
• Queries/Reports Capturing Ethnicity Data
• Retired Retiree Process
• Employee Evaluations
• Focus Groups
• Regulation Change: Sick Leave
• Budget Issues
• Memorial for Employees
• Important Dates
The Role of the Regional Campus

University of Florida
College of Medicine - Jacksonville
University of Florida Organization Chart
# University of Florida Health Science Center Organizational Structure

<table>
<thead>
<tr>
<th>Colleges</th>
<th>Office of the Sr Vice President, Health Affairs</th>
<th>Centers and Institutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Dentistry</td>
<td>Associate Vice President &amp; Dean of Regional Campus Jacksonville</td>
<td>McKnight Brain Institute</td>
</tr>
<tr>
<td>College of Medicine</td>
<td>Academic and Administrative Affairs</td>
<td>University of Florida Shands Cancer Center</td>
</tr>
<tr>
<td>College of Nursing</td>
<td>Finance and Planning</td>
<td>University of Florida Genetics Institute</td>
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<tr>
<td>College of Pharmacy</td>
<td>Government Relations</td>
<td>CEO Shands</td>
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<tr>
<td>College of Public Health and Health Professions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Veterinary Medicine</td>
<td>Self Insurance Program</td>
<td>General Counsel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
UF Health Science Center
6 colleges & 7 hospitals

Main Campus:
Gainesville

Regional Campus: Jacksonville
For every $1M in state funding, the Health Science Center generated an additional $5.9M in funding from other sources.
Health Science Center FY08
Revenue, by College

TOTAL = $1.03B

- College of Medicine - Gainesville: 54%
- College of Medicine – Jacksonville: 21%
- All Other HSC Colleges: 25%
Shands HealthCare FY08 Revenue

TOTAL = $1.7B

The Academic/teaching hospitals total 85% of FY08 Shands HealthCare net revenue
1. There are substantial advantages from relocation of the UF/UFSC JAX within the UF/UFSC system. These benefits include:

A. Recruitment of a substantial proportion of the junior and senior students in Jacksonville. This is of major importance for some specialty rotations (40% of rotations in Pediatrics, 80% of rotations in Neurology, 50% of rotations in Internal Medicine) as well as some core rotations (50% in Emergency Medicine).

B. Education of 204 residents and fellows in essentially all specialties and subspecialties. These programs are all accredited and providing large numbers of residents who practice in Florida.

C. Extensive GME programs under the University of Florida banner.

D. Clinical programs with 1,400 employees operating multiple sites around Jacksonville and the major teaching hospital.

E. Research programs focused on clinical trials are very well located in the local environment. A grant announced on 10/3/08 is an example of a multi-million dollar grant.

II. The hospital is in a difficult fiscal position. Over half of its patients are either non-sponsored or sponsored by city and state governments. The hospital lost $1.6M in 2007 and has a bond debt of nearly $26M. It is faced with the decision of either closing the hospital or reorganizing its operations. The state budget situation continues to deteriorate. The hospital's credit rating is also down. It has been unable to secure revenue bonds or sell debt so that the hospital might reduce its debt.

III. The sustainable strategy for Sunshine Jacksonville would logically involve giving the hospital renewed greater autonomy while insulating the main campus from financial problems. This could come with a holding company (suggested by the University of Florida) as a model of the overall corporate entity, and with the University of Florida’s Florida Hospital continuing to provide a viable, independent, core component of the system. Strong leadership on the Jacksonville campus could reverse the financial losses and actually create a “profitable” unit. There would need to be some independence, particularly for programs that do not generate referrals to Gainesville. At the same time, I believe that collaboration combined specialty programs could be successful for both sites. As a whole, in shared risk and reward, I think this should be tried with some receptive departments to see if some “win” could be achieved and referrals increase.
Strategic Advantages from Consultation Report - Oct 08

A. Education (clinical rotations) of a substantial proportion of junior and senior students in Jacksonville

B. Education of 309 residents and fellows in essentially all specialties and subspecialties (Programs are all accredited and produce large numbers of graduate who practice in Florida)

C. Extensive CME programs under the UF banner

D. Clinical programs covering multiple sites around Jacksonville and the major teaching hospital

E. Research programs focused on clinical trials are well suited to the local environment
College of Medicine - Jacksonville (Over 2,000 employees)

UF employees
- 375 UF faculty (374 - physicians)
- 309 medical residents and fellows
- 39 OPS physicians/PDA Research
- 43 staff (TEAMS/USPS)

UF Health Services Support Organizations
- UF Jacksonville Healthcare, Inc.
  - 1107 non-UF employees
- UF Jacksonville Physicians, Inc. (faculty practice plan)
  - 362 non-UF employees
Models of Medical Education Expansion

I. New Medical Schools (established/initial class)
   A. Florida State University (2000/2001)
   B. University of Central Florida (2006/2009)
   C. Florida International University (2006/2009)

II. Existing Medical Schools
   A. “In place”
   B. Regional campus
      – Basic science campus (first 2 years)
      – Clinical campus (3rd and 4th years)
      – Four-year campus
Four-Year Regional Campuses

– University of Arizona / Arizona State Univ – Phoenix campus (2007)
– University of Miami / Florida Atlantic University – Boca Raton (2007)
– Texas A&M University – College Station and Temple (2007)
– Mercer University – Savannah (2008)
– Indiana University – Fort Wayne (2009)
– Michigan State University – Grand Rapids (2010)
– Medical College of Georgia / UGA – Athens (2010)
Medical School Education
The Jacksonville campus is geographically separate and does not serve as the medical school’s primary clinical site for medical student education.

1987/1988 – 600 student weeks performed in Jacksonville
2008/2009 – 3,242 student weeks performed
25% of 3rd year medical student class receives required clerkships in Jacksonville
GOAL: To have 36 to 48 COM students spend 3rd & 4th years entirely on Jacksonville campus
Educational

- 309 medical residents and fellows
- 374 UF faculty physicians
- Residency & fellowship programs in 27 specialties
- 219 UF College of Pharmacy students
- 100 UF College of Nursing students
- 42 CME programs, symposia & conferences each year
- UF Center for Simulation Education & Safety Research – one of the nation’s largest
- 36,000-volume Borland Health Sciences Library
Total GME Complement on UFCOM-J Campus


Graph shows a slight increase in the complement from 2001-2002 to 2009-2010.
The Research Enterprise of Regional Campuses

- **Regional Campuses with “Sizable” Research Infrastructure**
  - **UMDNJ Camden (Cooper University Hospital)**
    - 340 clinical trials each year; $26 million externally funded research
    - 15 NIH or federally-funded grants
  - **Tufts University, Springfield MA (Baystate Medical Center)**
    - $11 million NIH or federally funded research; over 250 clinical trials each year
  - **University of South Florida (Lehigh Valley Hospital, PA)**
    - $5 million in NIH or federally funded grants; 400 clinical trials each year
  - **University of Florida, Jacksonville**
    - About $6.5 in NIH or federally funded grants; over 500 clinical trials each year
<table>
<thead>
<tr>
<th>Rank</th>
<th>Institution</th>
<th>City</th>
<th>State</th>
<th>SOM Grand Total for 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JOHNS HOPKINS UNIVERSITY SCH OF MEDICINE</td>
<td>BALTIMORE</td>
<td>MARYLAND</td>
<td>$422,152,588</td>
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<td>45</td>
<td>UNIVERSITY OF MIAMI SCH OF MEDICINE</td>
<td>MIAMI</td>
<td>FLORIDA</td>
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<td>59</td>
<td>UNIVERSITY OF FLORIDA COL OF MEDICINE</td>
<td>GAINESVILLE</td>
<td>FLORIDA</td>
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<td>73</td>
<td>MEDICAL COLLEGE OF GEORGIA SCH OF MED</td>
<td>AUGUSTA</td>
<td>GEORGIA</td>
<td>$39,955,545</td>
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<td>94</td>
<td>UNIVERSITY OF SOUTH FLORIDA COL OF MED</td>
<td>TAMPA</td>
<td>FLORIDA</td>
<td>$14,927,158</td>
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<tr>
<td>110</td>
<td>MICHIGAN STATE U COL OF HUMAN MEDICINE</td>
<td>EAST LANSING</td>
<td>MICHIGAN</td>
<td>$7,405,922</td>
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<td>113</td>
<td>UNIVERSITY OF FLORIDA COL OF MED JACKSONVILLE</td>
<td>JACKSONVILLE</td>
<td>FLORIDA</td>
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<td>UNIV OF SOUTH CAROLINA SCH OF MEDICINE</td>
<td>COLUMBIA</td>
<td>SOUTH CAROLINA</td>
<td>$6,788,268</td>
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<td>UNIVERSITY OF CENTRAL FLORIDA</td>
<td>ORLANDO</td>
<td>FLORIDA</td>
<td>$5,505,477</td>
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<tr>
<td>124</td>
<td>FLORIDA STATE UNIVERSITY</td>
<td>TALLAHASSEE</td>
<td>FLORIDA</td>
<td>$2,384,852</td>
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<td>MERCER UNIV SCH OF MEDICINE</td>
<td>MACON</td>
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<td>126</td>
<td>FLORIDA INTERNATIONAL UNIVERSITY</td>
<td>MIAMI</td>
<td>FLORIDA</td>
<td>$1,080,775</td>
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</table>
Clinical

Affiliated with Shands Jacksonville (696 licensed beds)
Florida’s first Level 1 Trauma Center
57 practice sites -- 21 on campus, 36 in NE FL & SE GA
UF Proton Therapy Institute
Regional Perinatal Intensive Care Center
Center for Autism and Related Disabilities
Child Protection Team
UF Rainbow Center
Clinical Statistics
FY 08/09

- 565,448 ambulatory visits
- 89,044 ER visits
- 3,341 births at Shands Jacksonville
## Facts and Figures
### Historical Perspective

<table>
<thead>
<tr>
<th>($ in 000's)</th>
<th>FY 03/04</th>
<th>FY 04/05</th>
<th>FY 05/06</th>
<th>FY 06/07</th>
<th>FY 07/08</th>
<th>FY 06/09 Prelim</th>
<th>2010 Bud</th>
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</thead>
<tbody>
<tr>
<td>FTE's</td>
<td>312.3</td>
<td>321.5</td>
<td>333.2</td>
<td>356.5</td>
<td>389.0</td>
<td>377.0</td>
<td>375.6</td>
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<tr>
<td>Ambulatory Visits</td>
<td>472,945</td>
<td>489,688</td>
<td>507,156</td>
<td>529,719</td>
<td>549,057</td>
<td>565,346</td>
<td></td>
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<tr>
<td>Gross Clinical Revenue 4</td>
<td>258,654</td>
<td>279,049</td>
<td>306,843</td>
<td>397,274</td>
<td>421,928</td>
<td>440,856</td>
<td>481,935</td>
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<tr>
<td>Net Revenue</td>
<td>142,149</td>
<td>142,103</td>
<td>160,414</td>
<td>181,028</td>
<td>191,117</td>
<td>193,729</td>
<td>207,512</td>
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<tr>
<td>State $</td>
<td>4,237</td>
<td>4,446</td>
<td>4,379</td>
<td>5,918</td>
<td>4,180</td>
<td>4,031</td>
<td>3,779</td>
</tr>
<tr>
<td>As % of Net Rev</td>
<td>3.0%</td>
<td>3.1%</td>
<td>2.7%</td>
<td>3.3%</td>
<td>2.2%</td>
<td>2.1%</td>
<td>1.8%</td>
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<tr>
<td>UPL Gross</td>
<td>9,968</td>
<td>6,774</td>
<td>7,897</td>
<td>10,713</td>
<td>11,028</td>
<td>12,834</td>
<td>14,841</td>
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<tr>
<td>UPL Net 5</td>
<td>9,968</td>
<td>1,609</td>
<td>5,023</td>
<td>8,526</td>
<td>11,028</td>
<td>12,834</td>
<td>14,841</td>
</tr>
<tr>
<td>Support $</td>
<td>12,830</td>
<td>16,781</td>
<td>20,087</td>
<td>24,038</td>
<td>26,774</td>
<td>27,331</td>
<td>26,610</td>
</tr>
<tr>
<td>Bottomline</td>
<td>9,929</td>
<td>651</td>
<td>3,258</td>
<td>2,603</td>
<td>(5,213)</td>
<td>(1,798)</td>
<td>782</td>
</tr>
</tbody>
</table>

1. Audited financials
2. Preliminary, non audited financials
3. Does not include Commerce Agreements or resident expenses; does include Board Designated Funds (BDF) and Real Light $ except for Budget 09/10
4. On an accrual basis, includes post closing
5. An actual basis. Does not include financial statements which include an accrual for the 4th quarter and an adjustment for the 4th Quarter of the prior year. Starting in 07/08, UPL was not paid to Gainesville. However, FGP - Gainesville began withholding $100,000 annually in Proceeding funds.
Office of Sustainability

HR Forum
February 10, 2010

• Chomp Down on Energy
• 2nd Annual Sustainable Solutions Awards
Chomp Down on Energy

- Encourages *Faculty, Staff and Students* to reduce electricity use throughout campus

- The main UF campus uses approximately 470,000 megawatts of power annually
  - $38 million for electricity in 2008
  - Lights and equipment account for roughly 30-40% of a building's energy use
UF is conducting a number of building retrofit projects

- Example - Replacing T-12 fluorescent fixtures with T-8 ones, with a projected costs savings of $1.4 million over 10 years

Participation is critical

- **Phase 1** – Office buildings – Lights and common office equipment
  - Light-switch stickers that serve as reminders for individuals to turn off lights to rooms when not in use
  - "Last To Leave: Turn Off" policy

- **Phase 2** – Computer Power Management
  - IT Taskforce working on recommended practices and settings for computers

- **Pilot** – Labs/Research
  - Hoods and other research equipment (dryers, etc...)
April 21, 2010
- Nominations Feb. 15 - March 26
- Form will be available at sustainable.ufl.edu

Awards recognize individuals or teams which have made significant contributions toward advancing sustainability at UF
- Categories:
  - Water Conservation
  - Energy Efficiency
  - Waste Reduction
  - Best Green Team
  - Best Student Organization
  - Bright Idea
Questions

Ashley Pennington

Outreach Coordinator

amp1986@ufl.edu
352-392-7578

THANK YOU!!
Scorecards

Finance & Accounting
Human Resource Services
A Scorecard is...

A tool (in Excel format) provided to departments to assist in managing their areas. Scorecards include the following areas:

- Asset Management
- General Accounting
- Human Resources
- Payroll & Tax Services
- Purchasing & Disbursement Services
- Treasury Management
Scorecard Distribution

• Approximately 60 deans, VPs and administrative heads
• Based on 1st two numbers in the department ID
• See Controller’s website for complete list [http://fa.ufl.edu/uco/scorecard.asp](http://fa.ufl.edu/uco/scorecard.asp)
When are Scorecards Distributed?

- December scorecards will be distributed this week
- January scorecards will be distributed in a few weeks
- Scorecards will be distributed monthly
Scorecard Cover Letter Excerpts

• We have provided more detailed explanations on the Finance and Accounting website for the items on the Scorecard. Core office contact information is provided for each section or item. Finance and Accounting is also able to send staff to the departments to assist in their understanding of the business processes and guidelines. Please call or email if you have any questions or if you would like to arrange a visit.

• Since this is our first month distributing this information, please share with us any constructive advice or suggestions you have. We want to make this tool as useful as possible.
Deposit corrections represent revisions made after a deposit has been posted to the general ledger. They generally consist of changes to chartfield information, such as a deposit credited to the wrong project number, or a change in account number to correct a sales tax payment. Corrections are made at the request of the department and are prepared and posted by Treasury Management. Departments can prevent deposit corrections by carefully reviewing chartfield information and allocation amounts including calculations for sales and other taxes when the deposit is initially entered.

Contact: Laura Ling
lbling@ufl.edu
273-0493
Scorecard Example – Payroll Emergency Checks

<table>
<thead>
<tr>
<th>Department</th>
<th>Date of Emergency Check</th>
<th>PPE Date</th>
<th>UFID</th>
<th>Empl Rec</th>
<th>Name</th>
<th>Hours</th>
<th>Amount owed to EE</th>
<th>Reason Provided by Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxxxxx</td>
<td>12/18/2009</td>
<td>12/24/2009</td>
<td>xxxxxxx</td>
<td>0</td>
<td>xxxx,xxx</td>
<td>24.00</td>
<td>300.00</td>
<td>Time not approved</td>
</tr>
<tr>
<td>xxxxxxx</td>
<td>12/31/2009</td>
<td>12/27/2009</td>
<td>xxxxxxx</td>
<td>0</td>
<td>xxxx,xxx</td>
<td>40.00</td>
<td>500.00</td>
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<tr>
<td>xxxxxxx</td>
<td>12/18/2009</td>
<td>12/24/2009</td>
<td>xxxxxxx</td>
<td>0</td>
<td>xxxx,xxx</td>
<td>9.25</td>
<td>78.63</td>
<td>Original check overpaid &amp; cancelled; emergency check requested for correct amount</td>
</tr>
<tr>
<td>xxxxxxx</td>
<td>12/18/2009</td>
<td>12/24/2009</td>
<td>xxxxxxx</td>
<td>0</td>
<td>xxxx,xxx</td>
<td>27.00</td>
<td>917.19</td>
<td>Time not approved</td>
</tr>
</tbody>
</table>
E-Verify
E-Verify

- E-Verify has been fully implemented for all new hires
- Since January 16\textsuperscript{th}, 705 E-Verify checks have been processed
- Currently working 5 Tentative Non-Confirmation cases
- Please remember to process new hires by the end of the 3\textsuperscript{rd} business day
Welfare Transition Program
Welfare Transition Program

- Assists individuals transition back into the workforce
- Program is coordinated through FloridaWorks
- Available to work part-time for up to six months
- Provided at no cost to the employer
- Compensation is provided by FloridaWorks
- Provides an excellent opportunity for participants to gain experience while employers have tasks completed at no cost
- Contact John Sun at john-sun@ufl.edu if you are interested in this program
AvMed
Security Breach
Postdoctoral Associates
Postdoctoral Associates

- Updated Regulations
  - [http://regulations.ufl.edu](http://regulations.ufl.edu)
    - Clarifies Postdoctoral Associate is OPS
    - Adds PTO Leave Plan

- Letter of Offer Template
  [http://www.hr.ufl.edu/academic/categories.asp#associates](http://www.hr.ufl.edu/academic/categories.asp#associates)

- Appointment
  - Hire using employee class = PDR

- New Benefit Plans
Postdoctoral Associates

Benefits

- New health insurance program is called PostDocCare
- Total cost of individual or family health insurance provided for eligible Post Doc Associates
- The PostDocCare brochure and other information can be found at http://www.hr.ufl.edu/benefits/post_doc_care
- Leave plan is also offered, 5 hours personal leave accrued biweekly (policies for sick or vacation leave apply)
Postdoctoral Associates

- Letter being sent to all Postdoctoral Associates
- Postdoctoral Associates can enroll into new benefit plans
- In October 2010, PostDocCare will be the health plan available to all Postdoctoral Associates with a 1/1/2011 coverage effective date, and
- Effective 12/24/2010, sick leave balance will be converted to the new Post Doc Leave Plan
- Use of DPL hours will be permitted
Capturing Ethnicity/Race Data
Capturing Ethnicity/Race Data

- Change in table configuration due to self-disclosure of Ethnicity/Race
- Identify public queries and reports capturing race and ethnicity
- Send name of public query/ERP Report to
  - Mary Alice Albritton
  - maryal@ufl.edu
Retired Retiree Process
Process for Rehiring UF Retirees

• New policy distributed.
• Approval needed with certain exceptions.
• Form must be completed and submitted if approval required.
• VPs, Deans, or Directors may have additional requirements.
Performance Appraisals
Evaluation Dates

• March 1 through February 28

• Must be signed by March 31

• Outside Activities (positive reporting on form)
Performance Appraisal form for TEAMS Exempt Employees

Employee’s name: Click here to enter text.  
Job Title: Click here to enter text.  
Department: Click here to enter text.  
UFID: Click here to enter text.  
Appraisal Period: Click here to enter text.  
Overall rating: Choose an item here.

Prior to completing the appraisal, it is recommended that the employee submit a self-assessment.

Please attach a narrative to this form providing a detailed evaluation of the employee’s performance in areas such as productivity, initiative, leadership, attendance, reliability, customer service, teamwork, interpersonal skills, supervisory skills or other appropriate areas of responsibility. Goals should also be set for the next appraisal year.

An overall rating based on the rating categories listed below, must be entered on this form. The overall rating should be consistent with the evaluative comments on the narrative. Please contact your Employee Relations Satellite office prior to issuing an overall rating of “Minimally Achieves” or “Below”.

- **Exceeds:** Almost always exceeds performance standards. Consistently produces excellent quality work in innovative and demonstrates high level leadership qualities.
- **Above Average:** Consistently meets and regularly exceeds performance standards. Able to work independently.
- **Achieves:** Generally meets performance standards. Seldom exceeds or falls short of desired results. Able to work independently, but sometimes requires direction.
- **Minimally Achieves:** Frequent failures to meet performance standards. Requires frequent instruction and supervision.
- **Below Performance Standards:** Fails to meet performance standards.

**Employee’s Acknowledgment of Review and Receipt:**

By signing below, I acknowledge that my evaluation has been reviewed with me and I have received a copy. I understand that my signature does not necessarily indicate my agreement with the evaluation. Also, I understand that I may submit written comments rebuttal on any aspect of the performance appraisal, and that a copy of the comments will be provided to my supervisor as well as Human Resource Services for inclusion in my official personnel file. Rebuttal/comments should be submitted to Human Resource Services within ten (10) working days of receipt of appraisal.

An employee may not engage in any outside activity that interferes with the full performance of professional responsibilities or other institutional obligations is keeping with UF Regulation 6C1-1.511, which governs disclosure of outside activities and financial interests. Please check applicable box (as of this date):

- [ ] I have no outside activities to report
- [ ] I have submitted a Disclosure of Outside Activities and Financial Interests (Form OAA-001-267) to the chair/supervisor or dean/director
- [ ] My Disclosure of Outside Activities and Financial Interests (Form OAA-001-267) is attached

Employee’s Signature  
Date

Supervisor’s Name & UFID (please print)  
Supervisor’s Signature  
Date

*Annual appraisals must be issued, signed, and dated by employee: no later than March 31.  
Forms should be mailed or delivered to Human Resource Services, Employee Relations, Attn: Paulene Shindelbower,  
PO Box 109346, Campus Phone: (352) 392-3715.
Focus Groups for Appraisals 2010/2011

We are inviting people to discuss and provide feedback on new performance evaluation criteria for exempt employees who supervise planned for next year’s appraisal cycle. The new criteria are based on the University’s new managerial/leadership competency model.
Focus Groups for Appraisals
2010/2011

If you are interested in participating, please call Training (392-4626) and register for one of the three time slots below:

February 18, 2-4 pm
February 19, 9-11 am
February 22, 10:30am-12:30pm

Location - HR Building, VP Conference Room
Regulation Change:
Payment for Unused Sick Leave
Payment for Unused Sick Leave

Upon separation, an employee with ten (10) or more years of creditable service who was hired prior to April 1, 2010, shall be paid for one-fourth of unused sick leave up to a total of 480 hours. An employee who is hired on or after April 1, 2010, shall not be paid for any unused sick leave upon separation.
Budget Issues
Memorial for Employees
Important Dates

- **February 12th thru May 7th** – Double deduction period for 9/10 month Faculty & Staff

- **March 2nd (9 – 11:30 a.m.)** - "Safe Campus, Safe Community: Creating a Violence-Free Workplace,” room 120 of the HRS Building. Registration via the myUFL system is required.

- **March 10th** – Next HR Forum
Thank you for attending!