Agenda

• Fringe Benefit Pool Rates
• Hurricane Preparation
• Perquisites
• Alternate Work Locations
• Additional Employment
• Immigration Support Services
• Employment Updates
• Score Cards and Late Appointments
• Statement of Financial Interests
• Updates to Competitive Search and Waiver Procedure for Academic Personnel
• Legislative Retirement Changes
• Legislative Benefits Changes
• Important Dates
Fringe Benefit Pool Rates
What is a pooled fringe rate?

• Result of the process of taking all employee benefits for an employee group and averaging them into one fringe benefit rate for the group.

( Total Employer Paid Fringes/ Total Salary Earnings = Fringe Rate)
What benefit expenses make up the pooled rate?

- Controller’s office will calculate and negotiate annual rates
  - Compiles experienced rates from the previous year across all funds and seeks approval from the Department of Health and Human Services
    - FICA – OASDI, Medicare
    - Insurance—Health, Life
    - Retirement
    - Long-term disability
    - Worker’s Compensation
    - Unemployment Comp.
    - Termination Pay – Annual & Sick Leave
    - Sick Leave Pool Usage
  - Projects and negotiates anticipated rates for subsequent year
## Calculation of Pooled Rates – 2009-10

<table>
<thead>
<tr>
<th></th>
<th>Medical Faculty</th>
<th>Faculty</th>
<th>TEAMS/USPS Exempt</th>
<th>TEAMS/USPS Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2007-08 historical</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earnings (Ret. Based)</td>
<td>$ 201,401,352</td>
<td>$ 365,981,181</td>
<td>$ 195,646,144</td>
<td>$ 156,577,520</td>
</tr>
<tr>
<td>FICA OASDI</td>
<td>$ 6,415,306</td>
<td>$ 19,114,084</td>
<td>$ 11,662,427</td>
<td>$ 9,493,855</td>
</tr>
<tr>
<td>FICA Medicare</td>
<td>$ 2,576,692</td>
<td>$ 4,828,482</td>
<td>$ 2,732,542</td>
<td>$ 2,139,691</td>
</tr>
<tr>
<td>Health Ins.</td>
<td>$ 10,521,928</td>
<td>$ 29,923,569</td>
<td>$ 26,273,274</td>
<td>$ 35,409,899</td>
</tr>
<tr>
<td>Life Ins.</td>
<td>$ 549,476</td>
<td>$ 1,082,577</td>
<td>$ 433,434</td>
<td>$ 318,554</td>
</tr>
<tr>
<td>Retirement</td>
<td>$ 19,022,459</td>
<td>$ 37,620,711</td>
<td>$ 19,903,153</td>
<td>$ 15,901,272</td>
</tr>
<tr>
<td>Other (DSGI, AEF Dis.)</td>
<td>$ 2,402,438</td>
<td>$ 1,255,270</td>
<td>$ 435,522</td>
<td>$ 506,814</td>
</tr>
<tr>
<td>Workmen's Comp</td>
<td>$ 1,087,567</td>
<td>$ 1,976,298</td>
<td>$ 1,056,489</td>
<td>$ 845,519</td>
</tr>
<tr>
<td>Un Comp/Sick Lv. Pool</td>
<td>$ 349,589</td>
<td>$ 629,826</td>
<td>$ 273,905</td>
<td>$ 219,209</td>
</tr>
<tr>
<td>Leave Cash outs</td>
<td>$ 2,598,455</td>
<td>$ 5,343,705</td>
<td>$ 1,950,692</td>
<td>$ 1,013,659</td>
</tr>
<tr>
<td>Total Benefits</td>
<td>$ 45,456,283</td>
<td>$ 101,657,069</td>
<td>$ 64,721,438</td>
<td>$ 65,848,470</td>
</tr>
<tr>
<td><strong>Current Eff. %</strong></td>
<td><strong>22.6%</strong></td>
<td><strong>27.8%</strong></td>
<td><strong>33.1%</strong></td>
<td><strong>42.1%</strong></td>
</tr>
</tbody>
</table>
Calculation of Pooled Rates – 2010-11

• Process began December 2009
• Data gathered by Cost Analysis – Division of Finance & Accounting
• Historical Data – 2008-09 Fiscal Year Actuals
• Adjusted for
  – Health Insurance Increases
  – FRS Retirement Increases
  – Projection for potential Salary Increases
Calculation of Pooled Rates – 2010-11

<table>
<thead>
<tr>
<th>Based on 2009-10</th>
<th>Medical Faculty</th>
<th>Faculty</th>
<th>TEAMS/USPS Exempt</th>
<th>TEAMS/USPS Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings</td>
<td>$214,750,756</td>
<td>$365,128,391</td>
<td>$204,912,629</td>
<td>$160,275,917</td>
</tr>
<tr>
<td>FICA OASDI</td>
<td>$7,211,561</td>
<td>$17,685,800</td>
<td>$11,756,040</td>
<td>$9,191,504</td>
</tr>
<tr>
<td>FICA Medicare</td>
<td>$3,377,655</td>
<td>$4,886,536</td>
<td>$2,863,349</td>
<td>$2,207,102</td>
</tr>
<tr>
<td>Health Ins.</td>
<td>$13,690,006</td>
<td>$32,014,080</td>
<td>$28,840,916</td>
<td>$38,648,394</td>
</tr>
<tr>
<td>Life Ins.</td>
<td>$557,814</td>
<td>$758,618</td>
<td>$419,279</td>
<td>$302,579</td>
</tr>
<tr>
<td>Retirement</td>
<td>$20,600,556</td>
<td>$40,051,242</td>
<td>$22,899,861</td>
<td>$18,519,902</td>
</tr>
<tr>
<td>Other (DSGI, AEF Dis.)</td>
<td>$2,427,049</td>
<td>$1,176,872</td>
<td>$434,613</td>
<td>$513,282</td>
</tr>
<tr>
<td>Workmen's Comp</td>
<td>$1,120,439</td>
<td>$1,905,018</td>
<td>$1,069,109</td>
<td>$836,222</td>
</tr>
<tr>
<td>Un Comp/Sick Lv. Pool</td>
<td>$290,484</td>
<td>$493,893</td>
<td>$277,177</td>
<td>$216,798</td>
</tr>
<tr>
<td>Leave Cash outs</td>
<td>$3,516,120</td>
<td>$4,268,619</td>
<td>$2,097,348</td>
<td>$1,247,632</td>
</tr>
<tr>
<td>Total Benefits</td>
<td>$52,791,683</td>
<td>$103,240,678</td>
<td>$70,657,691</td>
<td>$71,683,415</td>
</tr>
<tr>
<td>Current Eff. %</td>
<td>24.6%</td>
<td>28.3%</td>
<td>34.5%</td>
<td>44.7%</td>
</tr>
</tbody>
</table>
Hurricane season is here again – Are we ready?
What’s New This Year

• Saffir Simpson no longer connected to storm surge – now termed “Saffir Simpson Hurricane Wind Scale”
• Past storms and continuing research demonstrate wind and surge are not connected factors (Examples – Ike & Charley)
• Coastline shape, size of storm and angle of approach are more important for surge
What’s New This Year

• Daily text and graphical “Tropical Weather Outlook” issued by National Hurricane Center

• Indicates potential for development of tropical systems during next 48 hours

• www.nhc.noaa.gov
What’s New This Year

• Coastal watches and warnings issued **12 hours earlier** than in previous years
  – Tropical Storm or Hurricane Watch = conditions possible in **48 hours**
  – Tropical Storm or Hurricane Warning = conditions expected within **36 hours**

• Remember – “Tropical Storm Wind Watch/Warning” and “Hurricane Wind Watch/Warning” are terms used for inland areas
What’s New This Year

• Tropical cyclone forecast error cone adjusted – becoming smaller

• What does the forecast cone actually mean?
Error Cone = 2/3 of historical forecast errors over previous 5-year period fall within cone for forecasted period

Ex – forecast error for 48 hours is 108 nautical miles
What’s New This Year

• Additional product changes from National Hurricane Center:
  – Special Tropical Weather Outlook
  – Public Advisory format changes
  – Wind Speed Probabilities (cumulative and individual time periods)

• [Link](http://www.nhc.noaa.gov/nhc_new_2010.shtml)
UF Actions

• Departmental Tropical Weather Response & Recovery Plan
• Guidance for developing unit level hurricane plan
• Please review and update
• Template available at www.ehs.ufl.edu/disasterplan
UF Actions

• Can your unit close 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 safe place to stay with supplies?
• Could your unit continue essential functions if building was damaged?
• Are you prepared at home?
UF Actions

• UF normally operates shelters for students, faculty, staff and families
• Shelters are a “lifeboat” not the “Love Boat” – staying with family or friends is a preferred option
• If staying at a shelter take bedding, toiletries and entertainment for children
Other News

• VoIP mass notification system being deployed in academic classrooms and class labs on Campus
• 6 outdoor areas included with additional areas planned
• Potentially will be added to most existing IP phones on campus
• Ability to broadcast simultaneous, live message to devices
Other News

• Building Emergency Coordinator updates completed

• Upcoming Training
  – BEC Introduction
    • June 24th 9-10AM / HPNP Room 1404
    • June 29th 3-4PM / Reitz Union Room B75
  – Severe Weather Information & Training (NWS-Jax)
    • June 17th 10-11AM / HPNP Room 1404
    • June 17th 2-3PM / Reitz Union Room B75
  – Bomb Threat Guidelines (UFPD)
    • July 1st 2-3PM / HPNP Room 1320
    • June 21st 10-11AM / Reitz Union Room 349

• RSVP with Tamera Crockrell tcrockrell@ehs.ufl.edu
Perquisites
Submit Perquisite renewals this month

• In May, Departments were sent a summary report of perquisites approved during the 2009-2010 fiscal year.

• To renew, delete, or make changes to perquisites for the 2010-2011 fiscal year, departments should use the report and instructions provided and submit renewal information to Classification and Compensation no later than July 15th.

• Requests for new perquisites should be submitted as a new request using the Request for Approval of Perquisites or Sale of Goods and Services form.

• Questions may be directed to Adia Rhodes at 273-2477.
Alternate Work Locations
Alternate Work Location Agreements due for renewal by July 1st

• Form location: [http://hr.ufl.edu/recruitment/forms/alternate.pdf](http://hr.ufl.edu/recruitment/forms/alternate.pdf)

• Renewals require only the Extension/Renewal Page

• For new agreements-Review, Discuss, and Complete Agreement

• Include begin/end dates and update Position Description

• Dean/Director and VP Approval and Signature

• Submit completed forms to Classification & Compensation

• Contact Desiree Williams at 392-2477 if you have questions
Alternate Work Location

Eligibility
• Academic Personnel and TEAMS/USPS with 6 months of service with current supervisor
• OPS are eligible upon hire

Considerations
• Is it advantageous for the unit and employee?
• Requires all essential functions of job be performed
• Reasonable Accommodation
• Work hours
• Space / Equipment
Additional Employment
Renew HR-600’s

• Approval forms for additional university employment--also known as dual employment--expire for:
  – Academic Year Appointments - May 15 (for 9 month) and June 9 (for 10 month)
  – Fiscal Year (12 month Appointments) - June 30

• Departments must renew extra state compensation commitments that extend into the new fiscal or academic year.
Renew HR-600’s

• For new or existing commitments for Additional University Employment, complete a Request for Approval of Additional University Employment (HR-600) form and submit it to:

  – Academic Personnel-PO Box 113005. Contact Janet Malphurs at 392-2477 with questions.

  – TEAMS, USPS, and OPS-Classification and Compensation, PO Box 115009. Contact Brook Mercier at 392-2477 with questions.
Immigration Support Services for Faculty and Staff

• Effective June 11, Immigration Support Services, formerly Faculty and Scholar Services, will move to HRS.
• Services include employment and sponsorship of faculty and staff.
• Immigration support for students and visiting scholars will remain in the International Center.
Employment Updates
Employment Updates

• Change Request Form for faculty posting changes no longer required. Needed changes can be requested by phone or e-mail to your recruiter.

• DOL new internship standards applies to “for profit” private sector employers only.

• Reminder of Nepotism Policy
Employment Updates

• New Exemption to Post a Faculty Position form available later this week.

• Veteran’s Preference and USERRA Information Session on June 25. Limited space available, please e-mail john-sun@ufl.edu of interested in attending.
Score Cards and Late Appointments
Score Cards and Late Appointments

- Action Date of 4/1 to 4/30
  - 798 new hires
  - 70 entered late (8.7%)
  - 728 entered timely (91.3%)
STATEMENT OF FINANCIAL INTEREST

FLORIDA COMMISSION ON ETHICS
STATEMENT OF FINANCIAL INTEREST

• **What**
  ✷ Section 112.3145(1)(b), F.S. requires appointed governing bodies of political subdivisions, and specified state employees to submit a Statement of Financial Interest Form by July 1st of each year to the Florida Commission on Ethics.
  ✷ Statement of Financial Interest Form is a sworn statement showing:
    ◦ Sources of income that exceeds 5% or $2,500 of gross income
    ◦ Own over 5% of total access or stock in a Florida business
    ◦ Land owned in Florida in excess of 5% of the property’s value
    ◦ Intangible personal property that exceeds 10% or $10,000 of total assets

• **Who**
  ✷ University Board of Trustees
  ✷ Specific State Employees - state employee who serves as counsel or assistant counsel, business manager, purchasing agents, finance and accounting directors, personnel officers, or grants coordinators having the power to make any purchase exceeding **$15,000** for any state agency.
STATEMENT OF FINANCIAL INTEREST

• **When to File**
  - FORM 1  Mailed in May and due by **July 1**\textsuperscript{st} of each year
  - FORM 1  Within **30** days of appointment or employment
  - FORM 1F  Within **60** days after leaving position or employment

• **Penalties for Late Filing**
  - $25 per day for each late day, up to a maximum of $1,500.

• **Human Resource Services**
  - June 2010  DDD (Identification of Positions)
  - July 2010  UF Bridges (Exploring Position Tracking Reports)

• **Florida Commission on Ethics**
  - [http://www.ethics.state.fl.us/](http://www.ethics.state.fl.us/)
Updates to Competitive Search and Waiver Procedure for Academic Personnel
Updates to Competitive Search and Waiver Procedure for Academic Personnel

**Academic Administrative Appointments:**

**A:** Assistant/associate dean, department chair, director of a major program, etc: The preferred strategy is a competitive national search. However, a waiver of a national external search may be granted when there are constraints such as funding, timing, available candidates, etc. If this is the case, submit a Waiver Request Form and check relevant boxes. Specify circumstance/s under “Explanation of Waiver Type Requested” section.

**B:** Uncompensated Administrative Title: This applies to a position that carries no administrative supplement, is 41% administrative FTE or less, and is limited to current employees in the unit. In these cases, the administrative title is generally viewed as a “working title” for use in the unit. Submit a Waiver Request Form with the appropriate box checked. No explanation is required.

**Acting, Interim or Visiting Appointments:**

This applies to an appointment of an individual to temporarily fill a position when the regular incumbent is expected to return (Acting) OR there is an appointment of an individual to a position for which a search is to be conducted within one year (Interim) OR there is an appointment for a calendar year or less of a faculty member as visiting. Submit a waiver request form with the appropriate box checked. Specify the circumstance/s under “Explanation of Waiver Type Requested” section.
Other waiver requests may be considered on a case-by-case basis in the following instances or circumstances:

7. **Time, Financial or Other Significant Constraints:** These are to be specified by the requesting unit.

8. **An Expedited Search** requires advertising for a minimum of 14 days on GatorJobs. There should be a review of all submitted applications by a designated search committee.

9. **An Internal Search** indicates posting on GatorJobs only. There should be a review of all submitted applications by a designated search committee. This type of search is limited to current permanent UF employees.
Updates to Competitive Search and Waiver Procedure for Academic Personnel

REQUEST FOR WAIVER FORM: Competitive Search for Academic Personnel

WAIVER INFORMATION (CHECK ALL THAT APPLY):

☐ Acting, Interim or Visiting
☐ Degree Waiver
☐ Named in Contract/Award (100%)
☐ Spouse or Domestic Partner Hire
☐ Expedited Search
☐ Uncompensated Administrative Title
☐ Underrepresentation (ethnicity/gender)
☐ Special Professional Distinction (submit a CV)
☐ Critical Hire / “Team” Requirement
☐ Time, Financial, Other Constraint
☐ Internal Search

APPROVALS

Requesting Dept. Chair/Hiring Authority Name: ________________________________

Signature: ________________________________

Department or Unit: ________________________________ Date: _________________

Dean Name: ____________________________ Signature: ________________________________

College: ________________________________ Date: _________________

Provost or Designee: ________________________________ Date: _________________

Email for return of approved waiver: ________________________________
Legislative Retirement Changes
DROP Interest Rates

• HB 5607 – provision to reduce annual accrual rate for DROP accounts from 6.5% to 3.0%

• Vetoed by Governor Crist on May 28, 2010

• No change in DROP accruals (override vote unlikely)
DROP Interest Rates

DROP Begin date of 6/1/10 may still be changed by contacting Division of Retirement - Calculations Bureau

Toll-Free: (888) 738-2252
Local: (850) 488-6491
Fax: (850) 410-2195
E-Mail: calculations@dms.MyFlorida.com
2010-2011 Legislative Changes affecting Benefit Programs
Legislative Changes

The recent 2010-2011 legislative session resulted in changes to the following state sponsored benefit programs:

- New rates for Spouse Program and Executive Service participants
- Employer health rate increases
- Health Insurance Co-pay changes
- Prescription Plan Co-pay changes
- Life Insurance Plan Changes

The Legislative bill was approved on May 28, 2010, by the Governor with some changes being implemented as early as next month.
Legislative Changes

• All employees whose health insurance is currently paid by the state will begin paying minimal monthly premiums effective 7/1/10.

• This affects Spouse Program and Executive Service participants. New Premiums:
  • $8.34/mo Individual coverage
  • $30.00/mo for Family coverage
  • Each spouse --$ 15.00/mo for Spouse Program coverage

• Full-time Employee health premiums stay the same for FY 2010-2011

• Employer Rates will increase effective 12/1/10 (January 2011 coverage)
  • Also affects Part-time employee’s premiums
  • And overage dependent coverage premiums (a separate policy purchased in addition to your family plan)
  • New employer rates:
    • Individual from $473.62 to $499.80/mo
    • Family from $1004.14 to $1063.34/mo
    • Spouse Program from $1184.14 to $1213.34/mo
Legislative Changes

Health Insurance Co-pay Changes Effective 1/1/2011

<table>
<thead>
<tr>
<th>Services</th>
<th>State Employees’ PPO Plan</th>
<th>HMOs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Co-pay</td>
<td>Co-pay as of 1/1/11</td>
</tr>
<tr>
<td>Urgent care physician visit</td>
<td>$15</td>
<td>$25</td>
</tr>
<tr>
<td>Emergency room visit</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Primary care physician visit</td>
<td>$15, unchanged</td>
<td>$15</td>
</tr>
<tr>
<td>Specialist physician visit</td>
<td>$25, unchanged</td>
<td>$25</td>
</tr>
</tbody>
</table>

• Mammograms will be covered as a preventive service and will no longer apply to the deductible.
**Legislative Changes**

**Prescription Co-Pay changes effective 1/1/2011**

<table>
<thead>
<tr>
<th>State Employees’ PPO Plan and HMO Plans</th>
<th>Retail (one month’s supply)</th>
<th>Mail Order (three months’ supply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Co-pay</td>
<td>Co-pay as of 1/1/11</td>
<td>Current Co-pay</td>
</tr>
<tr>
<td>Generic drugs</td>
<td>$10</td>
<td>$7</td>
</tr>
<tr>
<td>Preferred brand name drugs</td>
<td>$25</td>
<td>$30</td>
</tr>
<tr>
<td>Non-preferred brand name drugs</td>
<td>$40</td>
<td>$50</td>
</tr>
</tbody>
</table>

- All health plans will offer limited smoking cessation prescription benefits
- Certain maintenance RX will be filled 3 times via retail pharmacy and mail order thereafter
Legislative Changes

• Life Insurance Benefit Change Effective January 1, 2011

  • All employees, regardless of classification, will have an automatic basic life insurance benefit of $25,000
  • The state/UF will pay the entire premium for this benefit
  • For new employees, coverage begins the first day they physically report to work
  • The state is currently working with Minnesota Life to provide additional benefits for optional life insurance
  • Employees can make available changes during open enrollment
QUESTIONS?
Important Dates

- July 14th – Next HR Forum
Thank you for attending!