Welcome!
HR Forum

February 9, 2011, Human Resource Services
Agenda

• Performance Appraisals
• Gator Advantage
• Office of Sustainability
• Effort Reporting
• Employment Updates
• GatorGradCare & PostDocCare
• Important Dates
Performance Appraisals
Evaluation Period

• March 1 through February 28
• Must be signed by March 31
• Outside Activities
- Non-exempt TEAMS and all USPS use form
- Exempt TEAMS use narrative, attach form
- Call Employee Relations for Minimal Achieves and Belows
- Position descriptions should be reviewed
PERFORMANCE APPRAISAL FORM FOR EXEMPT EMPLOYEES

Employee’s name: ____________________ UFID #: ____________________

Title: ____________________ Department: ____________________

Date of Appraisal: ________________ Overall Rating: ______ (insert drop down box)

Prior to completing the appraisal, the employee should be asked to 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.

The following rating categories should be used for each aspect of the employee’s responsibilities that is being evaluated. An overall rating, also based on the rating categories listed below, must be entered on this form. The overall rating should be consistent with the ratings 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, is 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: Frequently fails 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. Rebuttals/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 in keeping with UF Regulation 6C1-1.011, which governs disclosure of outside activities and financial interests. Please check applicable box (as of this date): 1) I have no outside activities to report

• 2) I have submitted a Disclosure of Outside Activities and Financial Interests (Form OAA-GA-L-267*) to the chair/supervisor or dean/director

• 3) My Disclosure of Outside Activities and Financial Interests (Form OAA-GA-L-267*) is attached.

______________________________________ __________________
Employee’s Signature Date

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

Annual appraisals must be issued to and signed by employees no later than March 31.
Forms should be mailed or delivered to Human Resource Services – Employee Relations, Attn: Paulene Shindelbower,
• 903 W. University Avenue, PO Box 115003.
Gator Advantage
University of Florida Physicians – statewide reach

- Largest and most diverse multispecialty physician practice in the Southeastern United States
- Exclusive clinical practice arm of the University of Florida College of Medicine
- Almost 600,000 outpatient visits annually
- 73 specialty, subspecialty, and subspecialty areas
Focusing on access and the patient experience

Why access is critical to us
- Key element of quality
- Helps form the patient experience
- Affects our reputation
- Influences our financial performance

Multiple aspects of access
- Timely care
- Appropriate services
- Sufficient capacity
- Effective marketing
- Hospitality
The GatorAdvantage Rollout

• Focused initially on Shands employees and their dependents – rolled out August 2010
  – 6,433 covered employees
  – Almost 15,000 covered lives

• Rollout expanded to Health Science Center employees and their dependents in November 2010
GatorAdvantage – the program

• Provides outpatient appointments “in a timeframe acceptable to the patient, including next-day if requested”
• All departments, all specialties, all clinics
• Same access for Shands ancillaries such as radiology and labs

More than 400 employees received a two-hour training session including role playing
• Hotline created to address any problems with the program (265-UFMD)
• Dedicated navigator established for Shands ancillaries
How to use the GatorAdvantage Program

- Check our physician directory to identify practice site desired
- Call practice and say you are a GatorAdvantage member
- Indicate time frame in which you need an appointment

www.med.ufl.edu/patients/ufclinics/ufp_physician_directory.pdf
What’s next?

• Expand GatorAdvantage program to all University of Florida employees Feb. 21
• Parking voucher program for GatorAdvantage members Feb. 1
• Extend GatorAdvantage to additional groups
• Focus on other patient experience issues
  – Access Center to open late Spring
  – Wait experience improvement
Office of Sustainability

• Sustainable Solutions Awards
• REthink Campaign
Sustainable Solutions Awards

- Nominations open February 1 through March 15
  - Form available at sustainable.ufl.edu

- Recognizes individuals or teams that have made contributions toward advancing sustainability at UF
  - Categories:
    - Water Conservation
    - Energy Efficiency
    - Waste Reduction
    - Social Equity & Justice
    - Academics
    - Best Green Team
    - Best Student Organization
    - Bright Idea
**REthink Campaign**

- **REthink today. REdefine tomorrow.**
  - February 5 – April 22

- Campaign to engage, educate and empower Gators to consider waste in its many forms and the ways they can **REduce, REuse, REcycle, REPurpose, REnew, REstore and RESPond** in their own lives!
  
  - **REthinking Waste: Sustainable Solutions in a Modern World**, Keynote by Tom Szaky, Founder and CEO of TerraCycle, March 22, 7pm JWRU Grand Ballroom
  
  - **Campus Earth Month Kickoff and Celebration**, April 1, Plaza of the Americas
Questions

Visit our website:

www.sustainability.ufl.edu

Ashley Pennington

amp1986@ufl.edu

352-392-7578

THANK YOU!!
Effort Reporting
Project Overview

• Partnered with CedarCrestone to implement the Effort Reporting Toolkit
• Planning began in December
• Focus groups and design sessions
• Faculty Assignment of Responsibilities (FAR) go-live in mid April
  – (Pilot in test group of colleges/departments)
• Effort Certification module live in August for Summer 2011 Term
  – Campus-wide
System Improvements

• Online FAR integrated with the Effort Certification Process
• Reconciliation of the FAR with the Instructor Workload File during the semester
• Targeted email distribution
• Addition of a Sponsored Research Commitment module to manage commitments of faculty time to research
• A new cost share tracking process to account for institutional funds on sponsored projects
### Spring 11:

#### Total Effort Entered

- **0.0**

### Instructional Activities

- **Courses**
  - Thesis & Dissertation:
    - **# of Students:** [ ]

- **Other Instructional Activities**
  - Advisement:
    - **# of Students:** [ ]
  - Clinical Instruction:
    - [ ]

### Research

- Department Research:
  - [ ]

- Sponsored Research:
  - 10001 - Gator Habitats in the Everglades:
    - [ ]

### Administration and Service

- **Departmental Administration**
  - [ ]

- **Governance**
  - [ ]

- **Service**
  - Public Service:
    - [ ]
  - Clinical Instruction (Medicine):
    - [ ]
  - State Mandated Service:
    - [ ]

### Other Institutional Effort

- **Sponsored Research Administration**:
  - [ ]

- **Auxiliary Effort**:
  - [ ]

- **UFF Activities**:
  - [ ]

- **Paid Patient Care**:
  - [ ]
### Effort by Job

**Appointment:** ALL Appointments  
**Department:** 10000 - Personnel Department  
**Job FTE:** 1.00

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Planned/Committed</th>
<th>Actual Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses</td>
<td>60.0</td>
<td>60.0</td>
</tr>
<tr>
<td>CISM101 - 0001: SEC Sports Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISM505 - 0023: Social Media Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISM6000 - 0004: International Marketing Media</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thesis &amp; Dissertation</td>
<td>10.0</td>
<td>10.0</td>
</tr>
<tr>
<td>CISM101 - 0009: SEC Sports Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M60005 - 0005: Infectious Diseases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Instructional Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisement</td>
<td>5.0</td>
<td>5.0</td>
</tr>
<tr>
<td><strong>Research</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Research</td>
<td>31.4</td>
<td>31.4</td>
</tr>
<tr>
<td>Sponsored Research</td>
<td>21.4</td>
<td></td>
</tr>
<tr>
<td>10001 - Gator Habitats in the Everglades</td>
<td>20.0</td>
<td>20.0</td>
</tr>
<tr>
<td>10002 - Hydration and Gatorade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10002 - Effect of Hurricanes on Gator Habitats</td>
<td>1.4</td>
<td>1.4</td>
</tr>
<tr>
<td>10002 - Expansion of the Gator Nation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Administration and Service</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departmental Administration</td>
<td>8.6</td>
<td>8.6</td>
</tr>
<tr>
<td>Governance</td>
<td>5.0</td>
<td>5.0</td>
</tr>
<tr>
<td><strong>Public Service</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Institutional Effort</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsored Research Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auxiliary Effort</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UFF Activities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Business Process Improvements

• Elimination of FAR paper trail, utilization of automated workflow, convenience of web-based access
• Faculty allowed to certify effort in appropriate categories of Instruction, Research, Service, etc. regardless of funding source – eliminate “Loans & Borrows”
• Consistent application of University Effort Reporting Guidelines – Dispel myths
  – 40-hour work week vs. 100% effort regardless of hours worked
  – 3-credit hour class must be reflected as 25% vs. actual amount of effort required by faculty member to teach
  – Effort report allocates an individual's actual effort to specific activities, regardless of where the salary was charged
• Improved training targeted to Core Offices, Effort Coordinators, Faculty, Chairs, and Deans
• Consolidation of University Research Policies & Procedures -- Pre-Award & Post-Award into single location
Questions
Employment Updates
E-Verify Updates

• Processed over 11,000 cases so far
• Redefined “I-9 Date”
• Added Photo Matching tool
• Implemented additional fields
  • Document ID
  • Overdue Reason
  • Overdue Reason for Other
• Review for accuracy
E-Verify Updates

Employment Authorization Card and Permanent Resident Alien Card Required if entry is made more than three days after I-9 date

Awaiting Social Security Number; Other
ePAF date if prior to hire date otherwise, the hire date

Required if entry is made more than three days after I-9 date
To be considered for a position at the University of Florida, you must create an application in our jobs system. Required information is indicated with an asterisk (*). However, the more information you provide, the easier it will be to effectively evaluate your skills, abilities, and qualifications.

Search Committee Public Meeting Notices
To be considered for a position at the University of Florida, you must create an application in our jobs. Required information is indicated with an asterisk (*). However, the more information you provide, the easier it will be to effectively evaluate your skills, abilities, and qualifications.
Background Checks

- Effective March 1, 2011, criminal background checks will be required for all TEAMS and Faculty new hires
- Checks on new hires will be paid by HR
- Checks will be pre-employment, post offer
- Checks for transfers, OPS, and Student employees are recommended and paid by the hiring department
Background Checks

• Over next few weeks, you will see:
  • Policy communicated to campus
  • Changes to our website and job postings
  • Changes on application
  • There will be a separate form for TEAMS and Faculty new hires
  • Revised letters of offer
GatorGradCare
and
PostDocCare
GGC/PDC

- ITN process completed
- BCBS Selected
- Effective Fall 2011 (summer for postdocs)
- Enhanced benefits
- 32% reduction in premiums
- Deans, Directors, and Department Chairs Memorandum
Important Dates

• March 9th – Next HR Forum
Thank you for attending!