February 8, 2012, Human Resource Services
Agenda

• Employee Exit Checklist and Survey
• Performance Appraisals
• Counseling and Wellness Center
• 3% Increase – Retirement Payments for Faculty
• Changes to Faculty Leave
• Life Insurance Payment
• Health Insurance, Pharmacy, & Voluntary Benefits
• Position – Exemption Request Form
• GatorJobs Upgrade
• GatorStart
• Important Dates
Employee Exit Checklist and Survey
Employee Exit Checklist and Survey

- Revised checklist on website
- Checklist references survey
- Survey intended for employees leaving UF or transferring within UF
- Results will be compiled in Employee Relations
Performance Appraisals
Evaluation Dates

• March 1 through February 29

• Must be signed by March 31

• Outside Activities
Performance Appraisals

- Non-exempt TEAMS and all USPS use form
- Exempt TEAMS have narrative with attached form
- Call ER before issuing minimal achieves or belows
- Review of position description
Faculty Training
Identifying and Referring Students in Distress

Meggen Tucker Sixbey
Counseling and Wellness Center
352.392.1575
Benefits

- Reduce emotional distress (Top 7 of 10 Impediments to Academic Performance are emotional/social issues)
- Increase academic performance and student retention
- Increase faculty comfort with approaching students about concerns through
Statically speaking, it is highly likely that each UF faculty members will teach a student who is at-risk for psychological distress.

- **1,350** suicides per year, 2\textsuperscript{nd} leading cause of death for college students
- Almost **10\%** seriously considered suicide in the past 12 months
- **1.4\%** say they actually attempted suicide
- Almost **80\%** of today’s students that commit suicide aren’t seen by a counselor
- Psychological distress can also compromise students’ academic achievements affecting their ability to stay in school.

This means that **5,000** students at The University of Florida have seriously considered suicide in the past year and approximately **700** of them actually tried
Features:

• Online, 24/7 accessibility
• Saves progress along way to allow for exit and reentry of training
• Includes simulated conversations with emotionally responsive student avatars

• Utilized by 100+ institutions, listed in Suicide Prevention Resource Center Best Practices Registry, and evaluated in a national study.
1. Assume the role of a faculty member who is concerned about five of his students, three of whom need to be referred to the counseling center.

2. Analyze profiles of the five virtual students.

3. Engage in simulated conversations with the ones you suspect are at-risk and, if necessary, refer them to the Counseling and Wellness Center.

4. Learn about UF’s Counseling and Wellness Center

Course is completed once user refers the 3 at-risk students
trailer_short.uf.wmv
Symptoms exhibited by student avatars correlate to the most common and severe psychological illnesses among young adults:

1. Alcohol/Substance Abuse
2. Bipolar Disorder
3. Borderline Personality Disorder
4. Depression
5. Eating Disorders
6. Panic Disorder
7. Post Traumatic Stress Disorder
8. Schizophrenia
9. Social Phobia
Step 2: Examine Student Profiles

Users can click on any student for more information, such as changes in their academics, behavior, and appearance.
Step 3: Talk to Students

Users engage in conversations with the student avatars.

Practice and learn to use open-ended questions, reflective listening and other motivational interviewing techniques to effectively:

1. Broach the topic of psychological distress

2. Motivate the student to seek help

3. Avoid common pitfalls such as attempting to diagnose the problem or giving unwarranted advice
The learner controls the conversation by choosing what topic to bring up and what specific things to say. Learners receive instant feedback through the student’s verbal responses and body language ...
... as well as encouragement and constructive criticism on their decisions from a virtual coach. Critical errors lead to immediate corrective feedback as well as the opportunity to undo and correct their decision.
Step 4: Summary Feedback

Upon concluding each conversation, users receive narrated and animated feedback, which includes an analysis of the student and a review of their symptoms in class and in conversation.
Changes in Knowledge and Skill

89% reported they are **better prepared** to identify, approach and refer students in mental distress

83% reported they are more confident in their ability to help a **suicidal student**.
Effectiveness of Instructional Approach

97% reported the simulated conversations were realistic representations of conversations they had with at-risk students.

96% would recommend *At-Risk* to their colleagues.

Download Complete Report at:
www.kognito.com/atrisk/research.html
Accessing the Course: Steps 1

Step 1: go to http://aruf.kognito.com

Step 2: Once user clicks on “Create My Account” they will be admitted to the “Course Launch Page”.

Technical support to all users by Kognito
Welcome,

In this course, you will learn about the common indicators of psychological distress and how to best approach and speak with an at-risk student. The course is 45 minutes long and saves your progress along the way. Once you are finished, please complete the short survey and print the certificate for your records.

Step 3: Click on “Launch Course”

Take Survey

After taking the course, please fill out this brief survey to help create effective mental health outreach at your school.

View My Counseling Center

View and print campus-specific information about health services offered at your institution.

Download Certificate of Completion

Once you’ve completed the course, download and print your Certificate of Completion for your records.

* Our records indicate you have not completed the course. Please launch and complete the course to print your certificate.

Take survey after course completion

View information about our counseling center

Print certificate of completion
Accessing the Course: Step 3

Take Course
45-minute, saves user’s progress, follow-up survey
Contact Info

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3% Retirement Payment Salary Increases for faculty
3% Retirement Payment Salary Increase

Eligibility Criteria
• To be eligible for the 3 percent retirement payment increase, employees must be hired on or before February 16, 2012, and must be currently contributing the 3 percent mandatory retirement contribution.
• Faculty covered by the UFF Collective Bargaining Agreement will not receive the 3 percent retirement payment increase in March.

Funding
• For state-funded positions, the funding for faculty retirement payment salary increases will be allocated based on filled positions using the Budget Prep System units completed in June 2011. The budget allocation for state-funded faculty positions will be provided to colleges and vice presidential areas by the UF Budget Office.
• Contract, grant, and auxiliary units are expected to fund all retirement payment salary increases from existing sources.
Timeline

• **February 20th (Monday)** – Raise File will be available to departments for reviewing retirement payment salary increases.

• If changes to the Raise File are needed for employees (add, delete, or transfer to a new department ID or change an FTE), please submit the request to 2012salaryincrease@ufl.edu by 12:00 pm on Friday, February 24th.

• Departments who factored the 3 percent mandatory retirement contribution into the salary offer for new employees should exclude those employees from the 3 percent salary increase.
Timeline

• **February 24th (Friday) 12:00 pm** – Raise File will be closed to departments

• **February 27th (Monday)** – increases will be reflected in Job Data in myUFL

• **February 29 (Wednesday)** – Department Administrators should review the preliminary pay lists available February 29-March 2 and confirm the new rate is used to calculate earnings for the pay period ending 3/1

• **March 5 (Monday)** – Department Administrators should review the final pay list and confirm the new rate was used to calculate earnings for the pay period ending 3/1
Timeline

• March 9th (Friday) – Out of unit faculty receive the first paycheck with salary increases effective 2/17

• Job/Position Actions and Special Pay Increases will be limited during the raise file processing

• See Raise File Instruction Guide for more information
Changes to Faculty Leave
Changes to Faculty Leave

Effective 02/17/2012

• Change in maximum carryover of vacation leave from 480 to 352, conversion will occur at the end of CY 2012
• Reduction in maximum payment of vacation leave upon separation from 352 to 200
• Elimination of payment of sick leave upon separation
  o One-fourth of sick leave to eligible faculty (hired prior to 04/01/2010 with 10+ years of creditable service) if separation is due to retirement by 06/30/2016
  o After 06/30/2016, no payment of sick leave for any reason

No changes for employees covered by the UFF collective bargaining agreement

• Maximum vacation carryover – 480
• Payment for unused vacation leave – 352
• Payment for ¼ of sick leave for eligible employees upon separation for any reason
Life Insurance Payments
Life Insurance Payments

• February – May
  – Double Deductions for 9 and 10 Month Faculty
  – State Life Insurance
Health Insurance, Pharmacy, & Voluntary Benefits
Position – Exemption Request Form
An applicant tracking system

• Go-live February 27, 2012
• Current system will be inaccessible between Friday, February 24, and Sunday, February 26.
  • No faculty posting after Feb 9
  • No new TEAMS and OPS posting along with faculty repost after Feb 16
• Recruiters working with departments in closing requisitions – continue to close out completed or stall recruitments (including OPS and Students)
• Over 1800 requisitions currently in system not closed
An applicant tracking system

- May have to recreate the posting in the new system with a different requisition number
- R&S will assist departments with transition
- Training is now available online
- **Reminder:** Training required by March 5, 2012 to retain security
Important Dates

• **February 19**\textsuperscript{th} – Portal Upgrade
• **March 7**\textsuperscript{th} – Next HR Forum
Thank you for attending!