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*The Foundation for The Gator Nation*



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**Welcome!**

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**HR FORUM**



March 6, 2013, Human Resource Services

# Agenda

- UF Tobacco-free Policy Update
- Vacant Position Cleanup
- Short Work Break for Nine and Ten Month Employees
- Faculty & Graduate Assistant Summer Appointments
- OPT
- Retirement Updates
- Benefits Reminders & GatorCare Updates
- Changes to FMLA Law
- Summer Camps & Background Check
- Legislative Updates
- Introductions
- Important Dates



# UF Tobacco-free Policy Update

Kathy Nichols and Jane Emmeree, Co-  
chairs, UF Tobacco-free Task Force



# Vacant Position Cleanup



# Vacant Position Cleanup

- There are over 14,000 position numbers not in use.
- Vacant positions with no activity (10,000) since 12/31/2009 will be placed in inactive status later in March.
- A query for vacant positions is available:  
*UF\_HR\_POSITION\_VACANT\_BY\_DEPT*
- The number of new positions created in ePAF should be limited.
- A recommended best practice is to re-use position numbers.

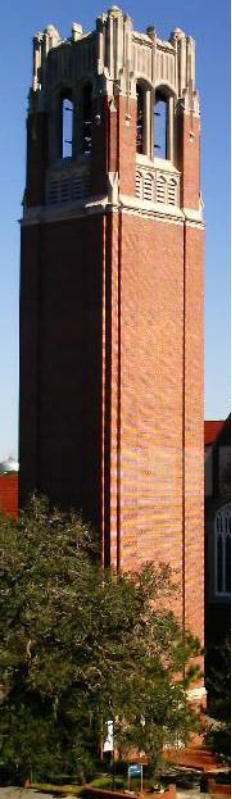


# Short Work Break for Nine and Ten Month Employees



## Short Work Break for Nine and Ten Month Employees

- Nine and ten month employees (faculty, graduate assistants and TEAMS) will be put on Short Work Break in the myUFL system for the summer semester.
- Process will begin in late April/early May. More details will be available at the April HR Forum.
- Effective date of the break will be 5/16/13 for nine month and 6/11/13 for ten month employees.
- Questions? Contact Human Resource Services at 392-2477





# Faculty & Graduate Assistant Summer Appointments



# Faculty and Graduate Assistant Summer Appointments

- Summer appointments for faculty and graduate assistants can be processed via the summer job file, as appropriate. When the summer job file cannot be used, the unit will need to submit an ePAF for the summer job.
- Process will begin in late April/early May. More details will be available at the April HR Forum.
- Questions? Contact Human Resource Services at 392-2477



# Faculty Letters

- Revised Template letters can be found at [www.hr.ufl.edu/academic/letters](http://www.hr.ufl.edu/academic/letters)
- Template letters have been updated to reflect statement in reference to verification of education and providing official transcripts for highest earned degree (or most related degree when appropriate).
- Degrees acquired from a non-US institution must be evaluated by an education credentialing agency approved by National Associations of Credentialing Services (NACES).
- Questions? Human Resource Services at 392-2477



# Online Promotion and Tenure



# Online Promotion and Tenure

April 2013 - UF will introduce the new online OPT system.

Training course will be available beginning April 5 for department and college administrators.

Administrators must complete either the classroom or online training in order to request the security roles for the OPT system.

Departments are encouraged to review the P&T Department and College Admin Contact list found at [www.aa.ufl.edu/tenure](http://www.aa.ufl.edu/tenure).

Contact Janet Malphurs with updates to the list at [jmmalph@ufl.edu](mailto:jmmalph@ufl.edu)

# Online Promotion and Tenure

Workshops for faculty and reviewers will be held on:

Wednesday, March 20, 10 a.m. to 12 Noon – 282 Lecture Hall,  
JWRU

Thursday, April 4, 10 a.m to 12 Noon – Room 6120, HSC Shands  
(Atrium Elevators to 6<sup>th</sup> floor) videoconferencing for Jacksonville  
employees in the Alumni Auditorium.

A list of Frequently Asked Questions is available on the Online  
Promotion and Tenure Toolkit.

Useful link: [www.aa.ufl.edu/tenure](http://www.aa.ufl.edu/tenure)



# Retirement Updates



# UF 403(b) Plan

- Decision made to take deduction on every check
- Aligns deductions for all retirement related programs
  - FRS Pension and Investment Plan
  - SUSORP
  - Deferred Compensation Plan
  - FICA Alternative Plan
- For 2013, 3<sup>rd</sup> paychecks occur in May and November
- Communication Plan
  - InfoGator (March, April and May)
  - Email notice to all current UF 403(b) plan participants
  - Investment provider representatives





# Benefits Reminders & GatorCare Updates



# Reminders and Updates

- Flex Spending Account Grace period ends 3/15 to use any remaining 2012 plan year money on qualified medical expenses
- Expenses paid with the myMRA debit card may also require documentation- watch your emails!
- All claim forms and documentation must be submitted by the 4/15 deadline even if you used you myMRA debit card... No exceptions!
- Failure to submit documentation may result in
  - Denied claims
  - Suspended debit card
  - Re-collection of funds paid out
  - Loss of account funds



# Reminders and Updates

## Timeline on GatorCare Transition

### **March 2013**

- UF Foundation – currently underway with Open Enrollment. UFF employees will begin GatorCare 5/1
- Graduate Assistants – Florida Blue’s website is being updated for the 3/25 early registration period. GA’s will begin GatorCare 8/15
- UF Seed Producers – Evaluating cost impact with Florida Blue. Open Enrollment dates TBD

### **May 2013**

- Gainesville HSC Clinical Faculty & Residents (College of Medicine & Dentistry)
- Jacksonville HSC Clinical Faculty & Residents
- College of Veterinary Medicine Residents & Interns
- Post Doc Associates & Post Doc Fellows

Open Enrollment for the four groups above is scheduled for May 1 thru May 31, 2013

- Gainesville & Jax HSC groups – must actively enroll in one of two GatorCare health plan options
- College of Vet. Med. – must actively enroll in GatorCare & certain UFSelect plans
- Post Doc Associates & Post Doc Fellows – We’re tentatively planning an automatic conversion of current enrollments to GatorCare. Post Docs may only add/delete a family member from the existing plan or select coverage if previously not enrolled

### **July 2013**

- UFICO – dates for the July Open Enrollment period is TBD. UFICO’s employees will begin GatorCare on 8/1



# Changes to FMLA Law



## Changes to FMLA Law

- Expansion of military family leave provisions, including qualifying exigency, military caregiver leave, serious injury or illness for a current service member and veteran (new form for covered veteran)
- Updated FMLA poster must be displayed by March 8, 2013
- Side-by-side comparison of current/final regulations - DOL web site
- <http://www.dol.gov/whd/fmla/2013rule/comparison.htm>
- Updated information and forms available on HR web site at <http://www.hr.ufl.edu/leave/fmla.asp>



# Summer Camps & Background Check



# Summer Camps & Background Check

- In accordance with FL Statute 409.175, level 2 fingerprinting is required for “summer day camps” and “summer 24-hour camps”
- “Summer day camps” and “Summer 24-hour camps” are defined as educational, recreational, and other enrichment programs operated during summer for children who are 5 years of age and older.
- Official camps held between April and September (i.e. 4-H)



# Summer Camps & Background Check

- Events like leadership summits or school visits are excluded
- Staff members or volunteers must be checked and obtained clearance from the Department and Children and Families (DCF) prior to begin working
- Department follow the normal level 2 criminal background check process
- DCF takes anywhere between 3 to 10 days to provide clearance





# Legislative Updates



# Introductions



# Important Dates

- **March 31<sup>st</sup>** – Deadline for Employee Appraisals
- **April 3<sup>rd</sup>** – Next HR Forum





**Thank you for attending!**

