Welcome!

HR Forum

July 10, 2013, Human Resource Services
Agenda

• Hurricane Preparedness
  • Kenneth Allen
• Salary Increase Program
• Terminating Inactive Appointments
• GatorCare
• Affordable Health Care Act
• Important Dates
July
September
October
November
NHC vs NWS???

National Hurricane Center
• Provides “big picture”
• 5-day forecast of storm path & intensity
• Coastal watches and warnings
• Tropical Weather Outlooks

National Weather Service-Jax
• Storm impacts for local area
• Hurricane Local Statements outlining wind, rain and other hazards by County
• County-specific watches and warnings including Tropical Storm & Hurricane
Weather Products during Land Falling Tropical System

- Hurricane Local Statement
- Tornado Watch (Warning for specific tornado)
- Tropical Watch/Warning (39+ mph)
- Hurricane Watch/Warning (74+ mph)
- Flood Watch
- Areal Flood Warning
- Flood Advisory/Urban & Small Stream Flood Advisory
Extreme Wind Warning

- Expectation of 115+ mph winds within 2 hours
- Issued by local National Weather Service Office
- Should already be in safe place but move to interior areas with as much protection as possible
UF Actions

- Coordination through University EOC (Emergency Operations Team) of University-wide actions & decisions
- Cooperation with Alachua County and Florida Emergency Management
- Centralized communications through University Relations
- Shelters for University community
- Assessment of impact and prioritization of response/recovery
College/Department Actions

• Implementation of tropical weather plan, including closure checklists if needed
• Understanding and staffing of essential functions
• Participation in damage assessment process (Building Emergency Coordinators)
• Be flexible and monitor University information
Everyone!

• Review personal emergency plans (consider children, elderly parents, pets, etc.)
• Check and update emergency supplies – water, food, battery-powered radio, flashlight, medications, etc.
• Know your University role during/following a storm
• Prepare now
Questions?

UF Emergency Management
www.ehs.ufl.edu/programs/em
www.ehs.ufl.edu/programs/em/hurricane

National Hurricane Center
www.hurricanes.gov

National Weather Service-Jacksonville
www.srh.noaa.gov/jax

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Salary Increase Program
2013-2014 Salary Increase Program

• Faculty
  • Effective October 1, eligible faculty earning $40,000 a year or less will receive an increase of $1,400 to their annual base salary.
  • Eligible faculty earning more than $40,000 a year will receive a $1,000 increase to their annual base salary. In addition, funds are available for faculty merit raises. The total raise pool (including the across-the-board increases above) amounts to a 5 percent increase, although clinical unit pools and individual increases may vary.

• Staff
  • Effective October 1, eligible staff earning $40,000 a year or less as of September 30, 2013, will receive an increase of $1,400 to their annual base salary.
  • Eligible staff earning more than $40,000 a year as of September 30, 2013, will receive an increase of 3.5 percent to their annual base salary.
2013-2014 Salary Increase Program

Eligibility Criteria

• Employees must be hired on or before June 30, 2013.
• Employees with a performance appraisal of “below performance standards” or any below satisfactory performance designation, or faculty who are currently on a “performance improvement plan” are not eligible.
• If an ineligible employee achieves performance standards on or before the end of the 2013-14 fiscal year, the employee may receive an increase.
  • However, if the employee becomes eligible after October 1, 2013, such increase will be effective on the date the employee becomes eligible and will not be retroactive.
• In the absence of a current performance evaluation, employees will be considered to be at the “satisfactory” or “achieves” performance level.
2013-2014 Salary Increase Program

• UFF, AFSCME and PBA agreements pending for in-unit employees.
• Part time employees, probationary employees, and employees on leave of absence are eligible for the salary increase. Part-time employees are eligible for the increases on a pro-rated basis.

Funding
• For state-funded positions, the funding will be allocated based on filled positions using the Budget Prep System completed by units in June.
• Contract, grant, and auxiliary units are expected to fund all salary increases from existing sources.
Timeline

- **September 16 (Monday)**—Raise File will be available to departments for reviewing salary increases. An instructional guide with directions on how to review the Raise File may be found at [www.hr.ufl.edu/training/myUFL/tookits/jobposactions.asp](http://www.hr.ufl.edu/training/myUFL/tookits/jobposactions.asp)
  - If changes to the Raise File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please submit the request to [2013salaryincrease@ufl.edu](mailto:2013salaryincrease@ufl.edu) by 5:00 pm on Monday, **September 30**.
Timeline

- **September 30 (Monday) 5:00 pm** – Raise File will be closed to departments

- **October 7 (Monday)** – Increases will be reflected in Job Data in myUFL

- **October 9 (Wednesday)** – Department administrators are asked to review the preliminary pay lists available October 9–11, 2013, for accuracy before Friday, October 11, 2013, as there is not time to make corrections on Friday morning prior to the payroll closing calculations at 9 a.m.
Timeline

• **October 14 (Monday)** – Department Administrators should review the final pay list and confirm the new rate was used to calculate earnings for the pay period ending October 10, 2013

• **October 18 (Friday)** – Employees receive the first paycheck with salary increases effective October 1, 2013

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

• See Raise File Instruction Guides for more information
Terminating Inactive Appointments
Terminating Appointments

• We currently have over 4,000 appointments in the system that have not worked or been paid in over 6 months.

• Delaying terminations can cause a number of issues with benefits, over payments, deductions, taxes, and bad data.

• Over the next few weeks, we will begin manually terminating employees that have not been paid in over 6 months.

• Please be sure to terminate all appointments timely.
GatorCare Update
GatorCare Update

• Effective 7/1, several groups joined GatorCare to include:
  – Post Doc Associates & Post Doc Fellows
  – Clinical Faculty & Residents/Housestaff with the College of Medicine (Gainesville & Jacksonville)
  – College Dentistry Residents
  – College of Veterinary Medicine Residents & Interns

• Member ID cards were mailed during the last week in June

• GatorCare issues a single member ID card that contains both medical and pharmacy information

• Two cards are issued per employee in the employee’s name; Dependent names are not listed on the card; additional cards may be requested for dependents as needed

• Employees who have not received their cards should verify that their “home mailing” address is correct in People Soft
GatorCare Update

• Effective 8/16 - Next group to join are the Graduate Assistants on appointment & GA Fellows
• Be certain to process appointments timely
• Make sure the “home mailing” address is up to date so that employees receive their cards, etc.
• The first eligibility review will be completed shortly after the drop/add deadline
• The enrollment window is still open for GA’s to sign up online for their health coverage
Affordable Care Act (ACA) Updates
ACA Updates

• Employer Mandate- requires that health coverage be offered to temporary employees who work on average 30 hours/week

• Last week, a federal ruling delayed the employer mandate to January 2015; For now, the individual mandate is still on track for 2014

• The State has defined eligibility criteria and the type of coverage that will be offered; However the state’s implementation is pending based on the recent federal ruling

• **Challenge for UF** -- how to track actual hours worked for groups that do not report time, i.e. GA’s, fellows, adjunct faculty, & hires via lump sum payments
Important Dates

• A list of the upcoming HR Forum dates and presentation archives can be found on the HR webpage at: http://www.hr.ufl.edu/forum/default.asp.
• **August 5** – Fall training schedule opens for registration
• **August 7** – Next HR Forum
• **August 14 and 15** – New Faculty Orientation
Thank you for attending!