June 3, 2015
Agenda

- Hurricane Preparedness
- Marketplace Acknowledgement Form
- Electronic Document Management
- Careers at UF Update
- Proposed FLSA Changes
- UF On Target Project
- Position Updates
- Perquisite Renewals
- Alternate Work Location Agreements
- HR 600 Renewals
- Benefits Reminders
- Important Dates
Hurricane Preparedness
Hurricane Season: June 1 – November 30

Get a **Plan**!

Get a **Kit**!

Be **Informed**!
Get a Plan!

**Individual & Family**
- Where will you stay?
- What actions will you take?

https://emergency.ufl.edu/preparedness/emergency-preparedness/
https://emergency.ufl.edu/preparedness/be-informed/hurricane-preparedness/

**University**
- Review & update emergency plan
- Know roles & responsibilities

https://emergency.ufl.edu/emergency-management-plans/
Get a Plan!

University Shelters

- For UF students, faculty, staff & families
- *Lifeboat* not the *Love Boat*
- Shelter should be a last resort behind family/friends or hotel
- Audience is those in manufactured housing or low-lying, flood-prone areas
Get a **Kit!**

**Individual & Family**
- Minimum of 3 days of non-perishable food & water
- Special needs items
  
  https://emergency.ufl.edu/preparedness/build-your-disaster-kit/

**University**
- Tropical Weather Annex
- Hurricane Closure Checklists
  
  https://emergency.ufl.edu/emergency-management-plans/
Be Informed!

Individual & Family
- National Weather Service-Jacksonville
- National Hurricane Center
  https://emergency.ufl.edu/emergency-information/hurricane-tracking/

University
- Posts on www.ufl.edu
- UF Public Safety twitter & facebook
- Battery-powered radio
- Internal department communications?
2015 Season Changes

• Experimental storm surge watch/warning graphics
• Experimental potential storm surge flooding map
• Five-day graphical tropical outlook
Questions???

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Marketplace Acknowledgement Form
Marketplace Acknowledgement Form

- **Marketplace Acknowledgement Form** is a new form required for Affordable Care Act (ACA) compliance.
- The form has been added to GatorStart, but for those completing paper onboarding documents (i.e., foreign nationals), the new form is on the HR Forms page and on the Checklists. It will be required for ePAF approval as of June 8\textsuperscript{th}.
- Have the new employee print/sign the first page, and the remaining informational pages are for them to keep and read. Includes contact information for further questions.
Electronic Document Management
Electronic Document Management

- Electronic Document Management (EDM) will change the process of submitting documents to ePAF by fax to scanning!
- Go live date is scheduled for late July.
- No new security role will be required.
Electronic Document Management

• We will be sending out an instructional information to ePAF users the week prior to go live. Please be sure to review the materials prior to submitting an ePAF after EDM implementation, since the process is different.

• Only ePAF types that allow fax now will allow scanning. Update Position ePAF's will not allow documents to be scanned at this time.
Careers at UF Update
You belong at a university that's leading the way. As the University of Florida continues its quest to become one of the nation's top public research universities, we need qualified, career-minded individuals like you to make that goal a reality.
Careers at UF Update

- User Acceptance Testing is complete
- Launch date is scheduled for July 13
- Training will be available on June 25
- New security roles will be required
  - Originator: UF_N_JRQ_Department Req Orig
  - Approver: UF_N_JRQ_Department Req Approver
Careers at UF Update

• Open lab sessions are available to assist hiring departments with posting
  o July 6, from 9 a.m. to 12 p.m.
  o July 8, from 1 p.m. to 3 p.m.
  o July 9, from 9 a.m. to 12 p.m.

• Sessions will be held in Computer Lab 119, HRS Building
Reminder

- All postings will end on July 9
- Last day to post new jobs
  - Faculty vacancy is June 25
  - TEAMS vacancy is July 2
- Alert will be posted on jobs page for system down time
- Access to the current system until beginning of September
Proposed Changes to Fair Labor Standards Act (FLSA)
Proposed Changes to FLSA

• On March 13, 2014, President Obama directed the Department of Labor (DOL) to modernize and streamline existing regulations for executive, administrative, and professional employees.
• Proposed changes were originally expected to be announced in November 2014, but have been delayed several times.
• On May 5, 2015, the DOL submitted the proposed rule to the Office of Management and Budget (OMB) outlining possible changes to the white-collar exemptions.
Proposed Changes to FLSA

- OMB review is the last step in the ruling-making process before changes are announced for public comment.
- The OMB review process generally takes between 4 – 6 weeks.
- Once the proposed rule is released, the public comment period is generally 60 – 90 days; but due to the significance of the anticipated changes, it is expected that the comment period will be longer.
Proposed Changes to FLSA

• The DOL is expected to announce changes to the minimum salary requirement and possibly changes to the duties tests.

• Currently, the minimum salary to be exempt is $455/week ($23,660 annually).

• It is expected that the minimum salary could be adjusted somewhere in the range of $40,000 - $55,000.

<table>
<thead>
<tr>
<th></th>
<th>&lt;$40K</th>
<th>&lt;$45K</th>
<th>&lt;$50K</th>
<th>&lt;$55K</th>
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<tr>
<td></td>
<td>485</td>
<td>990</td>
<td>1,470</td>
<td>2,358</td>
</tr>
</tbody>
</table>
Proposed Changes to FLSA

- DOL may adopt a standard similar to California’s requirement that an exempt employee be engaged in exempt duties at least 50% of their work time.
Proposed Changes to FLSA

• Industry experts recommend organizations do the following:
  o Review and update position descriptions to ensure they are accurate and reflect the job duties currently performed by employees.
  o Identify positions that could be affected by the proposed rule changes.
  o Begin developing plans for how the organization will respond if the minimum salary threshold increases to $40K, $45K, $50K, or even $55K.
  o Begin communicating with leadership the possible changes to the FLSA.
Proposed Changes to FLSA

- Over the coming months Classification & Compensation will be doing additional analysis to determine units and positions that could be affected by the proposed changes.
- Classification & Compensation, as well as the General Counsel’s Office, will monitor and provide additional guidance as more information becomes available.
UF On Target Project
UF On Target Project

- Over the past month, we have begun sharing the draft class specs with the following job family workgroups:
  - Healthcare.
  - Business and Fiscal Operations.
  - Life, Physical, and Social Science.
  - Research Administration.
UF On Target Project

• We are continuing to define the job titles associated with the remaining job families, but are planning to roll out the draft class specs to workgroups over the coming month.
UF On Target Project

- Summer 2015: Town halls will be held to provide campus with an opportunity to provide feedback.
- July-August: Workgroups may reconvene to fine-tune titles and descriptions based on campus feedback.
- Fall 2015: Classification & Compensation will launch a process to match titles based on position descriptions.
UF On Target Project

• Starting in June, we are scheduling a series of town halls in order to give employees an opportunity to ask questions and provide feedback.
• Town halls will be facilitated at HRS, but will be available online as well as in person.
## Town Hall Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Workgroups</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 26, 2015</td>
<td>8:30 AM – 10:30 AM</td>
<td>Life, Physical, and Social Sciences</td>
</tr>
<tr>
<td>July 10, 2015</td>
<td>8:30 AM – 10:30 AM</td>
<td>Grounds, Maintenance, and Repair</td>
</tr>
<tr>
<td></td>
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<td>Architecture and Engineering</td>
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<tr>
<td>July 17, 2015</td>
<td>1:30 PM – 3:30 PM</td>
<td>Business and Fiscal Operations</td>
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<tr>
<td></td>
<td></td>
<td>Community &amp; Social Service</td>
</tr>
<tr>
<td>July 24, 2015</td>
<td>8:30 AM – 10:30 PM</td>
<td>Healthcare</td>
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<td></td>
<td></td>
<td>Research Administration</td>
</tr>
<tr>
<td>July 31, 2015</td>
<td>1:30 PM – 3:30 PM</td>
<td>Office and Administrative Support</td>
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<tr>
<td></td>
<td></td>
<td>Education, Training, and Library Occupations</td>
</tr>
<tr>
<td>August 7, 2015</td>
<td>1:30 PM – 3:30 PM</td>
<td>Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Art, Design, Entertainment, Sports, and Media</td>
</tr>
</tbody>
</table>
UF On Target Project

- Each session has been set up as a class in the Training Management System (TMS).
- If you would like to attend, please enroll in the appropriate session.
- Sessions will be added, if necessary.
UF On Target Project

• Over the coming weeks, we will continue to communicate with campus via the InfoGator and other distribution channels.

• Posters are available in the back for units who have employee populations that might not check their email on a regular basis.
Position Updates
Position Updates

- Last month, Classification & Compensation began working with college and department HR contacts to update missing position descriptions.
- As of Friday, there are 488 active filled positions that do not have a position description in position management.
- If you need a list of positions in your area that are missing descriptions, please email compensation@ufl.edu.
Perquisite Renewals
Perquisite Renewals

• Departments will be sent a summary report of perquisites approved during the 2014-2015 fiscal year.

• To renew, delete, or make changes to perquisites for the 2015-2016 fiscal year, departments should use the report, and instructions provided, and submit renewal information to Classification and Compensation no later than July 1.

• 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 Classification and Compensation at 392-2477.
Alternate Work Location Agreements
Alternate Work Location Agreements due for renewal by July 1

- Form location: [http://hr.ufl.edu/wp-content/uploads/forms/recruitment/alternate.pdf](http://hr.ufl.edu/wp-content/uploads/forms/recruitment/alternate.pdf)
- For new agreements and renewals-Review, Discuss, and Complete Agreement.
- Include begin/end dates and update Position Description.
- Dean/Director and VP Approval and Signature.
- Contact Classification and Compensation at 392-2477 if you have questions.
HR-600 Renewals
HR-600 Renewals

• Departments must renew extra state compensation commitments that extend into the new fiscal or academic year.
• 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: HR600Request@ad.ufl.edu.

  o Academic Personnel-PO Box 113005. Contact Janet Malphurs at 392-2477 with questions.
  o TEAMS, USPS, and OPS-Classification and Compensation, PO Box 115009. Contact Brent Goodman at 392-2477 with questions.
Benefits Reminders
Benefits Reminders

Division of Retirement Announcement regarding same-sex marriage in Florida

- Current retirees (Regular FRS & Deferred Retirement Option Program - DROP) or participants who entered DROP on or before 1/1/15 may change their benefit payment option to include a spouse, provided they have a legally recognized same sex marriage.

- One-time opportunity to change from current selection to option with a continuing lifetime monthly benefit to a spouse, if the retiree/member dies.

- Participants with questions may email retirement@dms.myflorida.com or call toll free 844-377-1888.
Benefits Reminders
State University Optional Retirement Program (ORP) Changes

• Effective 7/1/15 ORP providers include: AXA, MetLife, TIAA-CREF, VALIC & VOYA
  o Existing funds stay in the current product with your provider.
  o Contributions after 7/1 will be mapped to a new investment line up under your current provider.
  o No action is necessary for participants who wish to stay with the current provider & the newly mapped investment line up.
  o Participants may call their provider to discuss other investment options.
  o Participants who wish to contribute to an additional company or different company effective 7/1/15 will need to complete the ORP change form.

• All of the ORP providers have added new best-in-class, lower fee products
  o Product information available on the DMS website.

• Questions may be directed to retirement@dms.myflorida.com or call toll free 844-377-1888.
Benefits Reminders

2015 Fiscal Year Leave Processes


• Special and Overtime Compensatory Leave Cash-Out
  o Employees may use accrued overtime and special compensatory leave through June 30, 2015, but it must be entered into the myUFL system by 5 p.m. on June 4, 2015.
  o Balance as of June 4, 2015, will be cashed out.
  o Comp cash-out paid on paycheck June 26, 2015.

• Personal Holidays (USPS) & December Personal Leave Days (Teams & Eligible Faculty)
  o Use it or lose it—must be used & entered by pay period ending July 2, 2015.
Benefits Reminders

PeopleFirst Underpaid Premiums for State Plans

• PeopleFirst announced a deficit of approx. $7 million for the last 24 months.
• In May 2015, PeopleFirst began notifying underpaid state plan participants and requesting payment.
• In July 2015, current premiums deducted from employee paychecks will be used to pay outstanding prior premiums first.
• Failure to pay balances due may result in suspension or loss of coverage.
• Employees should contact PeopleFirst directly at (866) 663-4735 with any issues or questions.
Important Dates

• Next HR Forum – July 1, 2015.
• New Faculty Orientation – August 19-20, 2015.
HR FORUM

Thank you for attending the HR Forum!

WORKING TOGETHER FOR THE GATOR GOOD