

HR FORUM



WELCOME

February 3, 2016

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- Terminating Non-Active Employees
- Veterans' Preference & Updates
- Careers at UF
- Workers' Compensation
- In-unit Faculty Merit Increases
- Benefits Reminders
- Important Dates



Terminating Non-Active Employees



Terminating Non-Active Employees

- Beginning review of employees that have not been paid in the last 6 months.
- Recruitment and Staffing will terminate inactive employees (not paid in 6 months) at the end of February.
- List of inactive employees set to be terminated will be sent to the HR contact for each Dean/VP area.
- If you would like an exception to keep a non-active employee employed, please email your justification to Melissa Curry at melissa-curry@ufl.edu



Veterans' Preference & Updates



COVERED MEMBERS AND POSITIONS

- Per Florida Statute 295, preference shall be given in appointment and retention in position of employment to veterans.
- Veteran:
 - Includes wartime veteran, disabled veterans, spouse of a veteran, unmarried widow of a veteran, mother/father/legal guardian of a veteran, veteran defined in statute 1.01(14), current member of any reserve component of U.S. Armed Forces or the Florida National Guard.
 - Additional details, including criteria and documentation, please visit <http://hr.ufl.edu/manager-resources/recruitment-staffing/recruitment-resources/veteran-preference/>.
- Position:
 - All former USPS positions
 - List can be found at http://hr.ufl.edu/wp-content/uploads/docs/worksheet_veteran_preference.xlsx



UPDATE

- Recent decisions made by the Florida Public Employee Relations Commission (PERC) affected and clarified:
 - Preferential Treatment
 - Open Vacancy versus Promotional Opportunity and Internal Reassignment
- Cases:
 - *Aiken versus Hillsborough County Board of County Commissioners (December 25, 2015)*
 - *Curphey versus Brevard County Board of County Commissioners (October 27, 2015)*



PREFERENTIAL TREATMENT

- Qualification Process
 - Applicant must submit the appropriate documentation to qualify for Veterans' Preference.
 - If incorrect document is submitted initially, an extra effort must be exerted to obtain the correct documentation.
 - Recruitment will assist with this process.
- Interviewing
 - Extra effort must be made in contacting a veteran for an interview even if the person is difficult to locate.
 - E.g. One more additional outreach (phone call/email) than what was afforded to non-veteran applicants



OPEN VACANCY VS PROMOTIONAL/ INTERNAL ASSIGNMENT

- Open Vacancy
 - As usual, special consideration is given to all veteran applicants, including existing employees, when the posting is open to general public.
 - Special consideration is automatic advancement to the interviewing stage, unless the veteran made it to the stage on his/her own merits.
 - If this is the case, then special consideration must apply at a later stage of the recruitment process.
 - Phone Screening/Interview
 - Expected Salary or location preference can't be the reason to disqualify an veteran.
 - Must be a form of interview to assess their knowledge, skills, abilities and/or competencies.



OPEN VACANCY VERSUS PROMOTIONAL/INTERNAL ASSIGNMENT

- Promotional/Internal Assignment
 - Special consideration is only afforded to employees who have been redeployed since their recent appointment.
 - To qualify, the employee will need to upload his/her redeployment documentation, which should be an updated DD214.
 - Instructions will be added in the internal posting for the covered positions.

For additional information, please email employment@ufl.edu or call 352-392-2477



Careers at UF

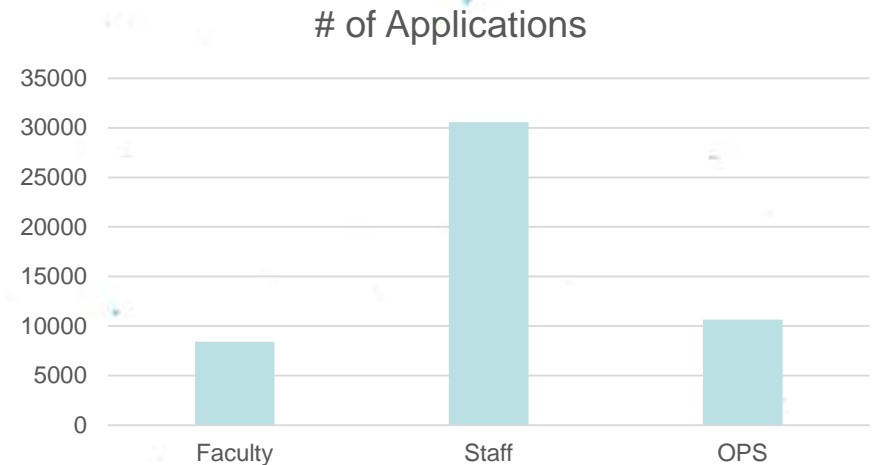
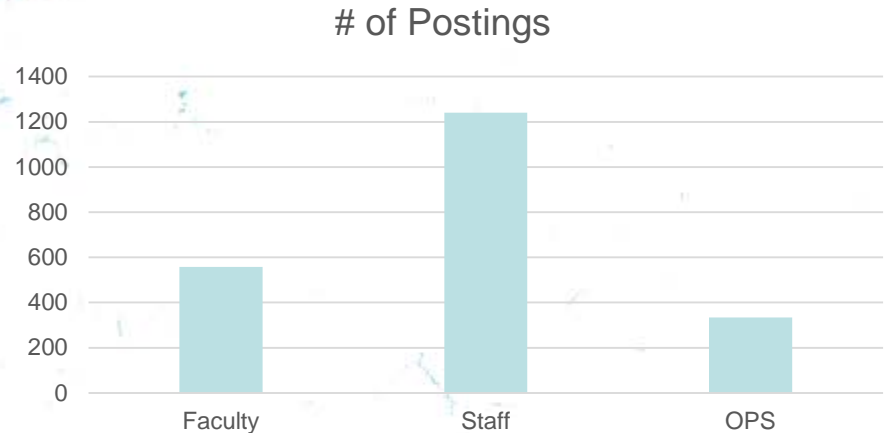


USAGE

- Postings
 - Faculty: 558
 - Staff: 1,241
 - OPS: 334
 - Student: 224

- Applications
 - Faculty: 8,410
 - Staff: 30,562
 - OPS: 10,658
 - Student: 12,198

* As of 2/1/2016 at 1:30 p.m.





UPDATES

- Applicant Status
 - As a result of recent updates, department users, including hiring managers, have less applicant statuses to choose and view.
 - Ineligible, Remove, Incomplete, Submitted, Withdrawn, Did Not Meet Minimum Requirements
 - An attempt to eliminate long list of status and confusion, especially with dispensing applicants and closing the posting.
- Reference Collection Module
 - This feature was recently developed by our provider, and it allows a hiring department to acquire reference via Careers at UF.
 - Currently Recruitment and Staffing is testing the module and planning on releasing this feature later in the Spring semester.



IMPORTANT NOTE

- Fair and Competitive Recruitment Process
 - As a public institution and a federal contractor, it is important we must provide a fair and competitive recruitment process.
 - This applies to the posting and selection process.
 - Recruitment and Staffing will pause a “clearance for hire” request when only one person was interviewed (as denoted in Careers at UF).
- Closing Postings
 - Please remember to close your postings, including OPS and Student searches.
 - Unclosed postings affect the numbers we report to federal government and public record requests.



Workers' Compensation



Effective Tuesday, March 1st

- If a non-life threatening on-the-job injury occurs, the injured employee and supervisor should immediately contact AmeriSys, the State of Florida's medical case management vendor, by calling 1-800-455-2079.
- Treatment for any non-life threatening work-related injury or illness must be authorized by AmeriSys prior to obtaining medical treatment.

Workers' Compensation Injury Reporting Procedure



Workers' Compensation Injury Reporting Procedure

Effective Tuesday, March 1st

- AmeriSys will determine if medical treatment is necessary, and assist the employee and supervisor in completing the First Report of Injury or Illness Form.
- AmeriSys will select an appropriate medical provider and arrange the initial appointment and any necessary follow up treatment from within the AmeriSys Workers' Compensation Services Provider Directory.



Workers' Compensation Injury Reporting Procedure

- After receiving notification from AmeriSys of a work-related injury, the University of Florida's Workers' Compensation Coordinator will contact the employee and supervisor to discuss any questions regarding Workers' Compensation, including wages, time reporting, usage of leave, follow up care and absences for appointments, and modified duty.
- More information on the Workers' Compensation Injury Reporting Procedure can be found at: <http://hr.ufl.edu/manager-resources/employee-relations/workers-compensation/new/>
- Questions? Contact UFWC at: (352) 392-4940 or via e-mail at: workcomp@ufl.edu.



In-unit Faculty Merit Increases



In-unit Faculty Merit Increases

- Last week, the Board of Trustees held a special session to resolve the impasse between the University and UFF
- The Trustees approved the implementation of a 2.5% merit increase for in-unit faculty effective January 1, 2016
- Merit increases will be awarded based on criteria established by the colleges consistent with the CBA



In-unit Faculty Merit Increases

Eligibility Criteria

- To be eligible, the faculty member must have at a minimum a satisfactory evaluation and have been employed by the University for at least one semester.
- Visiting faculty members or faculty members who have been issued a notice of non-renewal or layoff in accordance with the CBA or who have resigned for any reason are not eligible.



Salary Increase Timeline

- **February 8, 2016 (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 <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/job-and-position-actions/>
 - The UFF raise file is entitled “U16”
- 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 salaryincrease@ufl.edu by **5:00 pm on Friday, February 19, 2016.**



Salary Increase Timeline

- **Friday March 18, 2016** – employees receive the first paycheck with salary increases



Benefits Implications

- Because the raises have a retroactive effective date of January 1, 2016, employees may experience underpayments for select optional benefit programs such as optional life insurance.
- Once the raise file is complete, benefits will identify employees who may experience underpayment in order to develop a strategy to resolve the underpayments.



Benefits Reminders



New IRS Reporting Form

- New form 1095-C--Employer Provided Insurance Offer and Coverage
- Reports health insurance information for prior calendar year
- Mailing in early 2016:
 - State of Florida plan participants will receive form in early Feb.
 - GatorCare plan participants will receive form no later than 3/31
- Employees may file income tax returns **prior** to receiving 1095-C if they know they had coverage for the entire year
- If enrolled in Marketplace coverage, employees need to report UF offer of employer-sponsored health coverage to IRS
- More info on the HRS site here: <http://hr.ufl.edu/new-irs-form-1095/>



Double Deductions for State Plans 9 and 10-month Faculty

- Begin first paycheck in Feb (2/5) and end first check in May (5/13)
- Normal deductions resume in September
- If pay is interrupted prior to end of spring, employee should contact UF Benefits Office
- Double deductions do not apply to UF Select & GatorCare plans



FSA/HSA Vendor Change for 2016

- 1/1/16--vendor changed to Chard Snyder
 - Health Care FSA
 - Limited Purpose FSA
 - Dependent Care FSA
 - Health Saving Account (HSA)
- Participants received new “Benny” card by mail (replaces myMRA card)
- More information found on [Department of Management Services Advisory](#)
- Questions? Call Chard Snyder (855) 824-9284



Benefits Considerations for New Hires

- Dept. should consider hire dates prior to making an offer
 - Choose early to mid-month hire dates to allow time to process job appt.
 - Avoid hire dates late in the month or on the last day of the month
- Inform hires about when coverage may reasonably begin
 - Encourage new hires to complete benefit enrollments early
 - Recommend checking with the prior employer for coverage end dates and COBRA
- Use current [toolkits](#) and [resources on Academic Personnel website](#)



Benefits Considerations for New Hires (continued)

Considerations for **state plan** enrollment & eligibility:

- Job data not in the UF or People First systems by the end of month can delay coverage by **at least one month** for state plans
- Prior OPS employment at UF or other agencies may impact benefits eligibility & enrollment for state plans
- Job appt/actions must be active in both PeopleSoft and PeopleFirst before the employee can access their online enrollment.



Benefit Reminders

- **Timeframe to enroll**
 - Employees have **60 calendar days** from hire date or QSC event date to enroll or make changes
- **Using Plan Coverage**
 - Coverage cannot be used until premiums have posted and insurance ID cards are received



Benefits Reminders

State Plans:

- New hires and current employees enroll online or by phone via [People First website](#)
- Life events / QSCs--Call People First for state plan changes (866) 663-4735
- Coverage begins
 - No earlier than hire date or QSC date
 - The 1st of the month after enrollment, provided 2 consecutive payroll deductions occur in the same month
 - Exceptions – New hire health plan enrollments only OR plan changes for employees with QSC events



Benefits Reminders

- **UFSelect & GatorCare plans:**
 - New hires enroll online using the **myUFL portal**
 - Life events/QSCs---contact UF Benefits Office at (352) 392-2477 or email benefits@ufl.edu to advise of QSC event
- Coverage begins
 - New hire coverage is effective on date of hire
 - QSCs effective on date of event
 - Exception – QSC effective on 1st of following month if removing coverage or terminating



Important Dates

March 15 -- 2015 FSA grace period ends

- Continue to use for eligible expenses January 1 through March 15
- Use it or lose it
- Final filing date for 2015 is April 14, 2016
- See claim submission info in [Management Advisory](#)

February 29-----[Florida Prepaid](#) Open Enrollment ends

- Online enrollment
- Payroll deductions available



Important Dates

- Next HR Forum – March 2nd, 2016



**Thank you for
attending the HR Forum!**

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