

HR FORUM



WELCOME

March 2, 2016

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- Youth Conference Services
- Criminal Background Check Updates
- Careers at UF Update
- Relocation Guide
- Online Promotion and Tenure (OPT)
- Short Work Break (9-and 10 - month employees)
- Faculty and Graduate Assistant Summer Appointments
- In-Unit Faculty Merit Increases
- UF On Target Update
- Workers' Compensation
- Staff Appraisals
- Benefits Reminders
- Important Dates



Youth Conference Service



About the Office of Youth Conference Services

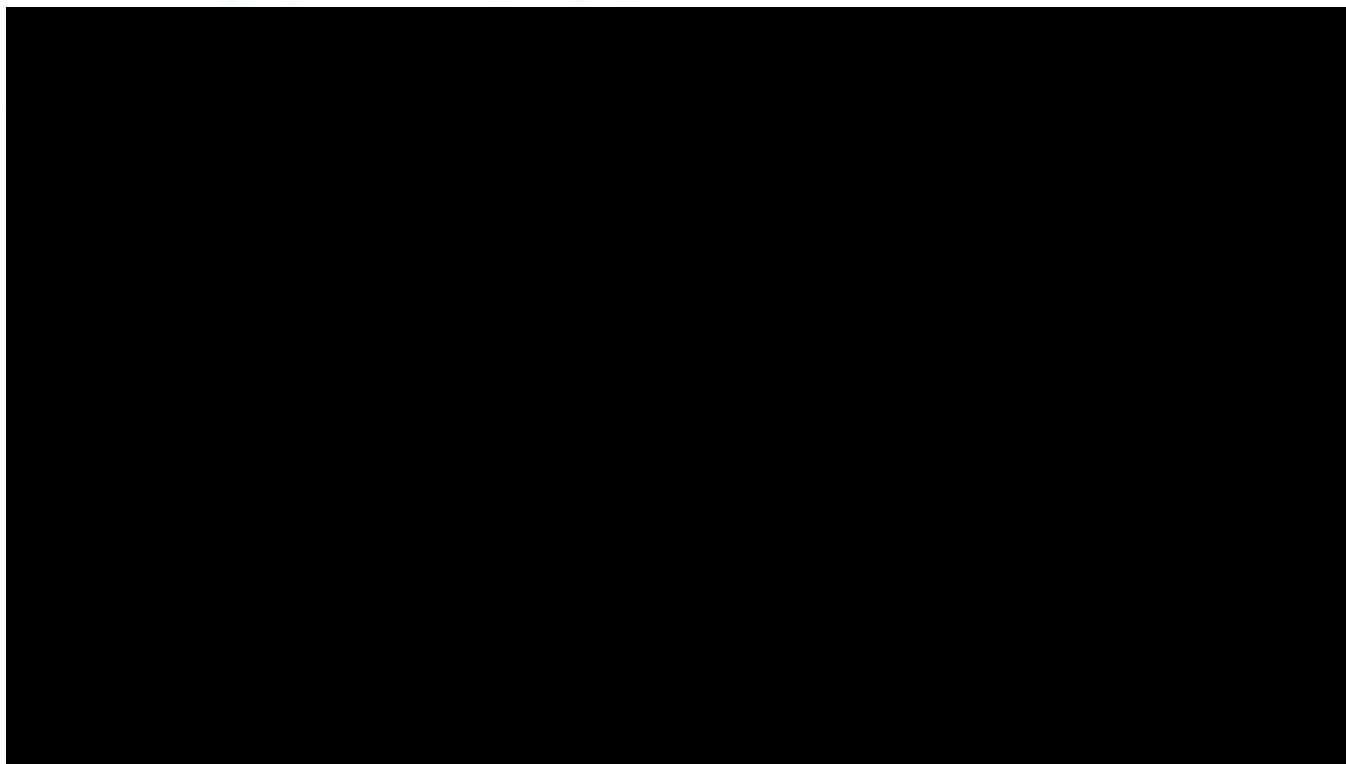


Omar Andujar | March 5, 2015

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SCOPE

Education

Registration / Tracking

Compliance





PRE-PROGRAM REQUIREMENTS

- Central Registration
- Youth Protection Training
- Background Checks





REGISTRATION

- Multi-directional tracking
- Used to validate compliance with pre-program requirements
- Historical Database





YOUTH PROTECTION TRAINING

AUDIENCE

Adults working
in UF-affiliated
youth activities

CONTENT

Strategies,
Common Warning
Signs, Laws,
Reporting

DURATION

Approximately
20 – 30
minutes to
complete

ASSESSMENT

A final quiz is
required. A
score of 90 is
needed

FREQUENCY

Annually





BACKGROUND CHECKS

- Florida State Law
- Affidavit of Good Moral Character must be signed and notarized
- Every 5 Years; unless there is a break in service of over 90 days

Note: Additional updates related to new changes to the State background check process for summer camp personnel will be forthcoming.





SUPERVISION

- Staff-to-Participant Ratios

DAY GUESTS		
AGE	STAFF	NUMBER OF CAMPERS
4-5	1	6
6-8	1	8
9-14	1	10
15-17	1	12

OVERNIGHT GUESTS		
AGE	STAFF	NUMBER OF CAMPERS
4-5	1	5
6-8	1	6
9-14	1	8
15-17	1	10

- Limit 1-on-1 Interactions



REPORTING



- Florida Mandatory Reporting Requirements
- Steps for Responding



FOR MORE INFORMATION

Visit: <https://oycs.ufsa.ufl.edu/>

Take the Training: my.ufl.edu
(Course # YCS800)

Contact US: 352-846-4698
Carolynnk@ufsa.ufl.edu





THANK YOU!





CRIMINAL BACKGROUND CHECK UPDATES



435 LiveScan

- Level 2 screening that requires fingerprinting
- Screening only covers:
 - Department of Children and Families (DCF) contracted positions
 - Positions in childcare facilities (Baby Gator)
 - Summer camp employees and volunteers
 - Florida 4-H programs
 - Screening for volunteers are managed by Florida 4-H Headquarters and county 4-H Faculty.
 - Screening for employees are conducted through UF HRS.



Determination

- Results review by the Department of Children and Families (DCF)
- Clearance must be obtained from DCF must to employees and volunteers begin working.
- Determination is usually made by DCF within 3 to 7 business days, depending on their volume.



Process

- Submit screening request form
 - Background Screening
 - Background Screening for Youth Camps and Activities
- Submit Clearinghouse Applicant Request Form and Clearinghouse Privacy Statement
 - Fax, campus mail, or in person
 - Contains personal identification information
- Complete Affidavit of Good Moral Character
- HR Forms website, www.hr.ufl.edu/forms



Process

- Recruitment and Staffing will verify with DCF Clearinghouse to determine if fingerprinting is required.
 - New to the clearinghouse
 - Up for five year renewal
- Fingerprinting appointments can be made online in the near future.
 - Dedicated webpage
 - Will be hosted by Appointment Plus



Assistance

- Recruitment and Staffing Background Check Team
 - Phone: 352-392-2477
 - Email: HRSBackgrounds@admin.ufl.edu
- UF IFAS Extension 4-H State Headquarters
 - Phone: 352-846-4444
 - Email: brk09@ufl.edu



CAREERS AT UF

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Update on Application Status

- Application Status Removed
 - Search Committee Review Successful
 - Search Committee Review Unsuccessful
 - Hiring Manager Review
 - Hiring Manager Review Successful
 - Phone Screen Unsuccessful
 - Background Check/Reference Check Unsuccessful
- Rename
 - Recommended for Hire/Clearance Request



Relocation Guide



Guide to Greater Gainesville

ALACHUA COUNTY MAP ABOUT US CONTACT US

ORDER YOUR FREE GUIDE TO GREATER GAINESVILLE

Experience the energy of innovation in Gainesville!

CITY OF GAINESVILLE every part of us with passion FLORIDA

Clear 54.3 F

GreaterGainesville.com THINGS TO DO GETTING SETTLED EDUCATION BUSINESS EVENTS DIRECTORY

GAINESVILLE NOW THE NEW, OLD-FASHIONED COMMUNITY VIEW MAP MY LISTINGS SUBMIT A LISTING

THEATER

ALACHUA COUNTY DMV GUIDE

WHY GREATER GAINESVILLE?

WHY GREATER GAINESVILLE?

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Guide to Greater Gainesville

- Relocation guide is a result of a collaborative effort between the University of Florida, Gainesville Chamber of Commerce Dual Career Program, Santa Fe College, UF Health, and Advantage Publishing.
- The guide was developed to assist employers recruit the best and the brightest to the Greater Gainesville area by providing valuable information to prospective employees.



Guide to Greater Gainesville

- As a companion to the printed guide, a website was also created at www.guidetogreatergainesville.com.
- The Guide to Greater Gainesville will be updated and printed annually while the website will be maintained and updated on an ongoing basis
- Hiring managers and search committees may request guides by contacting their recruiter in Recruitment and Staffing.



ONLINE PROMOTION & TENURE (OPT)



Faculty Workshops

- Friday, March 11, 2016
 - 9 – 11am
 - Reitz Union Chamber Room (1st Floor)
- Thursday, March 24, 2016
 - 2:30 – 4:30pm
 - 6120 HSC/Shands Bldg. (take elevator in Atrium area to 6th floor) Video conference for COM/Jax in the Alumni Board Room
 - *To sign up for a workshop please RSVP to Ileana McCray at mccrayi@ufl.edu



Online Promotion & Tenure

- 2016-2017 Guidelines are out
- Please let Janet Malphurs or Katie Davison know of any updates to the OPT Dept./College list for the 2016-2017 year

Useful link: www.aa.ufl.edu/tenure



SHORT WORK BREAK

9- and 10-month employees



Short Work Break for 9- and 10-month Employees

- 9- and 10-month employees (faculty, graduate assistants and TEAMS) will be put on Short Work Break in the myUFL system for the summer semester.
- Short Work Break file will be available during April 2016. Once available, you may navigate to [Public Folder>Human Resources>Workforce Information](#) under Enterprise Reporting to view employees who will be on Short Work Break
- Effective date of the Short Work Break will be 5/15/16 for 9-month and 6/14/16 for 10-month employees.



Short Work Break for 9- and 10-month Employees

- Time Reporting will be inactivated during the Short Work Break period.
- Departments still need to review employees to ensure they do not continue to be paid beyond the end of the Spring semester.

**Questions? Contact Human Resource Services at
392-2477**



FACULTY & GRAD ASSISTANT SUMMER APPOINTMENTS



Faculty & Grad 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 submit an ePAF for the summer appointment
- The file will be available via myUFL system
 - Workforce Administration>Job Information>UF Summer Job Review
- The file is expected to be available in April 2016.
- Summer appointments will appear in myUFL in late April/early May.



Faculty & Grad Assistant Summer Appointments

- A termination row will be applied at the same time the summer appointment is applied in job data.
- Don't forget, distributions for summer appointments will still need to be completed.

**Questions? Contact Human Resource Services at
392-2477**



In-unit Faculty Merit Increases



In-unit Faculty Merit Increases

- The Trustees approved the implementation of a 2.5% merit increase for in-unit faculty effective January 1, 2016.
- Due to state statute, the collective bargaining agreement must be ratified prior to the implementation of the raises.



In-unit Faculty Merit Increases

- The next UBOT meeting is scheduled on March 18th.
- UFF has indicated that it will hold a ratification vote prior to the March 18th UBOT meeting.
- Due to these procedural requirements, raises will not be reflected on the March 18th paychecks as originally communicated.
- Raises will be loaded into myUFL as soon as administratively possible following approval by UFF and UBOT.



UF On Target Update



UF On Target Update

- We have completed our review of positions associated with the Administration & Management job family.
- HR has provided a list of positions to college/unit contacts that provide recommended alternate titles or require additional information.



UF On Target Update

- Class & Comp has now started the process of reviewing the remaining job families.
- This review is expected to be complete by March 31st.
- Once the review is complete, the On Target file will be executed in myUFL in early April.



UF On Target Update

- In conjunction with the implementation, a process will be put in place to allow employees to request a final review of their classification by HRS.
- Prior to submitting a request, employees should discuss their concerns with their supervisor or their college/unit HR Representative.



UF On Target Update

- Requests will be submitted online. The employee will be asked to provide a brief explanation for the request and provide a job title that they feel is a more accurate reflection of their position.
- The employee's supervisor or HR Representative will receive a copy of the review request.



UF On Target Update

- Prior to implementation in myUFL, employees will receive notification of their new job title and any other pertinent information via interoffice mail.
- In addition, this notification will include information on how to request a final review by HRS.



UF On Target Timeline

- March 31 – C&C Review Complete
- April 4 – Employee notifications sent via interoffice mail
- April 8 – Employee notifications received
- April 22 – Job titles reflected in myUFL
- April 29 – Employee Requests for HRS Final Review due



Questions

- You may e-mail your questions to ontarget@ufl.edu or contact Classification & Compensation at 392-2477



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.



Staff Appraisals



TEAMS & USPS Performance Appraisals

- Annual staff performance appraisals cover the period from March 1, 2015 to February 29, 2016
- Appraisals must be presented and signed by March 31, 2016
- Supervisors should give priority to documenting specific language and examples to outline the job performance and work-related behavior from the entire appraisal year
- Be sure to develop meaningful goals for the coming year



TEAMS & USPS Performance Appraisals

- Two forms are used for evaluations
 - TEAMS Non-Exempt, USPS Non-Exempt and USPS Exempt Form
 - TEAMS Exempt Form (designed to accompany an evaluative narrative or letter)
- Both forms require an overall rating be assigned
- Also includes an outside activities disclosure section



REMINDERS

- Use the correct form for the salary plan of the employee
- Ensure UF ID's and correct full names
- Employees must sign and date the appraisal document
- If overall rating is “minimally achieves” or “below,” supervisors should contact Employee Relations before the evaluation is issued
- Employees employed fewer than 60 days or who are in probation period do not need to be evaluated

TEAMS & USPS
Performance
Appraisals



TEAMS & USPS Performance Appraisals

- Evaluation forms are available on the Employee Relations section of the HRS website.
- Supervisors should review position descriptions prior to issuing to ensure accuracy.
- Completed appraisals should be mailed to: Human Resources, Attn: Employee Relations, PO Box 110281, Campus



TEAMS &
USPS
Performance
Appraisals

- Employee Relations assistance is available from our satellite offices:
 - IFAS: 392-4777
 - HSC: 392-3786
 - PPD: 392-2333
 - E&G: 392-6615



Benefits Reminders



IRS Reporting Form 1095-C

- New form 1095-C--Employer Provided Insurance Offer and Coverage
- Reports health insurance information for prior calendar year
- State of Florida (PeopleFirst) and GatorCare plan participants should receive form by 3/31
- May file income tax returns **prior** to receiving 1095-C if covered by plan for the entire year
- Employees enrolled in Marketplace coverage must report UF's offer of employer-sponsored health coverage to IRS
- More info here: <http://hr.ufl.edu/new-irs-form-1095/>



FSA/HSA Vendor Change for 2016

- Chard Snyder is vendor for 2016
- Participants must use “Benny” card for 2016 claims
- More information found on [Department of Management Services Advisory](#)
- **2015 Claims deadlines:**
 - **March 15** -- 2015 FSA grace period ends
 - **April 14** -- Final filing date for 2015 claims
- Questions? Call Chard Snyder (855) 824-9284



Pet Insurance Name Change

- VPI is now Nationwide
- Participants will start seeing the Nationwide logo
- Questions? Call Nationwide (877)738-7874



FLARE 2016 SPRING WORKSHOPS (FINANCIAL LITERACY AND RETIREMENT EDUCATION)

Register by logging in to [myUFL](#) and navigate to *Main Menu > My Self Service > Training and Development > myTraining*

GET124 Sharpening Investment Skills

[Monday, March 14, 2:00 to 4:00 p.m.](#)

GET140 Medicare

[Monday, April 11, 2:00 to 4:00 p.m.](#)

GET573 FRS/DROP Workshop

[Friday, April 29, 9:00 to 11:00 a.m.](#)





Sick Leave Cashout Change for 2016

Prior to **June 30, 2016** sick leave is paid out for TEAMS, USPS employees & out-of-unit Faculty separating from UF as a result of **retirement** or **death** as follows:



**Hired prior to 4/1/2010
AND 10+ yrs. service:**

¼ of balance, up to 480 hours max

**Hired prior to 4/1/2010
with less than 10 yrs.
service:**

not eligible for sick leave cashout

Hired 4/1/2010 or after:

not eligible for sick leave cashout



Sick Leave Cashout Change for 2016

- After **June 30, 2016** no payment for sick leave will be made for any type of separation from employment for **TEAMS, USPS, and out-of-unit Faculty**. (excludes in-unit Faculty)
- Note: In-unit faculty hired prior to 04/01/2010 will continue to be cashed out for sick leave after 6/30/2016 in accordance with UF's leave administration policy



Sick Leave Cashout Change for 2016

- Qualifying **active** employees must retire by 6/30/16 to be eligible for Sick Leave Cashout
- Qualifying employees in **DROP** must terminate due to retirement on or before 6/30/2016 to cash out sick leave
- *This is a life-time cash out—if previously cashed out due to job separation, then not eligible for 2nd cash out*
- Questions? Contact Central Leave at 392-2477 or email central-leave@ufl.edu



Important Dates

- Next HR Forum – April 6, 2016



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

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