



HR Forum

April 1, 2020



Today's Agenda Items

- Current State – Jodi Gentry
- UFHR Area Updates
 - Employee Relations – Brook Mercier
 - Training & Organizational Development – Bob Parks
 - Employment Operations & Records – Cynthia Mendoza
 - Talent Acquisition & Onboarding – Audrey Gainey/Melissa Curry
 - Benefits & Leave – Shannon Edwards/Amber Wuertz
- Important Dates



Current State



Employee Relations

UF Engaged



CLEAR | TIMELY | MEANINGFUL

UFHR *preeminence through people*



- **UF Engaged is intact and still functioning:**
 - Now more than ever we need to be focused on communicating with our employees.
 - Conduct Check-Ins by most efficient means possible: In person (while continuing social distancing), zoom, or phone, if possible.

- **If your employee is out of the office completely (and not working from home):**
 - Managers still complete, and submit, the Check-In while following quarterly deadlines based on performance/activity that occurred while they were working and/or in the office.
 - Conduct In-person Check-In meeting upon their return to work in office or remotely as able.



➤ Probationary Employees

- If supervisor determines that the employee has successfully completed the requirements to complete the probationary period, a 6-month probationary Check-In should be completed.
- If supervisor determines that more time is needed to assess the employee in their role, they should complete the 6-month Check-In and extend the probation period
- Supervisors should avoid executing a probational dismissal unless conduct or other significant issues are evident.
- Consult with Employee Relations regarding any questions.



UFHR Guidance on COVID-19 Matrix

- Guidance for addressing employees directly impacted by COVID-19 is found at <https://hr.ufl.edu/ufhr-guidance-to-hr-liaisons-on-covid-19-response-for-employees/>
- Please use the guidance matrix when communicating with employees and departments about potential impacts from COVID-19.
 - Contains information about quarantine requirements
 - Outlines the Return to Work process
- Inform Employee Relations if employees test positive or are not positive but should be designated according to the guidance matrix.



Training & Organizational Development

Leadership Programs

Training Programs

Moving Forward



Leadership Programs



- Application period postponed for 2020-2021 cohorts
 - Advanced Leadership for Academics and Professionals (ALAP)
 - UF Academy
 - Managers Cohort
- Applications normally accepted in April—on hold and will open for applications at a later date



Training Courses

- Summer calendar of courses opens for registration beginning April 6
- Courses offered virtually for foreseeable future





Moving Forward

- Training resources focused on working, collaborating, managing & leading remotely in our UF-specific environment
- Stay tuned...





Employment Operations and Records

Short Work Break for 9/10-Month Employees

Faculty & GA Summer Appointments

Employment of Relatives Portal

Spring Termination File Update



Short Work Break for 9/10- Month Employees

- Short Work Break file will take place on **April 24, 2020**
- 9- and 10-month employees (faculty, graduate assistants and TEAMS) will be placed on Short Work Break in the myUFL system for the summer semester
 - Individual is still an active employee
 - Time Reporting is inactivated, and salary is not paid on this record during the short work break period
- Effective dates for Short Work Break
 - 9-month: 5/15/20
 - 10-month: 6/2/20



Short Work Break for 9/10- Month Employees

- Action Needed by Departments
 - Verify all 9- and 10-month employees who will not return after Spring 2020 are terminated in myUFL
 - If necessary, enter end-of-semester terminations **PRIOR** to April 24, 2020
- To review employees on Short Work Break after April 24:
 - Main Menu > Enterprise Reporting > Access Reporting > Human Resources > Workforce Information > Short Work Break – Return From Break Report
 - Guide:
http://training.hr.ufl.edu/instructionguides/job_position_actions/shortworkbreak.pdf



Faculty and GA Summer Appointments

- Summer appointments for 9-month faculty and graduate assistants may be processed via the summer job file
 - Summer appointments can also be entered as a Hire ePAF
- The file will be available April 24, 2020
- The file will close on May 15, 2020



Faculty and GA Summer Appointments

- The file will be available via myUFL system
 - Main Menu > Human Resources > Workforce Administration > Job Information > UF Summer Job Review
- Summer appointments will be reflected in myUFL on May 25, 2020
- Instruction Guide:
 - http://training.hr.ufl.edu/instructionguides/job_position_actions/summerjobreview.pdf



Faculty and GA Summer Appointments

- A termination row will be applied at the same time the summer appointment is applied in job data
- Reminder!
 - Enter distributions for summer appointments
- Questions?
 - Ufhr-employment@ufl.edu
 - 392-2477



Employment of Relatives Portal

- Available Now
 - <https://hr.ufl.edu/manager-resources/employment-operations-and-records/employment-of-relatives-petition/>

EMPLOYMENT OF RELATIVES PETITION PROCESS

The University of Florida is committed to a policy of employment and advancement on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives per **UF Regulation 1.009**. This regulation, specifically prohibits the appointment of **relatives or persons living in the same household** to any position where a direct or indirect supervisory relationship would exist between relatives or would create a perceived or actual conflict of interest. This includes, but is not limited to appointment, compensation, assignment of work, evaluation, grants administration and sponsored research projects, and financial authority or transactions. Please note, the University of Florida does not hire the minor children of employees.

To help the University assess the impact the employment of relatives may have on a department, division, or college please complete the following steps.



- What's Changed?
 - Form is concise
 - Submission is through a portal (1 packet)
 - Response is electronic
 - Approval time decreases
- What is the Same?
 - The regulation has not changed
 - Applies to all salary plans with the exception of a student/student scenario

1. Gather Required Documents for Approval

To expedite the approval process, the information below **must be** included in your nepotism packet submission. Failure to do so, will delay receiving a response to your petition.

- **Position description or job duties** of the position currently being hired
- **Plan to mitigate the conflict**, addressing all aspects of the conflict, name of supervisor(s), financial activity, grant oversight, etc.
- **Resume or CV** of relative being hired and any additional information that makes the case for why the relative is uniquely qualified for the position
- **Resume or CV** of all candidates interviewed
- **Organizational chart** of both positions including reporting lines, with the individuals to be covered by the plan clearly indicated

2. Complete the Employment of Relatives Approval Form

- **Employment of Relatives Form**
- All **required signatures** must be included prior to submission of the form and supporting documents
- Verify with your college or central departmental HR office if additional steps are required per departmental guidelines. If your college or central departmental HR has not reviewed the form per departmental policy, this may delay the approval process
- This form must be completed and submitted through the portal link below

3. Submit Form and Supporting Documents

- Enter your case via the **Employment of Relatives Petition Portal**
- Upload the form and all supporting document in **one** file



Employment of Relatives Approval

Department Submitter

Name

Cynthia M Mendoza

Information and Documentation

First Employee's Name

First Employee's UFID

Second Employee's Name

Second Employee's UFID (if available)

Supporting Document *

No file chosen

Incomplete form and/or packets will be returned and will delay review. The Employment of Relatives Form required can be found in the link below. Please submit all required documents in a single file.

[Employment of Relatives Form](#) (Complete and upload)

Comments



Spring Termination File

- A total of 2819 employment records were processed through the termination file
- This included the initial file started in February and the one opened in March
- FWS employees were removed from the file completely



Talent Acquisition & Onboarding

UF Hiring Pause



Hiring Pause

In response to the changing circumstances involving COVID-19, the University of Florida paused faculty and staff hiring effective Monday, March 30, 2020.

Positions Impacted

- All Faculty, Staff and OPS appointments with the exception of
 - All contract and grant-funded positions, regardless of position type
 - UF Health faculty and staff positions that are involved in the clinical enterprise
 - Summer appointments of existing 9-month faculty
 - Current searches for which offers already have been extended



Hiring Pause

Notification to Applicants

- TA&O will notify applicants of delays in the selection and hiring process due to COVID-19 and place communication on the Careers @ UF website

Exceptions may be requested for the following reasons

- Campus and personal health and safety
- Compliance with federal, state, and local laws and regulations
- Delivery of essential University services
- Courses necessary for timely graduation
- Critical advancement of the university mission



Hiring Pause

Exception to post and/or fill a position process

- Hiring Pause Exception Request Form
 - Can be found on the UFHR Forms (Managers) website
 - Approval must be obtained from the appropriate dean and/or vice president
 - Faculty and academic personnel must receive final approval from Dr. Joseph Glover or Dr. David Nelson, as appropriate.
 - All staff postings will need final approval by the Vice President for Human Resources, Jodi Gentry.



Manager Resources

<https://hr.ufl.edu/manager-resources/>

UF Human Resources UNIVERSITY of FLORIDA

WORKING AT UF BENEFITS LEARN & GROW **MANAGER RESOURCES** FORMS & POLICIES ABOUT US

Talent Acquisition and Onboarding

Employment Operations and Records

Classification & Compensation

Employee Relations

Leave Administration

Training & Org. Development

Volunteer Coordination

Hiring Pause

<https://hr.ufl.edu/manager-resources/>



Hiring Pause ePAF Changes

- For positions with verbal offer prior to 3/30/20
 - In ePAF comment: “Date of verbal offer made”
 - When applicable: In offer letter include date of verbal offer made
- For positions exempt per the Administrative Memo
 - In ePAF comment: “Hiring pause exempt position per Admin Memo”
- For positions approved for hiring pause exception
 - In ePAF: Include Hiring Pause Exception Form and comment: “Exception form attached”



Benefits and Leave

Emergency Paid Sick Leave

Expanded FMLA

CARES Act

Flex Spending Account Deadline



Emergency Paid Sick Leave

80 hours (pro-rated for part-time employees) of Emergency Paid Sick Leave will be provided to UF employees effective March 24, 2020.

- Designed to allow employees to supplement or replace paychecks in the event they are unable to work *or telework* because the employee:
 - Is subject to a federal, state, or local quarantine or isolation order related to COVID-19, including those unable to work due to the University's reduction to essential operations on campus, or meet the criteria of the State Surgeon General Public Health Advisory.
 - Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - Is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
 - Is caring for an individual who is subject to an order as described in (1) or self-quarantine as described in (2)
 - Is caring for their child (under the age of 18) whose school or place of care is closed due to COVID-19 related reasons.
 - Is experiencing any other substantially-similar condition specified by the US Department of Health and Human Services,



Emergency Paid Sick Leave

- Provides a greater benefit than required by the Emergency Paid Sick Leave Act, which has a daily benefit cap.
- A unique TRC has been created for this leave: ESD.
 - There are additional codes for international employees (ES7, ES8, ES9).
 - Please do not use the standard ADMIN or Emergency Leave TRCs for this use.
- USPS, TEAMS, Faculty, OPS, GA, Postdoc Associate, Student, and FWSP employees are eligible.
- Employees should confirm eligibility and coordinate use with their supervisor and/or their HR liaison.
- The amount of leave will be pro-rated based on FTE, i.e. a 0.5 FTE may record 40 hours.
- UFHR-Central Leave will audit use and follow up with the appropriate HR Liaison in the event more than 80 hours are recorded.



Emergency FMLA Expansion Act

Twelve weeks of EFMLEA will be provided to all eligible employees.

- Eligibility has been extended to employees who have worked at UF for at least 30 days.
- Only available to employees who cannot work *or telework* due to having to care for the child (under the age of 18) if the child's school or place of care has been closed, or if the provider is unavailable due to the COVID-19 public health emergency.
- Time taken under the EFMLEA will be factored into an employee's annual FMLA entitlement
- During the remaining 10 weeks, eligible employees will be provided with paid leave at 2/3 their normal rate of pay, capped at \$200/day. Employees may use personally accrued leave to supplement the remaining 1/3 pay.
- Additional information regarding recording this leave will be provided at the end of the week



Coronavirus Aid, Relief, and Economic Security (CARES) Act : Retirement Impacts

- In current form, allows participants to take penalty-free withdrawals from qualifying IRA, 401(k), 403(b), and 457(b) plans of up to \$100,000 for those who meet certain eligibility criteria including:
 - An individual diagnosed with COVID-19.
 - An individual whose spouse or dependent is diagnosed with COVID-19.
 - An individual who experiences adverse financial consequences as a result of being quarantined, furloughed, laid off, or having work hours reduced; and being unable to work due to a lack of childcare due to COVID-19, and other factors as determined by the Treasury Secretary.
- Income tax on the distribution may be paid over a three-year period.
- The 10% early withdrawal penalty will be waived.



Coronavirus Aid, Relief, and Economic Security (CARES) Act : Retirement Impacts

- Repayments are not subject to retirement plan contribution limits.
- For the first 180 days from passing of the Act, loan limitations have been expanded from the lesser of \$50,000 or 50% of the vested balance to the lesser of \$100,000 or 100% of the vested balance.
- Loan repayments due through December 31, 2020 are delayed for 1 year.
- Required minimum distribution from defined contribution plans due in 2020 are waived.
- Income tax on the distribution may be paid over a three-year period.



HSA, HRA & FSA—CARES Act

- The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) signed into law contains important provisions that will affect HSAs, HRAs and FSAs.
- Effective immediately:
 - HSA-qualified health plans can now cover telehealth and other remote care service expenses **below the HDHP statutory deductible limit**, or at no or low-cost sharing, without affecting an account holder's ability to continue contributing to their HSA. This provision will last until December 31, 2021.
 - **Over-the-counter drugs** and medicines can be **paid for or reimbursed** through an FSA, HRA or HSA without a doctor's prescription.
 - **Menstrual care products** are now considered a **qualified medical expense** and are eligible for payment or reimbursement through an FSA, HRA or HSA. All expenses incurred after December 31, 2019 qualify, and the provision has no expiration date.



COVID-19 Benefit Plan Changes

State Medical Plan Changes

- Governor DeSantis increased access to care for all State Group Insurance Plan members
- State HMO & PPO will allow for telehealth services and immunizations in retail pharmacies
- Allows access to these services for the duration of the public health emergency period, if network providers are used

GatorCare Plan Changes

- Early medication refill limits for 30-day prescriptions on maintenance medications have been waived
- No copays for telehealth appointments related to COVID-19 symptoms
- No copays and deductibles related to COVID-19 medical testing



Flexible Spending Account Claims Deadline ^{BH4}Reminder

Healthcare FSA and Limited Purpose FSA Plans

- Claims MUST be submitted by 4/15/20 for 2019 expenses
- Up to \$500 of unused 2019 money may be used for 2020 expenses

Dependent Care FSA Plan

- Claims MUST be submitted by 4/15/20
- May claim for eligible expenses incurred in 2019, and 2020 expenses through 3/15/20

FSA Questions?

Contact Chard Snyder 855-824-9284 or FloridaAskPenny@chard-snyder.com

Slide 37

BH4

From Chard's FAQ on page 2: https://www.chard-snyder.com/uploads/miscellaneous/SOF_FSA_FAQ_v8.19.pdf

Barrera, Kay H, 3/16/2020



Important Dates

- **GBAS Spring Institute – April 21, 2020 – Canceled.**
Contact gcadwallader@ufl.edu for future GBAS events.
- **Next HR Forum – May 6, 2020.**

A photograph of a university campus scene. In the foreground, a paved path covered with fallen yellow leaves leads into the distance. Several students are walking along the path. To the left, there are green ferns and pink flowers. To the right, there are more pink flowers and a brick building with large windows. The background shows more campus buildings and trees under a bright sky.

Thank you
for attending the
HR Forum