HR Forum
June 16, 2020
Today’s Agenda Items

• COVID-19 - Return to Work – Jodi Gentry, Brent Goodman
• UFHR Area Updates
  • Benefits & Leave – Shannon Edwards
• Important Dates
This Week’s Screening Schedule

Sending 6,063 screening questionnaires

Monday 6/15/2020
Remaining Faculty/Staff/OPS in the following colleges were sent screening questionnaires:

- IFAS
- College of Engineering
- College of Public Health & Health Professions
- College of Education
- CLAS

Tuesday 6/16/2020
Remaining Faculty/Staff/OPS in the following colleges/units will be sent screening questionnaires:

- College of Medicine
- DOCE
- Advancement
- Various Centers
- Office of Admissions
- College of Dentistry
- DCP
- Student Affairs

Wednesday 6/17/2020
Remaining Faculty/Staff/OPS in the following colleges/units will be sent screening questionnaires:

- Health Affairs
- COTA
- O’Connell Center
- Natural History Museum
- Office of the Provost
- Nursing
- UF Research
- UFHR
- HHP
- Law
- UFIT
- Housing & Residence Education
- Vet Med
- University of Florida Press
- Student Financial Affairs
- Reitz Union
- College of Business
- Office of the President
- CJC

- Finance and Accounting
- Business Services
- Graduate School
- Student Health Care Center
- Business Affairs
- General Counsel
- Libraries
- Planning Design & Construction
- Student Government
- International Studies
- UPD
- Emergency Management
- Strategic Communications & Marketing
- EHS
- Pharmacy
- Government & Community Relations
Nonresponsive Employees

3,581 employees who have received the questionnaire have taken no action. Emails went out Friday to each unit/college with a list of these employees.

Reminder: Communicate directly with these employees to be clear about your expectations that they must complete the screening now. The timing of the screening can be separate from the timing of your return to workplace/access to workplace/remote work location decisions. All UF employees are required to participate in the screening process under UF policy:


• HR Liaisons and Supervisors should remind employees

• Letter of counsel is the next step

• Unauthorized leave without pay and dismissal may occur if an employee does not follow through
Processes being addressed

1. Employee who do not show for scheduled appointments or cancel their appointments and do not schedule will receive a new screening questionnaire from UF Human Resources.

2. Employees who indicate symptoms and have a telescreen appointment and are cleared to continue the process will receive a new screening questionnaire from UF Human Resources.
Benefits & Leave

COVID-19 Retirement Incentive for Staff
COVID-19 Leave Donations
COVID-19 Aid-A-Gator
COVID-19 Retirement Incentive for Staff

- Eligible employees will receive payment for at least ¼ of their accrued sick leave balance, up to 480 hours.
- Colleges and units may create additional sick leave incentive (i.e. payment of additional hours) if consistently applied. Units should have notified UFHR-Benefits by May 11th if providing additional incentive.
- Retirees must provide notice by June 30th and retire/exit DROP from UF and the State between May 4th and September 30th.
- So far, 63 employees have taken advantage of the incentive, representing a total annual salary savings of $3.892M.
COVID-19 Retirement Incentive for Staff

- TEAMS and USPS employees with 10 years of creditable service with UF and/or the State (which need not be consecutive) are eligible.
- Payment for unused sick leave will be made, after mandatory and statutory deductions, to the bank account of record. Vacation funds in excess of $5,000 will route to the Special Pay Plan.
- If approved by the department, an employee may use up to 160 vacation hours upon notice of termination. Retirees wishing to do so may not use these hours to extend employment past September 30th.
COVID-19 Retirement Incentive for Staff

- UFHR-Benefits staff are available to assist employees and departments through the retirement process.
- Individual virtual and tele-conferences may be booked directly at https://benefits.hr.ufl.edu/contact/. We are also available at benefits@ufl.edu and at 352-392-2477.
- Overview available online at https://hr.ufl.edu/covid-19/covid-19-retirement-incentive-for-staff/.
- Contact Benefits immediately if an employee on GatorCare expresses interest in participation.
COVID-19 Leave Donation Update

We are grateful to all who generously donated vacation and/or sick leave to help our fellow employees!

• Over 271,000 hours donated
• Donated hours available to assist UF employees unable to work due to COVID-19
• As of 6/10, 290 requests for hours were submitted and nearly 17,000 hours have been awarded
• Any unused hours will be returned to the donors later in the year

Questions? Email covid19leavedonation@hr.ufl.edu or call (352) 392-2477
• Emergency grants provided to employees experiencing an unforeseen, temporary financial hardship
• Employees may apply for a grant through Aid-a-Gator at any time
• Since start of COVID-19 pandemic, 352 applications have been received and nearly $32,000 in aid disbursed to impacted employees
• UF HR Benefits Office manages the Aid-a-Gator program for UF employees, and there’s a separate Aid-a-Gator program for students through UF Office for Student Financial Affairs
• Aid-a-Gator is funded by donations—consider helping out your fellow Gator employees by making a donation to Aid-a-Gator now or anytime!

More information is available on the Aid-a-Gator website
**Important Dates**

- **June 19** – Final paycheck for FY19-20. Overtime, regular, and compensatory leave will be cashed out on this check.

- **June 30**
  - Last day to use Personal Holidays (USPS) and December Personal Leave Days (TEAMS & Eligible Faculty).
  - Last day for employees to provide notice of intent to take advantage of retirement incentive.

- **Upcoming HR Forums** – **Zoom information provided prior to each.**
  - July 1, 2020 – CANCELED
  - July 9, 2020 – 1 p.m.
  - July 20, 2020 – 2 p.m.
  - August 5, 2020 – 10 a.m.
Thank you for attending the HR Forum