



# HR Forum

June 16, 2020



# Today's Agenda Items

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- COVID-19 - Return to Work – Jodi Gentry, Brent Goodman
- UFHR Area Updates
  - Benefits & Leave – Shannon Edwards
- Important Dates

# UF 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

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**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:

<https://hr.ufl.edu/forms-policies/policies-managers/institutional-recovery-and-covid-19-return-to-workplace/>

- 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

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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

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- Eligible employees will receive payment for at least  $\frac{1}{4}$  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 11<sup>th</sup> if providing additional incentive.
- Retirees must provide notice by **June 30<sup>th</sup>** and retire/exit DROP from UF and the State between May 4<sup>th</sup> and September 30<sup>th</sup>.
- 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

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- 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 30<sup>th</sup>.





# COVID-19 Retirement Incentive for Staff

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- 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](mailto: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](mailto: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

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- **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.

A photograph of a university campus scene. In the foreground, a man with a backpack walks away from the camera on a path covered with fallen leaves. In the background, several people are walking along a similar path. The scene is set against a backdrop of brick buildings and trees, with a bright light source creating a lens flare effect. A semi-transparent blue rectangle is overlaid on the center of the image, containing the text.

Thank you  
for attending the  
HR Forum