



# HR Forum

June 3, 2020



# Today's Agenda Items

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- COVID-19 - Return to Work – Jodi Gentry, Brent Goodman
- UFHR Area Updates
  - Employee Relations – Brook Mercier
  - Talent Acquisition & Onboarding – Audrey Gainey
  - Benefits & Leave – Shannon Edwards
- Important Dates

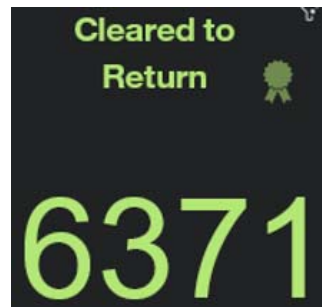
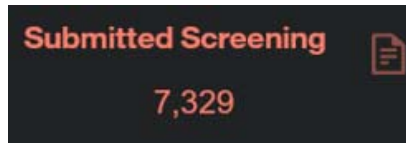
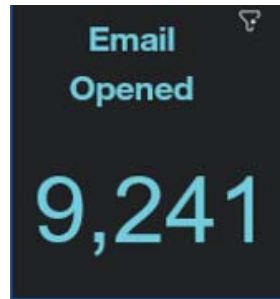
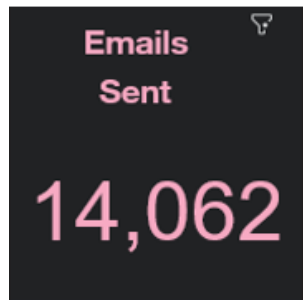


# COVID-19 Return to Work



# Return to Work

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Current testing capacity is 800 per day.



# Return to Work

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## Process Reminder

**Step 1:** Supervisor or HR representative in the college/unit contacts employee to advise on the intent to return to UF work location

**Step 2:** Mark the UF Remote Work file indicating “Request to Return”

**Step 3:** UFHR reviews and approves those requested and phases them into the screening and testing process

**Step 4:** Employee will receive an email to submit screening questionnaire and schedule testing appointment

**Step 5:** Employee will receive an email for negative test results or a phone call if results are positive

**Step 6:** Clearance and return to work location communicated to employee by supervisor or HR representative in the college/unit



## College/Unit Roles & Responsibilities

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- Indicate those that the college/unit intend to return
- Communicate with employee the intent to return has been initiated and the requirements to respond to the screening email
- Check the status of employee's clearance via the Emergency Remote Work Location Report. Clearance information is updated at 12 p.m. and 5 p.m. daily

### Navigation:

[myUFL](#) -> [Main Menu](#) -> [Enterprise Analytics](#) -> [Team Content](#) -> [Human Resources](#) -> [UF Employee Emergency Remote Work Location Report](#)

- Communicate directions and guidance to employees that are cleared to return to a UF work location



## New Resource

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Return to Workplace Matrix:

<https://hr.ufl.edu/covid-19/screening-and-return-to-campus/return-to-workplace-matrix/>

Resource provides scenarios, HR guidance, contact information, and related policy information.



## Employee Responsibility

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Employees are required to complete a COVID-19 Screening Questionnaire.

Employees who refuse to be screened for COVID-19 may not return to a UF work location. Supervisors should instruct essential employees who are performing work at a UF work location and refuse to be screened, or are screened but not cleared, to leave their work location and isolate at home immediately.

### **Institutional Recovery and COVID-19 Return to Workplace Policy:**

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

Employees with questions regarding the screening questionnaire can email [UFReturnToWork@hr.ufl.edu](mailto:UFReturnToWork@hr.ufl.edu)





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## Begin Entering Next Phase of Employees to Return



# Employee Relations

UF Engaged



CLEAR | TIMELY | MEANINGFUL

**UFHR** *preeminence through people*



## ➤ University's Completion Rate

- Overall Completion rate 49%
- Self Assessment Completion rate 37%

## ➤ Top 5 College/Admin unit

1. Stephen C. O'Connell Center 91%
2. Student Financial Affairs 87%
3. Office of Admissions 79%
4. UF Human Resources 77%
5. University Libraries 68%

*Thank You!*

*Data from January '20 through May '20*

**UFHR** *preeminence through people*



## Supervisors

- **Conducting Check-ins remotely**
  - Zoom, phone, in-person while maintaining physical distance
- **Content discussed**
  - Same discussion
  - Focus on efficiencies and productivity
  - Discuss tools necessary to achieve productivity while working remote



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- [UF Engaged Website](#) – offers a variety of **guides**, **simulations**, and available **trainings** to aide in the **success** of leaders and staff.
  - Utilize your Department Human Resources representative
  - Please email us with questions/feedback: [UFEngaged@hr.ufl.edu](mailto:UFEngaged@hr.ufl.edu)



# Talent Acquisition & Onboarding

New Employee Onboarding Strategy

New Employee Screening & Testing



# New Employee Onboarding Strategy

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A pending Hire ePAF Report will be utilized to manage the flow of new employees going through the COVID-19 screening process.

1. The hiring department will enter the Hire ePAF with the start date reflective of the beginning of the next available pay period (this triggers the creation of a Gatorlink username and password).
  - a) Allow 5 business days to accommodate screening and/or testing.
2. A pending Hire ePAF Report will be generated on Monday of each week.
3. Brent Goodman will review the report and, based on the desired start date, generate a screening and testing email notification to be sent to the new employees.
4. New employees will be instructed to complete the screening questionnaire within 48 hours of the request.





# New Employee Screening and Testing

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New employees will be required to complete the COVID-19 Screening Questionnaire and may opt to submit to a COVID-19 test.

1. The COVID-19 Screening Questionnaire and scheduling for testing will be managed in the ONE.UF portal.
2. New employees who complete the COVID-19 Screening Questionnaire and testing, will receive clearance via email or a call if further assessment is required.
3. Employment Operations and Records will check for clearance information and update the desired start date, if needed.
4. The pending Hire ePAF will be approved and the hiring department confirms the start date with their new employee.



# Benefits & Leave

New Leave Manager  
December Personal Leave Days &  
Personal Holidays Reminder  
UF Benefits Fair



# New Leave Manager

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**Welcome to our new Leave Manager,  
Nadja Schimmel-Cruz!**



# December Personal Leave Days & Personal Holidays Reminder

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## Personal Holidays (USPS) and December Personal Leave Days (Teams & Eligible Faculty)

- USPS Personal Holidays must be used in full day increments
- December Personal Leave Days can be used in less than full-day increments
- “Use it or lose it”--use by **June 30, 2020** or will expire



## UF Benefits Fair

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- Will likely be a virtual event in fall, rather than in-person
- State will provide more details soon



# Important Dates

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- **Upcoming HR Forums** – Zoom information provided prior to each.
  - June 16, 2020 – 1 p.m.
  - **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