

# HR Forum

June 2, 2021



# Today's Agenda Items

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- 2021-2022 Pay Program – Brent Goodman
- Remote Work Location Agreements – Brent Goodman
- Annual Renewals – Brent Goodman
- Change to Offer Letter Template – Johannes Traster
- Important Dates



# Classification & Compensation

2021-2022 Pay Program

Remote Work Location Agreements

Annual Renewals



# 2021-2022 Pay Program

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- In May, UF communicated to Deans and Vice President a salary increase program that will provide a 3% salary increase pool for merit increases effective July 1<sup>st</sup> for 12-month; August 7<sup>th</sup> for 10-month; and August 16<sup>th</sup> for 9-month employees.
- Salary increases for employees in a bargaining unit are subject to union negotiation.



# 2021-2022 Pay Program

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## Eligibility Criteria

- To be eligible for a salary increase, employees must be hired on or before March 1, 2021
- Employees who have received notification of non-renewal or layoff are not eligible for a merit increase.
- Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2021, are also not eligible for a merit increase.
- Faculty who are currently on a performance improvement plan are not eligible for a merit increase.
- OPS employees are not considered eligible for the salary increase program.



# 2021-2022 Pay Program

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## Implementation Considerations

- Actions that modify an employee's job data record and have an effective date after June 14, 2021, can cause an error to occur when the raise file is executed. As a result, departments should minimize job and position actions that impact employee job data records.
- In order to ensure units have an opportunity to review individual salary increases, salary increases will be viewable in myUFL on Tuesday, July 6<sup>th</sup>.
- Adjustments or corrections should be submitted to [salaryincrease@ufl.edu](mailto:salaryincrease@ufl.edu) by Wednesday, June 30<sup>th</sup>.



# 2021-2022 Pay Program

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## Implementation Timeline

- Monday, June 14, 2021 – Raise file opens to departments
- Wednesday, June 30, 2021 5:00 PM– Raise file closes to departments
- Tuesday, July 6, 2021 – Raises viewable in myUFL
- Friday, July 16, 2021– salary increases for 12-month employees included in employee paychecks



# 2021-2022 Pay Program

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## Additional Materials

- This week, we will publish several supporting documents on Classification & Compensation's website. These include:
  - Raise File Instruction guide – will provide additional guidance on how to access and enter raises in myUFL
  - Manager Guide - Provides recommendations on determining individual merit increases
  - FAQs – Answer to frequently asked questions



# 2021-2022 Pay Program

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## Recommendations for Managers and Departments

- As a manager, providing fair and competitive compensation is vital to attracting, retaining, and rewarding your employees. While there are a variety of approaches, including monetary and non-monetary rewards, it's important that salary increases recognize each employee's contribution to university.
- While colleges and units have the flexibility to establish salary increase criteria for their units, UF Human Resources (UFHR) recommends that managers differentiate rewards based on individual contributions/performance and that units calibrate rewards in order to ensure fair and consistent implementation. Please contact your college or department HR representative for unit specific salary increase guidelines.



# 2021-2022 Pay Program

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## **Differentiate Rewards based on Individual Performance and Contribution**

- Performance is a combination of the outcomes and behaviors which can be assessed using the following four quadrants:
  - ***High Outcomes – High Behaviors:***
  - ***High Outcomes – Low Behaviors:***
  - ***Low Outcomes – High Behaviors:***
  - ***Low Outcomes – Low Behaviors:***



# 2021-2022 Pay Program

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## ***High Outcomes – High Behaviors:***

- Employees in this quadrant are top performers. They achieve high-value outcomes while exhibiting positive behaviors. Departments should ensure that individuals in this quadrant receive increases that reflect their valuable contributions.



# 2021-2022 Pay Program

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## ***Low Outcomes – High Behaviors:***

- These employees have not yet achieved performance objectives but demonstrate positive behaviors.
  - Frequently includes individuals who are new to the organization, new to a role, or recently promoted.
  - While these individuals may not yet achieve desired outcomes, they demonstrate positive behaviors that support individual or team performance.
  - Employee increases would generally be less than that received by employees that demonstrate High Outcomes and High Behaviors.



# 2019-2020 Pay Program

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## ***Low Outcomes – Low Behaviors:***

- This quadrant includes individuals who do not meet performance expectations and demonstrate behaviors that have a negative impact on individual or group performance.
  - Departments should be cautious when determining salary increases for employees in this quadrant as they can be misinterpreted as positive reinforcement for poor performance and for demonstrating negative behaviors which can lead to perceptions of unfairness by coworkers.
  - Departments may choose not to provide salary increases to employees in this quadrant.
  - Modest increases may be provided based on department or college guidelines.



# 2021-2022 Pay Program

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## ***Calibration Sessions***

- It's important to ensure performance-based increases are administered in a fair and consistent manner throughout the organization. UFHR recommends using calibration sessions.
- The goal of calibrating salary increases is to ensure that managers apply similar standards when evaluating individual contributions and determining rewards. This process helps to level the playing field by neutralizing the impact of a tough evaluator versus an easier evaluator. The review process should typically include the following:
  - Managers determine initial salary increase recommendation based on individual performance
  - Manager recommendations are discussed with the next level supervisor and may include managers who supervise similar groups of employees
  - Calibration session participants adjust salary increase recommendations as appropriate to ensure accuracy and consistency



# 2021-2022 Pay Program

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## Questions?

- If you have questions, please contact Classification and Compensation at (352) 273-2842 or by email at [salaryincrease@ufl.edu](mailto:salaryincrease@ufl.edu).



# Remote Work Location Agreements

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- Remote Work Location Agreement (RWLA)
  - Authorizes an employee to work from an approved remote location instead of physically traveling to a central UF workplace
  - Academic Personnel, TEAMS, USPS, and OPS employees are eligible to work at a remote location immediately upon hire
  - Supervisor and the employee have a clear, shared understanding of the employee's remote work location arrangement
  - Working arrangement mutually benefits both the college/unit and the employee
  - Director or Department Chair and VP/Dean Approval



# Remote Work Location Agreements

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- RWLA Updates
  - Enterprise Analytics Report
    - To aid with identifying employees working remotely
    - myUFL > Main Menu > Enterprise Analytics > Access Enterprise Analytics > Human Resources Information > Workforce Information > Remote Work Location Agreements
  - Instruction Guide located on the HR website at:  
[https://training.hr.ufl.edu/instructionguides/job\\_position\\_actions/remote\\_work\\_location\\_agreements\\_report.pdf](https://training.hr.ufl.edu/instructionguides/job_position_actions/remote_work_location_agreements_report.pdf)
  - Department chairs and unit leaders may approve up to two days per week to be worked elsewhere as part of an agreed-upon hybrid schedule
    - More than 40% of an FTE to be worked elsewhere as part of a hybrid schedule requires the appropriate vice president and UFHR's approval



# Remote Work Location Agreements

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- RWLA that will continue into the 2021-2022 fiscal year should be submitted by July 1.
- The renewal process is an opportunity to evaluate the success of the work arrangement and make modifications as appropriate.
- Remote Work Location Agreement electronic form located on the HR website at: <https://hr.ufl.edu/manager-resources/alternate-work-location/>
  - Regardless of the work setting or working scenario, UF regulations and policies apply to all employees of the university



# Questions

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Please contact Classification & Compensation via email at [RemoteWorkAgreement@hr.ufl.edu](mailto:RemoteWorkAgreement@hr.ufl.edu)



# Perquisite Renewals

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- As part of the perquisite process, last year we implemented a new perquisite form via OnBase.
- Requests for new perquisites should be submitted as a new request for the 2021-2022 fiscal year
- The perquisite form is located at: <https://hr.ufl.edu/wp-content/uploads/2018/04/perquisites.pdf>



# HR-600 Renewals

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- Departments must renew extra state compensation commitments that extend into the new fiscal or academic year.
- An updated HR600 form and DocuSign template is available
- The update form clarifies that a Dean's approval is required to faculty appointments.
- UF Research, Grants Accounting, has been added as an additional approver for requests funded from 201 and 209 funds.
  - Requests can be sent to [BA-CFO-CG-Mgmt@mail.ufl.edu](mailto:BA-CFO-CG-Mgmt@mail.ufl.edu)



# HR-600 Renewals

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- Form location: <https://hr.ufl.edu/wp-content/uploads/2018/04/requestaddcomp.pdf>
- For new or existing commitments for Additional University Employment, complete a Request for Approval of Additional University Employment (HR-600) form and submit it to: [HR600Request@ad.ufl.edu](mailto:HR600Request@ad.ufl.edu)



# Questions

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Please contact Classification & Compensation at [compensation@ufl.edu](mailto:compensation@ufl.edu) or by phone at (352)273-2842



# Employment Operations & Records

Change to Offer Letter Template



# COVID-19 Screening Section

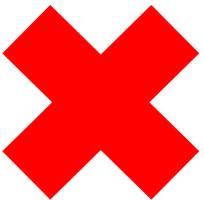
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- After June 28, 2021 – the COVID-19 screening section is no longer required for offer letters with an effective start date of June 29 or later
- The offer letter templates will be updated on June 14, 2021



### Pre-employment Screening

We are excited you are joining our team. As part of the hiring process, a successful pre-employment screening must be completed for the offer of employment to take effect. This includes a satisfactory review of criminal records, reference checks, verification of education, and any health assessments that may be required.



As a condition of this offer of employment and part of your pre-employment screening, you are required to satisfactorily complete the university's COVID-19 screening process. The screening includes a questionnaire and the option to participate in the UF COVID-19 testing. Any delay in this process may require an adjustment to your start date. If a change to your start date is needed, you will receive notification of this change in the form of an addendum.



# COVID-19 Screening Section

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- If you are hiring an individual with an effective date on or before June 28<sup>th</sup>, the COVID-19 screening section must be included in the offer letter
- If you are hiring an individual with an effective date on or after June 29<sup>th</sup>, the COVID-19 screening section may be removed from the offer letter
- Questions?



# Important Dates

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- **UF Holiday** – July 5
- **Upcoming HR Forum** – August 4 @ 10 a.m. *(July Forum cancelled)*

A photograph of a university campus scene. In the foreground, a student 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 sunlight filtering through the trees, creating a warm, golden glow. A semi-transparent blue rectangle is overlaid on the center of the image, containing the text.

Thank you  
for attending the  
HR Forum