

HR FORUM

AUGUST 3, 2022



Today's Agenda

August 3, 2022

- ▶ Vice President's Office Updates
- ▶ Training & Organizational Development
- ▶ Classification & Compensation
- ▶ Employment Operations
- ▶ Benefits



Role Recertification

ROLE RECERTIFICATION

- ▶ Effective **July 29**
- ▶ Department Security Administrators (DSAs) will receive a notification when an employee transfers into their department, prompting them to complete a **role recertification request**.
 - ▶ DSAs will have a **30-day** timeframe in which to complete the recertification process.
 - ▶ If the employee's roles do not need to be recertified, they will be **removed** after this **30-day period**.
- ▶ DSAs will also receive a similar notification for the **annual role recertification** process. Roles for any employees who are not recertified within the **30-day period** following this notification will not be recertified.

The background is a solid dark blue. In the upper right corner, there is a small, vertical yellow rectangle. On the left side, there is a large, faint, light blue circular graphic that resembles a clock face. It has a thick outer ring and two hands, one longer than the other, positioned to form an 'X' shape. The text "Essential Employees" is written in white, sans-serif font, centered over the clock face.

Essential Employees

ESSENTIAL EMPLOYEES

Essential employees provide **vital support** to the University of Florida in the event of an **emergency** or **disaster** that results in the official suspension of classes and/or closing of offices.



ESSENTIAL EMPLOYEES



- Essential employees play an important role in maintaining the safety and well-being of students, faculty, and staff who may be remaining on site throughout **emergency events**.
- During a **campus closing**, only employees designated as **On-Campus Essential** may be present on campus.

ESSENTIAL EMPLOYEES

- Colleges and Departments are responsible for designating and notifying essential employees.
- Essential employees may be required to report to work, be “on call” to report to work, and/or work remotely if required in order to maintain the critical functions of the University during a closure.
- In the event of an emergency closing, supervisors notify essential employees if and when they are required to report to work.
- Essential employees have a responsibility to monitor official University of Florida communications related to an emergency, including UFAAlert and UFL.edu, as well as maintain up-to-date contact information in myUFL.

ESSENTIAL EMPLOYEES

On-Campus Essential – Working on campus

- Continuation of critical and/or essential services that **must be completed on-site**
- Maintaining integrity of infrastructure, property or systems on-site
- Necessary on-campus work to maintain the safety and wellbeing of students, faculty and staff

Remote Essential – Working from a remote location, may need periodic access to campus

- Work is required to **maintain operations** and **business continuity** of the University and can be completed remotely
- Supervisor approved access to campus may be needed periodically to complete required work

Remote Non-essential – Working from a remote location, does not need access to campus

- Work is important to the University and can be completed remotely, but is **not essential** to maintain operations and business continuity

ESSENTIAL EMPLOYEES

- Essential employees should **receive** and **acknowledge written designation** from their supervisor
- A standardized designation letter template is available to departments

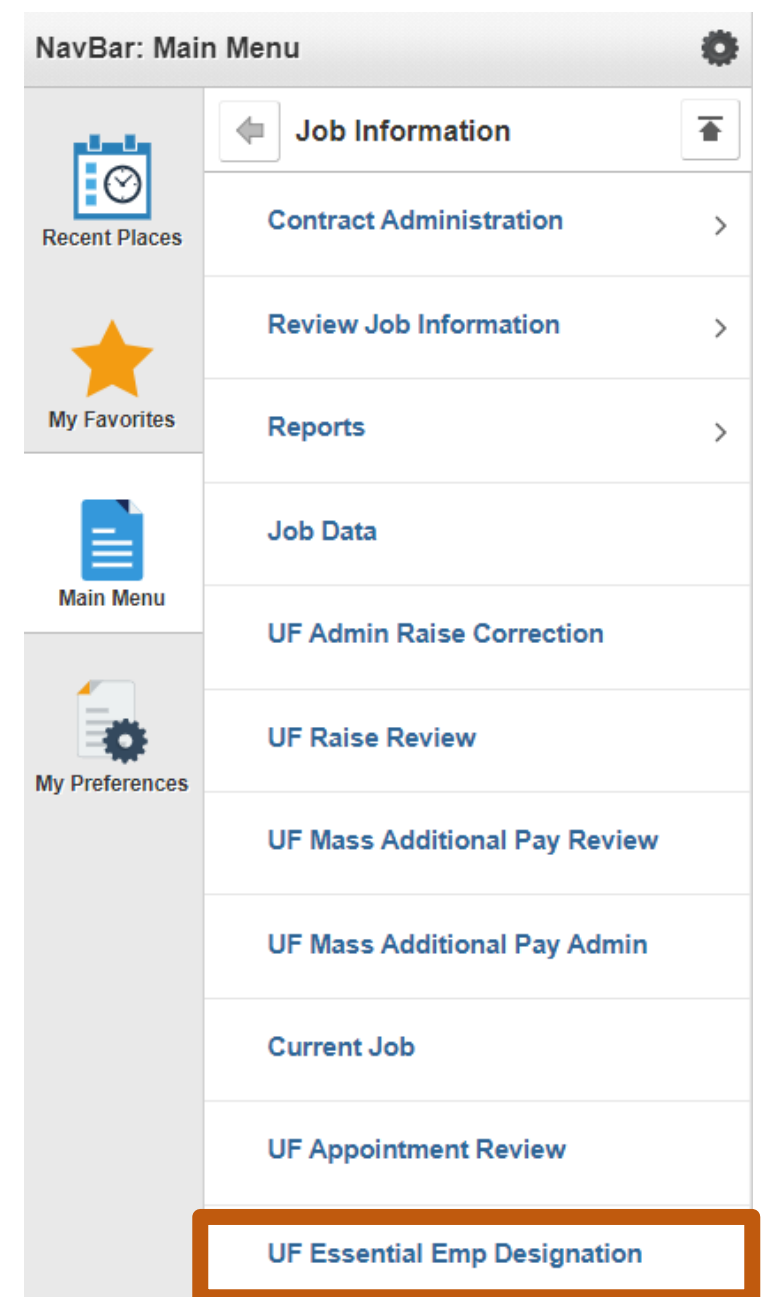


ESSENTIAL EMPLOYEES

- TEAMS, USPS, and Law Enforcement non-exempt employees who are required to work during an emergency closing will earn one hour of special compensatory leave for each hour worked during the emergency closing, in addition to their normal pay.
- If the special compensatory leave is not used by the end of the fiscal year, the employee will be paid for the leave.
- TEAMS exempt employees who are required to work during an emergency closing are eligible for compensatory leave at the discretion of the supervisor — although this compensatory leave is handled informally at the department level and not accrued in myUFL.
- Faculty and graduate assistants are not eligible for compensatory leave under this policy.

ESSENTIAL EMPLOYEES

- HR Liaisons record the designation in the UF Essential Employee Designation file in myUFL.
- Navigation-
myUFL Main menu > Human Resources >
Workforce Administration > Job Information >
UF Essential Emp Designation



ESSENTIAL EMPLOYEES

UF Essential Emp Designation

Department 62010100 HR-VICE PRESIDENTS OFFICE

<div><div><div></div><div></div></div><div></div></div> <div>1-4 of 4</div> <div>View All</div>				
	Empl ID	Empl Record	Name	Essential
1		0	Curry,Melissa S	Yes

■Navigation-

myUFL Main menu > Human Resources > Workforce Administration > Job Information > UF Essential Emp Designation

ESSENTIAL EMPLOYEES

myUFL Enterprise reporting:

[Team Content](#) > [Human Resources Information](#) > [Workforce Information](#) > [UF Essential Employee Designation Tracking](#)



UF Essential Employee Designation Tracking

Run Date: 08/01/2022

Dept ID	Dept Name	Emplid	Name	Empl Rcd	Email	Home Phone	Cell Phone	Campus Address Line 1	Campus Address Line 2	Campus Address Line 3	Campus Address City	Campus Address State	Campus Address Zip	Supervisor ID	Supervisor Name	Supervisor Email	Supervisor Work Phone	Supervisor Home Phone	Essential Employee Flag
62010100	HR-VICE PRESIDENTS OFFICE			0				903 W UNIVERSITY AVE			GAINESVILLE	FL	32601-5117						Y

ESSENTIAL EMPLOYEES



Resources can be found at
[https://hub.policy.ufl.edu/s/article/
Essential-Employees](https://hub.policy.ufl.edu/s/article/Essential-Employees)



Training & Organizational Development

NEW FACULTY ORIENTATION 2022

Virtual

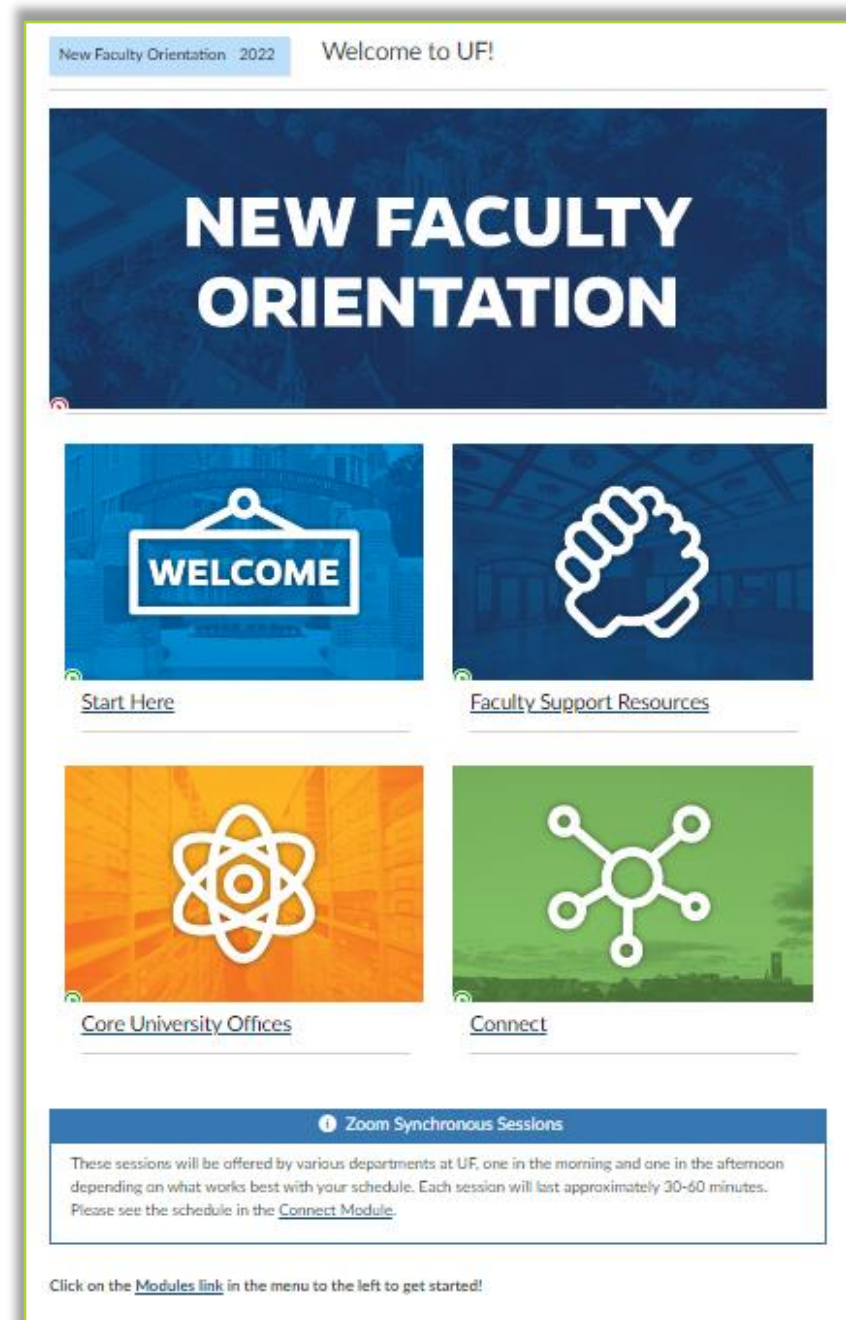
- Canvas Site
- NFO Website
- PDF Informational Booklets
- Zoom Information Sessions
- Communication to faculty
 - 7/25/22
 - 8/1/22
 - 8/8/22
 - Projecting **new hires** through **August 31st, 2022**



CANVAS SITE

- Videos, information/resources about the various departments on campus, schedule of virtual information sessions, links classes/programs
- New faculty are added to Canvas
 - Gatorlink Username & Password
 - Use Chrome or Firefox

<https://ufl.instructure.com/courses/403368>



WELCOME TO UF

THE FIRST WEEKS

We have created a [New Faculty Orientation Canvas Site](#) so you can complete orientation online. **Please use Chrome or Firefox to access the site.** You must have a GatorLink username and password created in order to access. The site is organized into modules and contains videos, helpful information and resources about the various departments on campus, a schedule of virtual information sessions, and links to classes and programs to help you navigate your first year at UF.

Please find below a schedule of synchronous Zoom information sessions for you to attend beginning the week of **August 15th**. The Zoom Sessions will last 30-60 minutes and will consist of a department overview, critical resources, and time for Q&A.

Zoom Information Sessions

Benefits – In this session, you will learn about the various health insurance options available through the state of Florida and the University of Florida. You will also learn about retirement plans, supplemental benefit and voluntary retirement plans.

- 8/15 from 10-11am | [Zoom Link](#) | Passcode: 301583
- 8/23 from 2-3pm | [Zoom Link](#) | Passcode: 464748

UF Research – In this session, you will learn about the UF Research ecosystem, which connects faculty with the tools they need to succeed in their research and scholarship. It will cover how to obtain assistance with everything from finding and managing funding to connecting with core services like computing, specialized labs and libraries.

- 8/17 from 10-11am | [Zoom Link](#) | Passcode: 807377
- 8/25 from 2-3pm | [Zoom Link](#) | Passcode: 095796

NFO WEBSITE

- Link to the Canvas site
- Schedule of Zoom Information Sessions to attend
- Links to training/programs

<https://welcome.hr.ufl.edu/getting-started/orientation/new-faculty-orientation/>

ZOOM INFORMATION SESSIONS

- Benefits
- UF Research
- Office of the Chief Diversity Officer
- Center for Teaching Excellence
- UF Libraries
- UF Information Technology
- Center for Instructional Technology and Training
- Center for Undergraduate Research
- Disability Resource Center
- International Center



Starting August 15th, 2022
For dates, times & zoom links:

New Faculty Orientation email
NFO Canvas site
NFO Website

GBAS SAVE THE DATES!

Fall Workshop – Straughn IFAS Extension
Professional Development Center

Tuesday, September 27, 2022, at 8:30 am

➤ Data Reporting



Fall Institute – Emerson Alumni Hall

Friday, November 18, 2022, at 8:30 am

➤ The Future of Work



BOTH EVENTS WILL BE HYBRID!



Classification & Compensation

2022-2023 PAY PROGRAM

- ▶ In July, UFHR communicated to Deans and Vice Presidents a **salary increase program** that will provide a 3% salary increase pool for merit, and market-based salary increases effective **October 1, 2022**.
- ▶ To provide managers with the flexibility to **allocate rewards** based on individual **contributions** or **market factors**, UFHR's communication and instruction guides will state that funds are being made available to offer salary increases rather than sharing the size of the salary increase pool as a percentage of employee salaries. We hope that this change will support manager flexibility by limiting the possibility that employees establish expectations regarding individual salary increases.
- ▶ Salary increases for **employees** in a **bargaining unit** are subject to **union negotiation**.

2022-2023 PAY PROGRAM

Eligibility Criteria

- ▶ To be eligible for a salary increase, employees must be hired on or before June 30, 2022
- ▶ Employees who have received notification of non-renewal or layoff are not eligible for a salary increase.
- ▶ Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2022, are also not eligible for a merit increase.
- ▶ Faculty who are currently on a performance improvement plan are not eligible for a salary increase.
- ▶ OPS employees are not considered eligible for the salary increase program.

2022-2023 PAY PROGRAM

Implementation Considerations:

- ▶ Actions that modify an employee's job data record and have an effective date after October 1, 2022, can cause an error when the raise file is executed. As a result, departments should minimize job and position actions that impact employee job data records.
- ▶ To ensure units have an opportunity to review individual salary increases, salary increases will be viewable in myUFL on Tuesday, October 4.
- ▶ Adjustments or corrections should be submitted to salaryincrease@ufl.edu by Wednesday, September 21st.

2022-2023 PAY PROGRAM

Implementation Timeline

- ▶ Monday, September 12, 2022 – Raise file opens to departments
- ▶ Friday, September 23, 2022, 5:00 PM– Raise file closes to departments
- ▶ Tuesday, October 4, 2022 – Raises viewable in myUFL
- ▶ Friday, October 21, 2022– Salary increases included in employee paychecks

2022-2023 PAY PROGRAM

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

2022-2023 PAY PROGRAM

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 essential that salary increases recognize each employee's contribution to the 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 to ensure fair and consistent implementation.** Please contact your college or department HR representative for unit-specific salary increase guidelines.

2022-2023 PAY PROGRAM

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:



2022-2023 PAY PROGRAM

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.

2022-2023 PAY PROGRAM

Low Outcomes – High Behaviors:

- ▶ These employees have not yet achieved performance objectives but demonstrate positive behaviors.
 - ▶ Frequently includes individuals 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.

2022-2023 PAY PROGRAM

Low Outcomes – Low Behaviors:

- ▶ This quadrant includes individuals who do not meet performance expectations and demonstrate behaviors that hurt individual or group performance.
 - ▶ Departments should be cautious when determining employee salary increases in this quadrant. 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.

2022-2023 PAY PROGRAM

High Outcomes – Low Behaviors:

- ▶ Employees in this quadrant have achieved desirable outcomes but demonstrate behaviors that have a negative impact on individual or group performance. While these individuals may produce positive outcomes, their behavior may be disruptive. Departments should be cautious when determining salary increases for employees in this quadrant as they can be misinterpreted as positive reinforcement for demonstrating negative behaviors, which can lead to perceptions of unfairness by coworkers.
- ▶ While departments may choose not to provide an increase, departments may provide increases in order to support organizational objectives. These increases would typically be less than those received by employees who demonstrate High Outcomes and Behaviors.

2022-2023 PAY PROGRAM

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 recommendations 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

GA SALARY INCREASES AND ONE-TIME PAYMENTS

- ▶ UF Human Resources implemented the minimum stipend increase and a 3% salary increase in July.
- ▶ In the coming weeks, UF Human Resources will implement a one-time payment for eligible graduate assistants.
 - ▶ Effective August 24, 2022, graduate assistants who make equal to or less than \$18,500 shall receive a one-time payment of \$1,140. The stipend amount refers to a 9-month, .50 FTE appointment.

FACULTY, STAFF, AND OPS ONE-TIME PAYMENTS

- ▶ UF Human Resources implemented a one-time performance payment program in July.
- ▶ The program provided one-time performance payments to faculty, TEAMS, USPS, and non-student OPS faculty and staff with annualized base salaries of \$45,000 or less who are in good standing.
- ▶ The one-time payments will be awarded on a sliding scale based on salary.
 - ▶ Employees earning less than or equal to \$35,000 will receive \$1,000
 - ▶ Employees earning more than \$35,000 but less than or equal to \$40,000 will receive \$750
 - ▶ Employees earning more than \$40,000 but less than or equal to \$45,000 will receive \$500
- ▶ Employees must have been continuously employed since July 1, 2021, and meet other eligibility criteria.
- ▶ The process used to build the file had a hard time capturing employees who transitioned from OPS to TEAMS. We ran a process to identify impacted employees, but please contact a member of the Classification & Compensation team if you feel someone was missed.

FACULTY, STAFF, AND OPS ONE-TIME PAYMENTS

Questions?

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

The background is a solid blue color with a faint, stylized illustration of a mechanical system. It features several interlocking gears of different sizes. Small, dark, stylized human figures are positioned around the gears, appearing to interact with them. One figure is at the top, another is on the left, and two are on the right. The overall theme suggests industry, mechanics, or organizational structure.

Employment Operations & Records

Summer Transition

- Return from Short Work Break—Now Back
- Effective dates in Job Data:
 - 9-month employees return 8/16/22
 - 10-month employees return 8/1/22
- Job actions that may have been placed on hold during the summer break may now be performed with an effective date of their return or later

Summer Transition

- Summer appointments created by the Summer File already have a termination row in myUFL
- Departments must manually enter terminations for summer appointments that were not created through the Summer File
 - Salary plans: FASU, OFSU, and GASU
 - Termination reason should be “End of Summer Assignment” (ESA)
 - ESA terminations will execute at Level 1

We will be reaching out to college HR Liaisons soon with a list of summer appointments that do not have a termination row in the myUFL system

Fall Reminders

- **August 19th** is the official date to switch student appointments to OPS if the student is graduating and continuing employment
- Background checks are required for students switching to OPS, however, if one is on file and there is no break in service then a new one is not necessary
- **Schedule of Pay Dates and Critical Dates** includes HR Deadlines for timely ePAF approval
- **New Hire Checklist** for all information relating to ePAF requirements

Graduate Assistant Minimums

9-Month Appointments (19.5 pay periods)

FTE	Annual	Bi-Weekly
1.0	\$34,000.00	\$1,743.59
.50	\$17,000.00	\$871.79
.33	\$11,220.00	\$575.38
.25	\$8,500.00	\$435.90

12-Month Appointments (26.1 pay periods)

FTE	Annual	Bi-Weekly
1.0	\$45,507.70	\$1,743.59
.50	\$22,753.85	\$871.80
.33	\$15,017.54	\$575.38
.25	\$11,376.93	\$435.90

Graduate Assistant Minimums

- For incoming graduate assistants this fall, appointments in ePAF must at least reflect the new minimum stipend relative to their FTE.
- Appointment letters that were already presented before the announcement of the new amounts do not have to be revised.
- We are currently making minor revisions to the current GA templates and will provide a cut-off date for the new templates once available.
- [Employment Hub](#) website is updated with new GA minimums

Questions

Contact Employment Operations and Records at
ufhr-employment@ufl.edu or by phone at (352) 273-1079.

A stethoscope is positioned with its chest piece resting on a dark, solid heart shape. The tubing of the stethoscope loops across the lower half of the image. The entire scene is set against a solid blue background. In the top right corner, there is a small, bright yellow rectangular element.

Benefits

POSITION VACANCIES UPDATE

- Leave Manager
- Director, Benefits, Retirement, and Leave

RETIREMENT UPDATES

- Fidelity Investments
 - Gainesville office located at 720 SW 2nd Avenue
 - 720 Office Plaza
 - South Tower, Executive Suites, Suite 502
 - Visit online scheduler for in-person or virtual appointment

<https://digital.fidelity.com/prgw/digital/wos/Appointments?planSponsorName=UNIVERSITY%20OF%20FLORIDA>

RETIREMENT UPDATES

- Division of Retirement Communications
 - Third-party **email** messages
 - Meetings with state-licensed retirement representatives
 - Legitimate; use service at own risk
 - **Voicemail** messages
 - DROP participants
 - Retirement Education Department
 - Not legitimate

ELIGIBLE FORMER EMPLOYEES

- Effective as of July 1, 2022
- Allows former state officers or employees who were enrolled in the state health plan for at least six (6) cumulative years to continue health coverage
- OPS employees are not eligible
- Eligibility Requirements
 - Separated from full-time benefits eligible position on or after July 1, 2022
 - Active election within twenty-four (24) months of separation

https://www.mybenefits.myflorida.com/health/eligibility_and_enrollment/eligible_former_employees

IMPORTANT DATES

09/7/2022	Next HR Forum
10/10/22	Annual Open Enrollment begins
10/24/22	UF Employee Benefits & Wellness Fair

The background of the slide is a blue-tinted photograph of a modern university building with a complex, geometric structure featuring many intersecting beams and walkways. Several people are visible walking on the lower levels of the building.

THANK YOU