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.
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 UFAlert 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

**Navigation:**
- myUFL Main menu > Human Resources > Workforce Administration > Job Information > UF Essential Emp Designation

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Name</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Curry, Melissa S</td>
<td>Yes</td>
</tr>
</tbody>
</table>
## ESSENTIAL EMPLOYEES

myUFL Enterprise reporting:

Team Content > Human Resources Information > Workforce Information > UF Essential Employee Designation Tracking

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Dept Name</th>
<th>EmpId</th>
<th>Name</th>
<th>Email</th>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Campus Address Line 1</th>
<th>Campus Address Line 2</th>
<th>Campus Address Line 3</th>
<th>Campus Address City</th>
<th>Campus Address State</th>
<th>Campus Address Zip</th>
<th>Supervisor ID</th>
<th>Supervisor Name</th>
<th>Supervisor Email</th>
<th>Supervisor Work Phone</th>
<th>Supervisor Home Phone</th>
<th>Essential Employee Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>620101100</td>
<td>HR-VICE PRESIDENTS OFFICE</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>903 W UNIVERSITY AVE</td>
<td></td>
<td></td>
<td>GAINESVILLE</td>
<td>FL</td>
<td>32601-5117</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>
ESSENTIAL EMPLOYEES

Resources can be found at 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
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
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.
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:
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.
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.
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.
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.
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)

<table>
<thead>
<tr>
<th>FTE</th>
<th>Annual</th>
<th>Bi-Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>$34,000.00</td>
<td>$1,743.59</td>
</tr>
<tr>
<td>.50</td>
<td>$17,000.00</td>
<td>$871.79</td>
</tr>
<tr>
<td>.33</td>
<td>$11,220.00</td>
<td>$575.38</td>
</tr>
<tr>
<td>25</td>
<td>$8,500.00</td>
<td>$435.90</td>
</tr>
</tbody>
</table>

12-Month Appointments (26.1 pay periods)

<table>
<thead>
<tr>
<th>FTE</th>
<th>Annual</th>
<th>Bi-Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>$45,507.70</td>
<td>$1,743.59</td>
</tr>
<tr>
<td>.50</td>
<td>$22,753.85</td>
<td>$871.80</td>
</tr>
<tr>
<td>.33</td>
<td>$15,017.54</td>
<td>$575.38</td>
</tr>
<tr>
<td>25</td>
<td>$11,376.93</td>
<td>$435.90</td>
</tr>
</tbody>
</table>
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.
Benefits
POSITION VACANCIES UPDATE

- Leave Manager
- Director, Benefits, Retirement, and Leave
RETIRED 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
  o Meetings with state-licensed retirement representatives
  o Legitimate; use service at own risk

➢ Voicemail messages
  o DROP participants
  o Retirement Education Department
  o 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
THANK YOU