



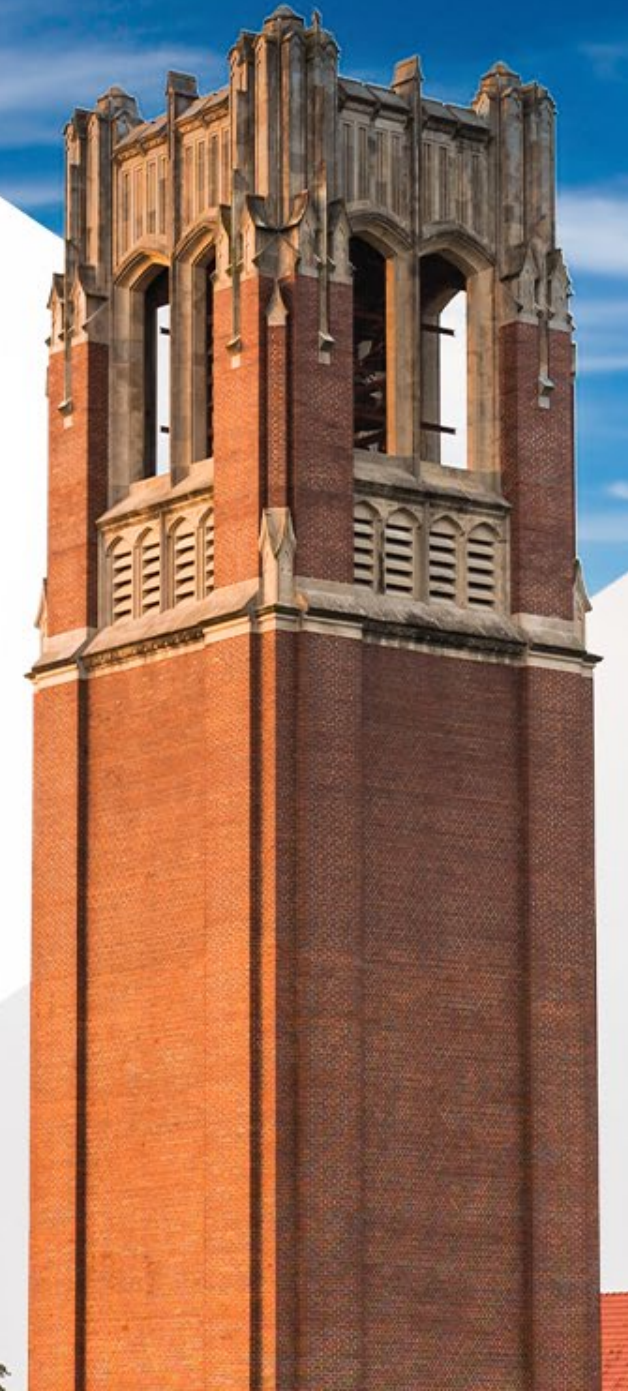
Human Resources

HR Forum

January 11, 2023

Happy New Year!

903 W University Ave. Gainesville, FL 32601-5117
HR.UFL.EDU | (352) 392-2477



Agenda:

- UPD – Co-Responder Team
- Talent Acquisition & Onboarding
- Training & Organizational Development
- Benefits
- Communications & Worklife
- Important Dates



University Police Department

Meggen Sixbey





University of Florida Police Department Co-Responder Team

What Is a “CoResponder Team”?

- Specialty Team:
Crisis Intervention Team
Trained (CIT) Officer
+
Mental Health Crisis Worker
- Respond to calls together
where the assistance of a
trained mental health
clinician could be helpful for a
person experiencing distress
or having a mental health
crisis



What Are Goals of a CoResponder Team?

- Increased safety for all
- Increased connections to appropriate behavioral health services
- Reduced mental health hospitalizations
- Reduced use of force
- Reduced arrests



What Do CoResponder Teams Do?

- Communicate & de-escalate
- Connect to on-going resources
- Explore alternatives to mental health hospitalization





Who Do They Assist?

Anyone within UFPD's
jurisdiction!

When are UFPD's CoResponder Teams Operating?

Currently:

Monday – Friday

10am – 6pm

Future Addition:

Tuesday – Saturday

5pm – 1am



How Can We Access The CoResponder Team?

By calling UFPD
Dispatch at (352)
392-1111



Who Can I Contact For Questions?

Meggen Tucker Sixbey, PhD, LMHC, LMFT
Assistant Director, Behavioral Services Division
University of Florida Police Department
Sixbey@ufl.edu
(352) 273-3337



Talent Acquisition & Onboarding

Audrey Gainey



UF's National Advertising Strategy - Change

- Talent Acquisition and Onboarding (TA&O) recently partnered with JobElephant to simplify and expedite recruitment and advertising for the University and to advise on media outlets that offer the best return on investment.
- JobElephant recently provided TA&O information on the most popular academia job boards and their performance.



HigherEd Jobs

- *HigherEd Jobs* is a “steady traffic performer” averaging around 25 clicks per ad to Chronicles 12 clicks, with faculty performing slightly better than staff.
- HigherEd Jobs offers comparable services with a higher click rate at a 61% reduction in cost.
- Technology offers a seamless transition by pulling or wrapping jobs from the ATS (Applicant Tracking System) to be posted in HigherEd Jobs.
- HigherEd Jobs is a recognized national publication by DOL and USCIS for green card petitions.
- *Effective February 1, 2023*, HigherEd Jobs will replace The Chronicle as a media outlet for UF’s national advertising strategy.
- You may continue use The Chronicle to post jobs; however, their standard advertising rates will apply. You can engage our JobElephant Account Manager for assistance and quotes when posting jobs in The Chronicle.

HigherEd Jobs

Contact:

Talent@hr.ufl.edu

JobElephant

Andy Boom, Account Manager

andy@jobelevator.com,

(619) 614-4024



Training & Organizational Development

Gwynn Cadwallader



GBAS Workshop: *Neurodiversity in the Workplace*

February 17, 2023

9:00 a.m. – 12:00 p.m.

Instructor: Brandon Telg

Virtual Session in Zoom



Learning Objectives



Recognize common neurodiversity terminology



Identify strengths of neurodivergent employees



Plan for accommodations



Improve communication and relationships with neurodivergent colleagues



University Benefits

Crystal Roncek



Benefit Deductions

Reminders

- **State of Florida changes:** Effective December 2, 2022 paycheck for *January 2023 coverage*
- **UF Select changes:** Effective January 13, 2023 paycheck for *January 2023 coverage*
- **FSA and/or HSA changes:** Effective January 13, 2023 paycheck for *January 2023 IRS limits*

2023 Savings and Spending Accounts Comparison Chart

Flexible Spending Accounts (FSA)			Health Savings Account (HSA)	Health Reimbursement Account (HRA) and Post-Deductible HRA
Healthcare FSA	Limited Purpose FSA	Dependent Care FSA		
Employee Contribution Limit				
Yes. \$60 minimum/year. \$3,050 maximum/year	Yes. \$60 minimum/year. \$3,050 maximum/year.	Yes. \$60 minimum/year. \$5,000 maximum/year/ household.	Yes. No minimum contribution. \$3,850/year for single coverage \$7,750/year for family coverage (Limits include the state's contribution.) Employees ages 55+ may make catch-up contributions of an additional \$1,000/year.	Employer funded, through rewards earned by utilizing the Shared Savings Program.

Double Deductions

9/10 Month Employees

- Active 9/10-month employees have double premium deductions during the spring to cover summer when no payroll is issued
- Double deductions
 - BEGIN: 2/10/23 paycheck
 - END: 5/5/23 paycheck
- Departments with new 9/10-month employees whose hires are executed between February 1st and the start of the Fall term should advise their new hires to contact UFHR University Benefits for assistance regarding benefit premiums
- If no action is taken, premiums will be underfunded, and coverages may be suspended

Retirement Limits

Calendar Year

CALENDAR YEAR LIMITS		
	Calendar Year 1/1/2023 - 12/31/2023	Calendar Year 1/1/2022 - 12/31/2022
403(b) Elective Deferrals		
Sum of Voluntary SUSORP, Tax-Deferred UF 403(b), and After-Tax Roth UF 403(b)		
<i>Note: Does not include Mandatory Employee contributions</i>		
• Under 50 as of December 31st	\$22,500	\$20,500
• Age 50 or over as of December 31st	\$30,000	\$27,000
<i>UF's payroll system will automatically suspend these contributions when you reach this limit</i>		
457 Elective Deferrals		
Deferred Compensation Plan		
• Under 50 as of December 31st	\$22,500	\$20,500
• Age 50 or over as of December 31st	\$30,000	\$27,000
<i>UF's payroll system will automatically suspend these contributions when you reach this limit</i>		
Defined Contribution 415C	\$66,000	\$61,000
Sum of SUSORP (Employer Allocations, Mandatory Employee, and Voluntary Employee), FRS Investment (Employer Allocations and Mandatory Employee), Tax-Deferred UF 403(b), and After-Tax Roth UF 403(b)		

Retirement Limits

Fiscal Year

FISCAL YEAR LIMITS		
	Fiscal Year 7/1/2022-6 /30/2023	Fiscal Year 7/1/2021-6 /30/2022
401(a)(17)		
Maximum compensation on which employer and mandatory employee contributions can be made		
· Member of Florida Retirement System on or before 6/30/1996	\$461,680	\$432,740
· Member of Florida Retirement System on or after 7/1/1996	\$305,000	\$290,000
Special Pay Plan Limit	\$61,000	\$58,000
Maximum amount eligible for this plan is 50% of the employee's total fiscal year earnings (regular wages plus leave cashout)		

Vacation Leave Conversion

Year End

- The annual conversion for accrued vacation leave over the max will occur **after** the **pay period ending January 19, 2023**.
- Accruals over the max amount's convert to sick leave
- Annual maximum hours are as follows:
 - **TEAMS and out-of-unit faculty** $352 + \text{one-time exception of } 120 = \textbf{472 hours max}$
 - **In-unit faculty** $480 + \text{one-time exception of } 120 = \textbf{600 hours max}$
 - **USPS** $240 + \text{one-time exception of } 120 = \textbf{360 hours max}$

Important Note: Annual vacation leave conversion for January 2024 will return to regular maximums



Reviewing Leave Balances

All employees can view their leave balances through myUFL. Although your leave balances will be shown on their paycheck, to see the current and earlier pay periods please use the navigation below.

1. Log in to myUFL (<http://my.ufl.edu>)
2. Navigation → **My Self Service > Payroll and Compensation > UF Leave History**
3. This screen displays sick and vacation leave balances for the current pay period.
Click the **View Paycheck** link to the right of the **Check Date** to open a PDF copy of your paycheck
4. To view balances for an earlier pay period, click the **dropdown box**
 - OR for ease, an employee may visit the following PDF:
<https://hr.ufl.edu/wp-content/uploads/2021/06/understanding-your-paycheck.pdf>

For questions regarding the leave conversion after January 2023, please reach out to <https://benefits.hr.ufl.edu/contact/>

Graduate Assistant Leave

Brook Mercier | Crystal Roncek



Leave for Graduate Assistants

There are four types of leave available to GA's:

- Research Leave of Absence
- Military Leave
- Personal Time with Pay
- NEW: Paid Family Leave of Absence



Leave for Graduate Assistants

Research Leave of Absence

- A research leave of absence is managed at the department level
- Graduate assistants are encouraged to contact their supervisor for more information and approval
- A research leave of absence must be approved using the *Graduate Assistant Research Leave of Absence Template Letter*



Leave for Graduate Assistants

Military Leave of Absence

- A military leave of absence is coordinated centrally by UFHR-Leave Administration
- Graduate assistants are encouraged to contact their supervisor for more information and approval



Leave for Graduate Assistants


Personal Time with Pay

- Graduate assistants are eligible for personal time with pay for up to five (5) days per semester appointment, used in (1) day increments.
- Personal time is not cumulative from semester to semester.
- Personal time with pay is managed at the department level; graduate assistants are encouraged to contact their supervisor for more information.



Paid Family Leave for Graduate Assistants

Effective January 1, 2023, graduate assistants shall be entitled to eight (8) weeks of paid family leave for one or more of the following reasons:

- The birth of a child and in order to care for that child within one year of birth
 - The placement of a child through adoption or foster care within one year of birth
 - The birth of a child through surrogacy and in order to care for that child within one year of birth
 - The serious health condition of an immediate family member, or
 - A serious health condition of the graduate assistant which makes the graduate assistant unable to perform his or her duties
- 


Paid Family Leave for Graduate Assistants

Definition of Immediate Family:

Immediate family shall consist of mother, father, spouse, sister, brother, child, domestic partner, or a person in a legal dependent relationship with the employee.



Paid Family Leave for Graduate Assistants

- The graduate assistant shall provide the University with written notice not less than 30 days, or in the case of an emergency, verbal notice within 24 hours of taking leave.
 - The University may request medical verification from a health care provider.
 - A graduate assistant must be in at least a second semester of employment to be eligible for PFL.
 - GatorGradCare coverage continues, and the graduate assistant is responsible for their share of the monthly premium
 - If applicable, the tuition waiver shall be maintained.
 - The graduate assistant is entitled to return to the same or similar position after leave, except if the return date is after the completion of an employment contract.
- 

Paid Family Leave for Graduate Assistants

- Paid family leave is exclusively related to leave from the graduate assistant's appointment and assignment.
- Any academic/student leave requests must be made and approved through the appropriate University process.



Paid Family Leave for Graduate Assistants

PFL requests are submitted by the employee through the [UFHR extended leave of absence request portal](#):

UF Leave Request

Please select if any of the following apply:

☐ I do not know the UFID of the employee that this form pertains to

☐ I am submitting this form on behalf of somebody else.

Employee Information

UFID *

Preferred Email Address *

Preferred Phone Number

Anticipated or actual first date of absence *

Position Classification *

Submit

Paid Family Leave for Graduate Assistants


- Administration of paid family leave for graduate assistants is managed by UFHR Leave Administration.
- UFHR Leave notifies the supervisor and HR Liaison of any request and approval of paid family leave.
- The notification process matches the current process for Faculty and TEAMS employees
- More information is available at <https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/current-employees-status-changes/graduate-assistant-leave-of-absence-process/>
- Paid Family Leave for GA's is contained in Article 8 of the [Collective Bargaining Agreement](#) between the UFBOT and GAU.

Services Following Retirement

Crystal Roncek



Services Following Retirement

- Recently, the State of Florida Division of Retirement (DOR) has been informing retirees about restrictions on services that can be provided by retired employees and emeritus faculty.
 - An employee cannot prearrange or accept a role (paid or unpaid) that provides services in any capacity in the first 6 months following retirement.
 - During months 7-12 following retirement, retirement benefits must be suspended in order for the retiree to provide services.
 - Emeritus status does not conflict with the DOR guidance, unless services are provided. Parking, office space, library privileges are acceptable.
 - We are seeking further clarification from the Division of Retirement.
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Communications & Worklife

Angie Brown



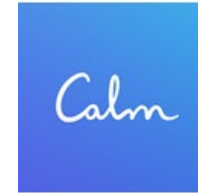
UFHR Website Improvement Group

Let your voice be heard!

- Help improve our site for all faculty and staff by sharing your valuable insights and suggestions
 - Minimal commitment:
 - Complete initial survey (approximately 10-15 minutes)
 - Participate in “card sorting” and simple testing, guided by user-friendly online tools
 - Provide periodic feedback
 - Approximately monthly participation to complete on your own time
 - Those who participate in all five “waves” will be entered to win a gift from the UF Bookstore
 - Watch for further details in the next two issues of UF at Work
 - Help spread the word to faculty and staff in your area
 - Questions? Email hrcommunications@hr.ufl.edu
- 

Wellness Opportunities for the New Year

Try an app for added support



- Limited subscriptions available to all faculty and staff to three apps designed to support wellness and personal goals:
 - **Noom** for weight management (2,500 licenses)
 - **Calm** for stress reduction and sleep (5,000 licenses—also includes 5 for dependents)
 - **SPOTLYFE** for making micro-changes (1,500 licenses)
- Choose either a Noom or Calm subscription at:
<https://worklife.hr.ufl.edu/get-support/noom-and-calm-for-2023/>
- Faculty and staff may also subscribe to SPOTLYFE:
<https://worklife.hr.ufl.edu/get-support/spotlyfe-for-2023/>

Wellness Opportunities for the New Year

Commit to healthy habits and move more

- EAP Workshop — **Time Management Tools**
Wednesday, Jan. 18, noon
- In-person fitness classes
 - **Zumba**: Tuesdays and Thursdays, 5:30 to 6:15 p.m., UF Health Professional Park building.
 - **Yoga**: Mondays, Smathers Library Room 100 / Tuesdays, Ustler Hall Atrium, 12:15-1:00 p.m.
 - **Pilates**: Every other Thursday beginning Jan. 12, Reitz Union North Lawn, 5:30 p.m.
 - **Stadium Workout** (*more info coming soon*)



<https://news.hr.ufl.edu/feature/start-the-new-year-off-on-the-right-foot/>

Wellness Opportunities for the New Year

Explore mindfulness practices at UF

- Bring **Introduction to Mindfulness** to your next meeting or event
- Weekly **360° Mindfulness** sessions resume Jan. 23
- **Art and Mindfulness** at the Harn returns Jan. 28

<https://worklife.hr.ufl.edu/wellness/mindfulness-resources/>



Find info and support when you need it

UF Employee Assistance Program

<https://eap.ufl.edu/>

Worklife at UF

<https://worklife.hr.ufl.edu/>

UF at Work

<https://news.hr.ufl.edu/>



Important Dates



February 1st

Next HR Forum



February 17

GBAS Workshop