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Important Dates
Office of the Vice President

Brook Mercier

Human Resources
Post-Retirement Volunteer Services

• State legislation permits FRS employers to establish policies that permit retirees to provide post-retirement volunteer services within the first 12 months of receiving a retirement benefit from the state of Florida.

• A Post-Retirement Volunteer Services policy has been developed to outline the requirements for retirees.
  
  • Retirement occurs when a retiree takes a distribution, withdrawal, or benefit payment from their FRS retirement plan.

  • Post-Retirement Volunteer Services are unpaid and do not constitute employment by the University of Florida.
Post-Retirement Volunteer Services

• A courtesy faculty appointment must be obtained before the FRS Retiree may provide Post-Retirement Volunteer Services during the first 12 calendar months after Retirement with the State of Florida.

• Retired staff employees must comply with the UF Volunteers Policy and the Post-Retirement Volunteer Services policy but do not require a courtesy faculty appointment.

• There are still restrictions on retirees providing services during months 1-12 if those services don’t meet the requirements of the Post-Retirement Volunteer Services policy.
Post-Retirement Volunteer Services

FRS Retirees may participate in Post-Retirement Volunteer Services to provide civic, charitable, and humanitarian services during the first 12 calendar months following Retirement, if:

(a) Before the date of retirement, there was no agreement or understanding between the University of Florida and the FRS Retiree that the FRS Retiree would provide any Services or Post-Retirement Volunteer Services to the University.

(b) Neither the University nor any third party may provide any form of compensation, including cash equivalents, in exchange for Post-Retirement Volunteer Services.

(c) Employee benefits provided to active employees, including health or life insurance benefits, may not be provided in exchange for Post-Retirement Volunteer Services. However, certain perquisites that are necessary to complete tasks associated with the volunteer activities, such as an assigned uniform or the provision of equipment, are permissible.

(d) The number of volunteer hours per week, including training, is limited to no more than 20 percent of the amount of time that was expected of the FRS Retiree per week before the date of Retirement.
Post-Retirement Volunteer Services

FRS Retirees may participate in Post-Retirement Volunteer Services to provide civic, charitable, and humanitarian services during the first 12 calendar months following Retirement, if:

(e) A clear distinction between the Post-Retirement Volunteer Services and the duties of an employee is required. An assessment of the totality of the previous duties and comprehensive nature of the previous role will be considered when evaluating the Post-Retirement Volunteer Services.

(f) Volunteers must maintain control of their volunteer schedule, including the number of hours volunteered and assignments for which they agree to volunteer.

(g) Adequate volunteer program record keeping must be maintained by both the University and the volunteer to document adherence to the criteria listed in this subsection. The records must be made available to appropriate administrators upon request.
Post-Retirement Volunteer Services

- The Post-Retirement Volunteer Services policy will be available on the Policy Hub, and the Volunteer and Courtesy Faculty Policies are being adjusted to reflect the new policy.

- An individual who is receiving a retirement benefit or plans to receive a retirement benefit from the State of Florida while providing Services of any kind must consult with the Florida Retirement System or the Florida Division of Retirement prior to providing such Services.

- The University’s affiliation with an FRS Retiree who provides Services or Post-Retirement Volunteer Services does not constitute UF’s verification that an FRS Retiree meets any or all legal requirements and restrictions. FRS Retirees are required to independently confirm their ability to provide any Service and Post-Retirement Volunteer Services and assume all financial and other risks if it is determined their Service or Post-Retirement Volunteer Service is inconsistent with the law as interpreted or applied by the State of Florida.
Classification & Compensation

Kenya Williams
Proposed Changes to the FLSA

• On August 30, 2023, the Department of Labor (DOL) announced a new proposed update to the Fair Labor Standards Act (FLSA) overtime pay requirements.

• The most notable change is that the DOL has proposed to raise the salary threshold from the current level of $684/week ($35,568 annually) that was established in 2020 to $1,059/week ($55,068 annually).

• The proposal does not make changes to the job duties tests.

• However, the proposal suggests automatic adjustments to the salary threshold every three (3) years.
Proposed Changes to the FLSA

• After a preliminary analysis, we project the proposed changes to impact over 2,000 exempt employees.

• The difference in the fringe rate would be approximately $13.8M.

• We will continue monitoring and evaluating the current proposal and work with campus stakeholders.
Proposed Changes to the FLSA

- As a refresher, to be exempt from the overtime provisions of the FLSA, a position must meet the following tests:
  - The employee must be compensated on a salary or fee basis at a rate not less than $684 per week.
  - The employee’s primary duty must be the performance of duties that are Executive, Administrative, Professional, and/or meet another exemption under the DOL’s regulations.
  - The minimum salary threshold cannot be prorated based on an employee’s FTE.
Proposed Changes to the FLSA

- Under the provisions of the FLSA, some types of Professional Employees are exempted from the salary basis test.
  - Teachers - whose primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge who are employed and engaged in this activity as a teacher in an educational establishment.
  - Employees holding a valid license or certificate permitting the practice of law.
  - Employees holding a valid license or certificate permitting the practice of medicine.
  - An employee who holds the requisite academic degree for the general practice of medicine is exempt if he or she is engaged in an internship or resident program for the profession.
  - Additionally, several categories of student classifications such as Graduate Assistants and Pre-doctoral Fellows are not expected to be impacted by the salary threshold.

Questions? Classification & Compensation - compensation@ufl.edu
Strategic Initiatives

Florencia Otegui
Superior Accomplishment Awards

• Nomination Period: October 2 – November 12

• Online Nomination Form... with updates!
  • GatorLink Authentication
  • Uploading files directly
  • Form closes on November 12 – no late submissions!
  • Changes to Award Types and Categories
Types of Awards

• Individual Employee Performance

• Rookie of the Year
  • Designed to recognize newcomers who, having successfully passed their probationary period, have excelled, and had a positive impact through their work early on in their role at UF. For this award, a newcomer is defined as someone who has been at UF for less than two years.

• Team Collaboration
  • Team of employees (maximum of 6) who work together to accomplish great things for the institution and its future.
  • Online Form requires you to enter one UFID to begin nomination, which is considered the Team Lead.

• Sustained Excellence
  • Designed to recognize employees whose exceptional performance, contributions, and successes span several years (minimum of three years). To be considered for this award, nominees should not have won a Superior Accomplishment Award in the last five years.
<table>
<thead>
<tr>
<th>#</th>
<th>Category Name</th>
<th>Job Family Assignments</th>
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<tbody>
<tr>
<td>1</td>
<td>Office Administration, Human Resources, &amp; Information Technology</td>
<td>Office &amp; Business Administration, Administration &amp; Management, Human Resources, Information Technology</td>
</tr>
<tr>
<td>2</td>
<td>Operations &amp; Safety</td>
<td>Agricultural &amp; IFAS Operations, Facilities Operations, Public &amp; Environmental Safety</td>
</tr>
<tr>
<td>3</td>
<td>Health Care &amp; Physical Sciences</td>
<td>Health Care, Animal &amp; Veterinary Care, Life, Physical &amp; Social Sciences</td>
</tr>
<tr>
<td>4</td>
<td>Finance, Research &amp; Compliance</td>
<td>Research &amp; Grants, Accounting &amp; Finance, Compliance, Legal &amp; Audit Services</td>
</tr>
<tr>
<td>5</td>
<td>Student, Academic &amp; Alumni Services</td>
<td>Student &amp; Academic Services, Libraries &amp; Museums, Education &amp; Training, Communications, Sales &amp; Marketing, Advancement</td>
</tr>
<tr>
<td>6</td>
<td>Faculty</td>
<td>Academic Titles*</td>
</tr>
</tbody>
</table>
• Additional information on nomination process, criteria, categories, SAA divisions, and helpful hints available at https://learn-and-grow.hr.ufl.edu/awards-recognition/superior-accomplishment-awards/

Questions? Contact us at SAA@hr.ufl.edu
NEW! Career Development Hub

WE CAN’T WAIT TO SEE WHAT YOU DO HERE!

At UF, we encourage career exploration, development, and success. The Career Development Hub is designed to help employees manage and navigate their career paths at UF. This page provides resources developed to foster continuous learning, personal growth, and professional advancement.

https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/career-toolkits/career-development/
Training & Organizational Development

Bob Parks
UF Engaged for Leaders

Discover how to leverage UF Engaged to enhance leadership and team success through effective feedback. Learn why it is important, how to participate effectively, and leverage UF Engaged to achieve organizational objectives while fostering a culture of growth.

Search UFE300 or UF Engaged in MyTraining!
Higher Education Opportunity

Verlissa Ford
**Higher Education Opportunity (HEO) Scholarship**

- HEO scholarship provides tuition assistance for children of fulltime (1.0 FTE) TEAMS employees.
- Up to 150 eligible children are selected annually.
- Covers up to 132 undergraduate hours at UF, or a public Florida college or community college, if the child is not accepted to UF.
- Available to children starting their Freshman year and those interested in transferring to UF.

**Accepting HEO Drawing applications now!**

*Application Deadline November 1*

Questions? Visit [HEO website](mailto:heo@admin.ufl.edu) or Contact HEO Coordinator - [heo@admin.ufl.edu](mailto:heo@admin.ufl.edu) 352-273-0149
Communications & Worklife
• Two on-campus counselors are now available for in-person therapy appointments through the Employee Assistance Program.

• To schedule, visit https://eap.ufl.edu.

• Questions? Contact us at eap-help@ufl.edu.
University Benefits

Shannon Edwards

Human Resources
Open Enrollment

• Passive enrollment meaning no action is required unless changes are wanted
• The State will continue to mail Open Enrollment packets as well as send reminder emails
• There will be no premium increases for all coverages and a few plans will see a decrease
• Open Enrollment site is now live on both the UFHR and State of Florida sites
• Please contact UFHR Benefits if you would like to schedule a presentation for your area or would like the Open Enrollment presentation

• Two key changes:
  • CVS Caremark will be replaced by Optum Rx
    • Increased number of pharmacies
    • All members will receive new cards
    • Optum Rx website will be live in mid-November to compare drugs, inquire about mail order and prior authorization process
  • HMO Network changes for some areas
Open Enrollment Key Dates

• 9/30 – 10/21: OPS hours will be sent for OE Measurement

• 10/9 – 10/13: State of Florida will mail Benefits Confirmation Statements

• 10/13: Benefits & Wellness Fair
  • 9:00 – 2:00 at the Champions Club at the Ben Hill Griffin Stadium
  • Attendees are asked to sign in using a QR code or sign-in sheet

• 10/16 – 11/3: Open Enrollment

• 10/30 – 11/9: Open Enrollment Confirmation Statements will be mailed

• 12/1: First payroll with State of Florida OE changes

• 1/12: First payroll with FSA/HSA and UF Select OE changes
Sick Leave Pool (SLP) Open Enrollment

• Open Enrollment for SLP is 10/1/2023 – 10/31/2023

• Enables participating employees to contribute a portion of their individually accrued sick leave for collective use when individual leave is depleted due to a catastrophic injury or illness

• Requirements
  • Must be TEAMS, USPS, Law Enforcement, or Faculty
  • Must donate eight (8) hours of sick leave
  • Must have 64 hours of accrued personal sick leave to enroll

• More information and Sick Leave Pool Membership Application is located on the UFHR Benefits website

  https://benefits.hr.ufl.edu/time-away/sick-leave/sick-leave-pool/
Benefits & Leave Updates

December Vacation Leave Cash-out

- TEAMS employees may cash out up to **16 hours (per FTE)** of vacation leave between Monday, October 30th and Wednesday, November 8th*
  
  *Please note this is an accelerated payroll*

- A minimum balance of **40 hours (per FTE)** of vacation leave is required after cashing out the leave

- No late entries or exceptions will be permitted:
  - Employees must enter time in their timesheets before midnight on 11/07
  - Time approvals must be completed before 10:00 a.m. on 11/08

- Cash-out payment is included on November 17th paycheck
  - Instruction Guide: https://training.hr.ufl.edu/instructionguides/time&labor/reporting_december_cashout.pdf

Questions? Call (352)392-2477 or email central-leave@ufl.edu
Important Dates

Oct. 2-Nov.12 · SAA Nomination Period
October 6 · UF Homecoming
October 13 · UF Benefits & Wellness Fair
Oct. 16-Nov.3 · Open Enrollment
November 1 · HEO Application Deadline
November 1 · Next HR Forum

Human Resources