



# UFHR Forum

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**April 2, 2025**

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



**Human Resources**



# Agenda

- UF Engaged | **Bob Parks**
- UF Police Department | **Meggen Tucker**
- UF Compliance and Ethics ADA Office | **Megan Buxton**
- Employment Operations & Records | **Kenya Williams**
- Training and Organizational Development | **Rebecca Younglove**
- Youth Compliance | **Sophia Andrews**
- Talent Acquisition & Onboarding | **Audrey Gainey**
- Classification & Compensation | **Kenya Williams**
- Faculty Excellence & Advancement | **Florencia Otegui-Johnson**
- Benefits & Leave | **Cole Gruensfelder**
- North Central Florida SHRM | **Keyosha Monroe**
- Important Dates







# UF Engaged

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**Bob Parks**



**Human Resources**



# UF Engaged Deadline

- UF Engaged evaluations for this semi-annual cycle need to be completed by **April 30**.
- Remind your supervisors that these are not optional. Units are expected to have **100% completion** rates.
- Resources available on UF Engaged toolkit website:  
<https://hr.ufl.edu/professional-development/toolkits/uf-engaged-toolkit/>
- If you have questions or need assistance, please email [UFEngaged@hr.ufl.edu](mailto:UFEngaged@hr.ufl.edu).







# UF Police Department Co-Responder Team

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**Meggen Tucker**



**Human Resources**



# **UFPD Co-Responder Highlighted**

## **National**

- Inside Higher Education
- Insight into Diversity
- Police1
- Journal for International Association of Campus Law Enforcement Administrators
- The Chronicle
- About Campus (Feb 2025)

## **Local**

- Independent Florida alligator
  - UF News
  - UF Business Affairs
  - Gainesville Sun
- 



# What Is a “Co-Responder 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 behavioral health crisis



# What Are Goals of a Co-Responder Team?

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







## Who Do They Assist?

Anyone within  
UFPD's jurisdiction!



# When are UFPD's Co-Responder Teams Operating?


- Monday – Friday  
10am – 6pm
- Monday - Thursday  
4pm-2am
- Officers work 24/7.

There is a high probability at least 1 team officer will be working when you call!





# What to Expect

- A uniformed police officer with a clinician (possibly other officers too)
  - Will likely ask you what is going on (even if you just told dispatch)
  - May ask you for space so they can speak privately with the person in crisis
  - May not communicate fully what was said to respect the person's privacy. Will communicate important details
  - The goal is to connect the person with the most appropriate resources. That may include referrals or driving the person somewhere.
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# **How Can We Access The Co-Responder Team?**

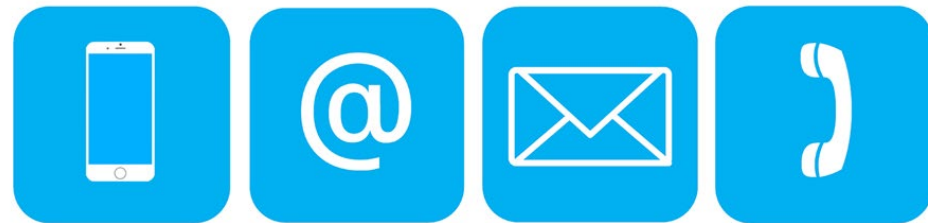
By calling UFPD Dispatch at:  
**(352) 392-1111**





# Who Can I Contact For Questions?

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





# UF Compliance & Ethics ADA Office

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**Megan Buxton**



**Human Resources**

# Updates from the ADA Office

- \*New\* ADA Policy
- \*New\* ADA Process Guide
- \*New\* ADA Office Website
- Robust Interactive Process
- Human Centered Approach
- Case Management
- Trainings/Consultations

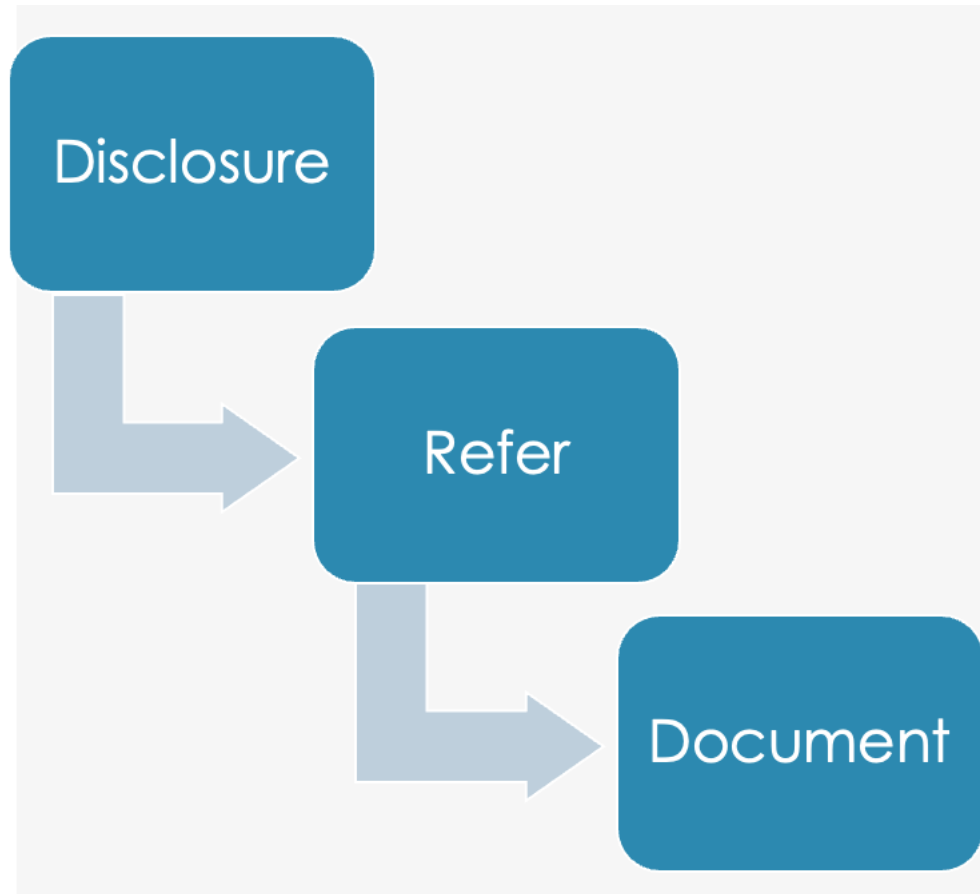
The ADA Office is here to support you!  
Contact [adaservices@ufl.edu](mailto:adaservices@ufl.edu) with any questions or concerns.

**Megan Buxton**  
Interim ADA/504 Coordinator

**Natasha Fox**  
Case Manager



# Disclosure



# The Interactive Process

- A 7-step best practice approach
- \* Steps 1-4 can occur in order, or simultaneously.
- Goal = Transparent, timely movement through the process.

Disability Disclosure

ADA Information Session

Submission of Formal Request Form

Submission of *ADA Medical Certification Form*

Draft Accommodation Plan

Finalize Accommodation Plan

Case Management





# Employment Operations & Records

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**Kenya Williams**



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# Short Work Break Reminders!

## Upcoming Action Items

- ☐ Short work break file load will take place on **April 18, 2025**
- ☐ Action needed by departments
  - ☐ Verify all 9- and 10-month employees (faculty, graduate assistants, and TEAMS) who will not return after Spring 2025 are terminated in myUFL
  - ☐ If necessary, enter end-of-semester terminations PRIOR to **April 16, 2025**
    - ☐ 9-month employees: 5/16/25
    - ☐ 10-month employees: 5/31/25



# Short Work Break Reminders!

## Navigation & Resources

- ☐ To review employees on short work break after April 18<sup>th</sup>
  - ☐ Main Menu > Enterprise Analytics > Access Enterprise Analytics > Team Content > Human Resources Information > Workforce Information > Short Work Break – Return From Break Report
- ☐ The return from short work break rows will load the week of July 7<sup>th</sup>
- ☐ Instruction Guide
  - ☐ <http://admin.hr.ufl.edu/wp-content/uploads/sites/39/2024/03/Short-Work-Break-2025.docx.pdf>





# Faculty & GA Summer Appointment Reminders!

## Summer Job File

- ☐ Summer appointments for 9-month faculty and graduate assistants may be processed via the summer job file
  - ☐ Summer appointments may also be entered as a Hire ePAF
- ☐ File opens **April 18, 2025**
- ☐ File closes **May 09, 2025**
- ☐ Summer appointments will load in Job Data the afternoon of **May 12, 2025**

# Faculty & GA Summer Appointment Reminders!

## Summer Job File

- ☐ The file will be available via myUFL system
  - ☐ Main Menu > Human Resources > Workforce Administration > Job Information > UF Summer Job Review
- ☐ Instruction Guide
  - ☐ <http://admin.hr.ufl.edu/wp-content/uploads/sites/39/2024/03/Preparing-the-UF-Summer-Job-Review-File-2025.docx.pdf>
  - ☐ Departments will be contacted by EOR if there are employees who do not load and may need additional action on your part
  - ☐ Doublecheck GA stipend amounts to ensure compliance with the GAU CBA minimum stipend amounts based on FTE



# Summer Appointments – Keep in Mind!

## Summer Job File

- ☐ Updating Job Data
  - ☐ Example: Supervisor ID updates
- ☐ Transferring records
  - ☐ Should not transfer while on short work break; if needed, department will need to contact our office to return them earlier than August (ex: converting 9-month to 12-month)
- ☐ Terminating records
  - ☐ Must avoid impacting an employee's benefits if they are returning in the fall




# GAU MOU Update: Summer 2025 Appointments

Previously in 2023, the bargaining team became aware of several hurdles involving 9-month Graduate Assistants seeking summer appointments in different units and/or departments.

The two most relevant challenges presented were:

1. Certain GAs were required to register for credits solely due to having a GA appointment for the summer despite neither wanting to register nor needing to be registered in summer to meet academic expectations of their programs.
2. Units that did not employ the GAs during the academic year but wanted to appoint them for the summer term were able to afford the stipend for the summer appointment but not the tuition waiver.

A pathway to address these **two very specific scenarios** was identified and agreed upon between UF & GAU last year. Last summer's solutions are still pursuable if one of those scenarios apply.

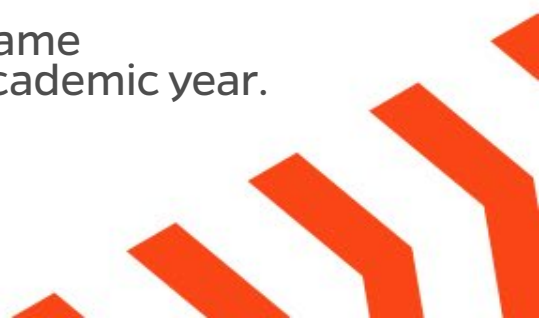


# GAU MOU Update: Summer 2025 Appointments

An example for which this Memorandum of Understanding (MOU) could be employed is as follows:

9-month GA in the Chemistry department has an opportunity to work in the Whitney Lab for the summer and was not planning on taking summer courses. Under this agreement, the Chemistry GA could be appointed to the Whitney Lab for the summer term and could refrain from registering for classes and neither the Whitney Lab nor the Chemistry department would be responsible for a tuition waiver.

Please be advised that this MOU **is not intended to, nor shall it be used** to accomplish any of the following:

- ☐ Allow a GA who would otherwise need to register for courses as part of their academic plan to refrain from doing so.
  - ☐ Allow a department or unit to change a previously issued and signed appointment letter without a mutually signed addendum.
  - ☐ Allow a department or unit to convert a 12-month GA to a 9-month GA to "save" the summer tuition waiver.
  - ☐ Allow a summer appointment without issuing a tuition waiver for a 9-month GA in the same department or unit and/or doing the same work that the GA does during the adjacent academic year.
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# Training & Organizational Development

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Rebecca Younglove

UF

Human Resources



# 2025-26 Leadership Development Programs

## Applications Now Open for:

Managers Cohort

UF Academy

Advanced Leadership for Academics and Professionals (ALAP)

Application Deadline: Friday, May 2<sup>nd</sup>

New cohorts begin fall 2025 and run through June 2026

# **Summer Training Calendar**

**New classes available starting  
May 5, 2025**



# Youth Compliance

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**Sophia Andrews**

**UF**

**Human Resources**

# April CHILD ABUSE PREVENTION MONTH



**UF** Compliance and Ethics  
Youth Compliance  
UNIVERSITY of FLORIDA



## Fun Fact:

Since 1983, April has been designated as National Child Abuse Prevention Month in the United States.



# New Training

## Mandatory Reporting of Child Abuse Training

- YCS100

### Topics

- Definitions
  - Who is required to report child abuse?
  - How to report child abuse?
    - DCF Florida Abuse Hotline
    - Youth Compliance - Incident Report
- 

## Fun Fact:

Everyone in the state of Florida is a mandatory reporter of child abuse.

- **General**: All citizens of the state
- **Professional**: select professions
- **Administrators**: select high ranking officials within the State University System



# Administrator Reporting Obligation

## Annual Child Abuse Reporting Notice

- Email to all administrators detailing mandatory reporting obligation.
- Administrators and law enforcement agencies who received information of known or suspected child abuse on university property or a sponsored event must report allegation to the DCF Florida Abuse Hotline.
- Failure to report can result in a \$1 million dollar institutional fine.
- [BOG. 3.002](#)



# Fun Fact: Administrators

President

Provost

Senior/Executive  
Vice Presidents

Vice Presidents

Associate Vice  
Presidents

Associate/Vice  
Provosts

Deans

Chief of Police

Equal Opportunity  
Programs Director

Intercollegiate  
Athletics Director

Internal Audit  
Director

Title IX  
Coordinator

University  
Compliance  
Officer



# Summer Camps

- Summer Camp Checklist:
- State of Florida requires a Level 2 – DCF Summer Camp background screening.
- Registration is required for summer camps.
  - 30 days in advance for day camps
  - 60 days in advance for overnight camps

[Forms & Checklists - Youth Compliance - University of Florida](#)



# Fun Fact:

- UF HR provides a detailed itemized list of university and local summer camps.

CAMP	DATES	AGES	LOCATION	CONTACT	EMAIL	PHONE
4-H Camp Cloverleaf	June-July	8-16 years	126 Cloverleaf Road, Lake Placid, FL 33852	Bill Tillet	<a href="mailto:cloverleaf4H@ifas.ufl.edu">cloverleaf4H@ifas.ufl.edu</a>	(863) 465-4884
4-H Camp Timpoochee	June – Aug.	6-16 years	4750 Timpoochee Lane, Niceville, FL 32578	Ariel Danley	<a href="mailto:timpoochee4h@ifas.ufl.edu">timpoochee4h@ifas.ufl.edu</a>	(850) 897-2224
Aug. Lacrosse Prospect Camp	August	13-18 years	UF Athletic Association grass fields	Aaron Loyd	<a href="mailto:lacrossecamp@gators.ufl.edu">lacrossecamp@gators.ufl.edu</a>	(352) 692-6038
Baseball Experience High School Camp	July	14-17 years	Condron Ballpark, 2800 Citrus Road Gainesville, FL 32606	Buddy Munroe	<a href="mailto:buddym@gators.ufl.edu">buddym@gators.ufl.edu</a>	(352) 316-2047
Baseball Experience Middle School Camp (6th/7th)	July	6-7 grades	Condron Ballpark, 2800 Citrus Road Gainesville, FL 32606	Buddy Munroe	<a href="mailto:buddym@gators.ufl.edu">buddym@gators.ufl.edu</a>	(352) 316-2047



# UFCE: The Compliance Gazette

- Special Edition: Youth Compliance



# Questions? Reach out to us – Youth Compliance:

- **Website:** [www.youth.compliance.ufl.edu](http://www.youth.compliance.ufl.edu)
- **Email:** [youth-compliance@ufl.edu](mailto:youth-compliance@ufl.edu)
- **Reporting Child Abuse:** <https://youth.compliance.ufl.edu/reporting/>
- **Summer Camp Registration:**  
<https://youth.compliance.ufl.edu/protection-requirements/registration/>







# Talent Acquisition & Onboarding

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**Audrey Gainey**

**UF**

**Human Resources**

# Summer Camp - Background Screening

- *Due to Florida Statute 435* Camp personnel must undergo Level 2 – DCF screening which includes:
  - Fingerprinting
  - Local Criminal Check through local law enforcement agencies, and
  - Search of the Sexual Predator and Sexual Offender Registries in which the current or prospective employee resided during the immediately preceding 5 years
  - Criminal and Sexual Predator checks will be managed in the HireRight Portal.
- *Screening* may be initiated **60 days** prior to the summer camp/activity
- Usually, it takes **7 to 10 business days** from the submission of fingerprints for DCF to return results. However, during the summer period, *DCF may take longer due to increased volume.*
- *Retain copies* of the following forms completed by the camp personnel in a secured storage location
  - Affidavit of Good Moral Character completed by the camp personnel
    - This form must be notarized
  - Clearinghouse Applicant Request Form
  - Privacy Policy Acknowledgment



# Summer Camp - Background Screening

- Summer Camp personnel must be re-screened annually, unless:
  - They continually work in a profession caring for vulnerable populations
  - Are not unemployed for more than a 90-day period, and
  - The Level 2 screening was completed within the last 5 years
- Screening is still required if the camp personnel is a minor.
  - A copy of the “**Background Screening Consent Form for Minors**” must be completed by the minor and the minor’s parent or legal guardian.
- Summer camp personnel ***should not*** begin until they have been cleared by the Florida Department of Children and Families and criminal background screening by TA&O.
- To access or submit a criminal background screening through HireRight, you must have one of the following security roles:
  - UF\_EPAF\_Department Admin
  - UF\_EPAF\_Level 1 Approver
  - UF\_N\_JRQ Department Req Appr
  - UF\_N\_JRQ Department Req Orig
- If you do not have either role, request the **UF\_N\_JRQ Department Req Orig**. It provides the least level of access and less trainings. Your DSA will need to request the role and do the Security Setup for the role:
  - [https://training.hr.ufl.edu/instructionguides/careersatuf/careersatuf\\_securityrolerequest.pdf](https://training.hr.ufl.edu/instructionguides/careersatuf/careersatuf_securityrolerequest.pdf)

# Summer Camp - Background Screening

- To access the criminal background screening, you'll logged in to MyUFL and navigate to the Background Screening HireRight Portal:  
**Menu > Human Resources > Recruiting > Background Screening**
- For a tutorial and instructions on requesting the Level 2 Supplemental Screening:
- [https://ufl.zoom.us/rec/share/3WF7En1Mtkcb5fqQ07u504m1GRK8Ftc4NzKKD1s\\_jU4w\\_qFTQe5CAyzuqZjhA7BD.4Ab9XHHohuBw3ieo](https://ufl.zoom.us/rec/share/3WF7En1Mtkcb5fqQ07u504m1GRK8Ftc4NzKKD1s_jU4w_qFTQe5CAyzuqZjhA7BD.4Ab9XHHohuBw3ieo)

For help, contact HRS at (352) 392-2477 or  
email [HRSBackgrounds@admin.ufl.edu](mailto:HRSBackgrounds@admin.ufl.edu)



# Classification & Compensation

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**Kenya Williams**

**UF**

**Human Resources**

# Exempt Minimum Salary – Effective March 1

- Effective **March 1, 2025**, the minimum annual salary of TEAMS exempt employees is \$43,888
- TEAMS employees classified as exempt under the Fair Labor Standards Act (FLSA) are not subject to minimum wage and overtime provisions
- Salary may be prorated from the minimum 1.0 FTE salary of \$43,888 until it reaches the minimum of \$35,568

Questions? Classification & Compensation - [compensation@ufl.edu](mailto:compensation@ufl.edu)







# Faculty Excellence & Advancement

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**Florencia Otegui-Johnson**



**UF**

**Human Resources**

# What's changing?

## *Launching today...*

A new **platform** designed to streamline the faculty evaluation, promotion and tenure processes

A **single point of entry** for review with data pulled from Academic Analytics and other sources

## *... and beyond*

Ability to identify opportunities for:

- Collaborations within and outside of UF
- Funding and honorific awards



Activity Manager

Awards & Honors

▼

Career

▼

Creative Works

▼

Scholarship

▲

Book Chapters

Books

Clinical Trials

Conference Proceedings

Educational Materials

Grants - Funded

Grants - Proposal

Journal Articles

Other Publications

Patents & Copyrights

Presentations

Reviews

Software & Digital Media

Service

▼

Teaching & Mentoring

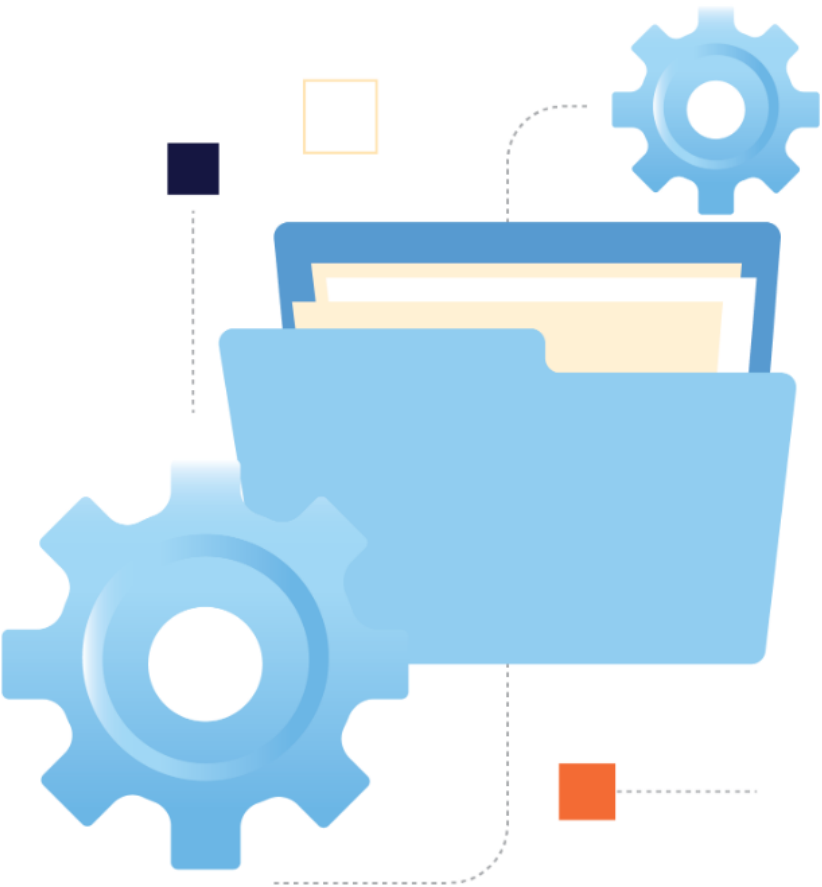
▼

←

Home / Activity Manager

Welcome to the Activity page

The forms on this page are provided for faculty to self-report their accomplishments. In some cases, your institution may be providing data on your behalf. Additionally, Academic Analytics curates certain scholarship data for faculty and may have pre-populated records for you. Thank you for taking the time to review your data and provide additional information/feedback.



# Important Dates

## Spring 2025

- April 2: Activity Manager is available  
<https://insight.discovery.academicanalytics.com/ufl/>
- April 3 & 10: T&P Training (in-person training sessions for faculty)
- May 12: 2025-26 Promotion and Tenure cycle opens

## Questions?

- Work with your College Admin first!
- Email [UF-FEA@ufl.edu](mailto:UF-FEA@ufl.edu)





The background image shows two people on a calm lake. One person is standing on a blue and white paddleboard, holding a paddle. The other person is in the water, leaning towards the board. The scene is surrounded by trees and a clear sky. A solid blue overlay covers the left side of the image, containing the text.

# Benefits & Leave

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**Cole Gruensfelder**

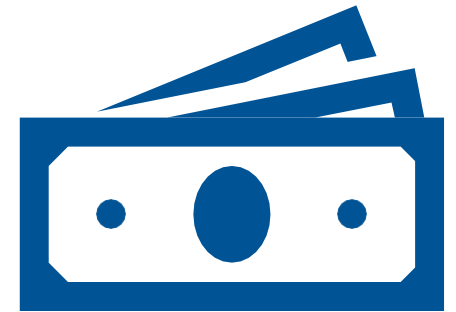
**UF**

**Human Resources**

# FY Comp Leave Cashouts

## Begin looking at Overtime and Special Compensatory leave balances

- Accrued comp leave can be taken in place of other leave types, except Paid Family Leave (PFL)
- Review accruals anytime
  - Enterprise Reporting > Access Reporting > Human Resources Information > Benefit Information > Leave > Leave Accruals, Usage, and Balances By Pay Period, Department - COMP ONLY
- Employees can enter comp time through 06/05/2025
- Comp cash-out expected June 27, 2025, paycheck



## Use December Personal Leave Days before FY end

- DPL can be used in less than full-day increments if not used during December closure

**More information to come in April and May**

## **Important Dates:**

- April 17<sup>th</sup> | Lunch and Learn: Military Leave

# Thank You



# North Central Florida SHRM

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**Keyosha Monroe**



**Human Resources**





# Overview

## Mission:

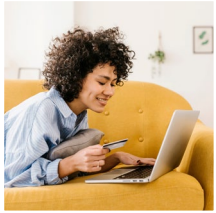
- To be the collaborative resource and advocate for the Human Resources profession in North Central Florida

## What We Do:

- Build partnerships with HR professionals, government, and organizations through volunteer work
- Provide thought leadership and education to HR professionals through monthly chapter meetings



# What's in it for me?



## Scholarships

- Available through SHRM:
- SHRM-CP & SHRM-SCP certification
- Over 400K in scholarships in areas of undergraduate, graduate in the area of HR
- Professional development grants to attend national conferences or for specialty credentials



## Education

- Variety of local and statewide speakers
- Conferences - local and statewide



## Network

- Chapter Meetings
- Conferences - local and national
- Volunteer and Mentor Opportunities
- Leadership Opportunities
- Access to a wide range of resources and tools through [shrm.org](http://shrm.org)

# How to get involved

- Visit our website at [www.ncfshrm.shrm.org](http://www.ncfshrm.shrm.org) and sign up now!
- Follow us on EventBrite and LinkedIn for Information regarding chapter meetings and other opportunities
- Reach out to a current member





# Important Dates

**April 11 - 2:30 PM to 4:30 PM** • All About Employee Education Program (EEP) Zoom Information Session

**April 17** • Benefits Lunch & Learn: **Military Leave**

**April 29 - 5:00 PM** • Employee Education Program (EEP) Summer A/C Semester Deadline

**April 30** • UF Engaged Semi-Annual Evaluations Deadline

**May 2** • Leadership Development Programs Application Deadline

**May 5** • Summer Training Calendar Available

**May 7** • HR Forum