

HR Forum

• February 6, 2019



Today's Agenda Items

- Introductions
- GBAS Spring Workshop
- Employee & Labor Relations Updates
- Service Recognition Program
- HR Project Team Updates
- Talent Acquisition & Onboarding Updates
- Classification & Compensation Updates
- Benefits Updates
- Important Dates



nice to meet you!

Introductions

- **Melissa Curry**, has accepted the position of Assistant Vice President for UF Human Resources. ***Congratulations, Melissa!***



GBAS Workshop

February 28th - 8:30 to 11:30am

Straughn Center - 2142 Shealy Drive

Cultivating Judgment: Critical Thinking Skills for Complex Work Environments

Registration is open until February 15 in myTraining. UF_GBS350

For more information email: gcadwallader@ufl.edu



Employee & Labor Relations

UF Engaged



UF Engaged



UF Engaged

- With aspirations to become a Top 5 academic institution, we must redefine how performance is managed
- The current performance appraisal process is not optimal for evaluating staff performance
- We must transform the culture of performance management at UF



UF Engaged

More frequent conversations about performance are needed to strengthen a meaningful relationship built on mutual respect between employees and their supervisors, as well as recognize excellence and redirect employee efforts when necessary.



UF Engaged

***UF Engaged* represents a culture of engagement through the collective efforts of leaders, supervisors, and contributors needed to reach unprecedented success as a university.**

***UF Engaged* will be achieved through constructive and continuous engagement between the employee and the supervisor.**



UF Engaged

The Philosophy of *UF Engaged*

- Align efforts and needs of individual employees with the needs and direction of the organizational unit



UF Engaged

Features of *UF Engaged*:

- A foundational effort to foster a culture of engagement
- A structured quarterly check-in with the dates tied to the anniversary date of the employee entering the position
- No complicated categories or ratings
 - How am I doing?
 - What do I need to keep doing?
 - What do I need to do differently?
- ePerformance will be implemented to support the engagement and communication process
- Department evaluation methods will be complemented by *UF Engaged*



UF Engaged

A key performance indicator of *UF Engaged* is that supervisors and employees will engage in proactive, constant, and valuable information exchange to provide effective outcomes on an ongoing basis.



UF Engaged

Timeline for Rollout of UF Engaged

- February 2019-Communication to campus
 - February HR Forum and UF at Work
- April 2019-Rollout of UF Engaged philosophy
- May 2019-Training for campus supervisors and employees
- June 2019-Transition to Anniversary Dates
- July 2019-Implementation of ePerformance



SERVICE RECOGNITION PROGRAM

UFHR *preeminence through people*

UF Service Recognition Program

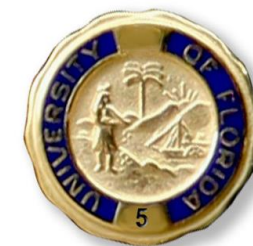
Your years of service. Our deepest thanks.



- The UF Office of the President and UF Human Resources (UFHR) are pleased to announce a new Service Recognition program that re-envisions the way we recognize our staff for their years of service to the university.
- The new Service Recognition program is developed based on feedback collected from survey results provided by Service Recognition Liaisons, in conjunction with a comparison study benchmarking other preeminent universities and their service recognition programs.

UF Service Recognition Program

Your years of service. Our deepest thanks.



- The former Service Pin program was designed to recognize years of employment of USPS and TEAMS employees.
- Service pins were distributed biannually, and awarded in five-year increments (5, 10, 15, etc.)
- Service Pins recipients were individually recognized by their Colleges and Departments for their years of service to the university.
- A special reception, hosted by the Office of the President, honored employees with 35 years of service.

UF Service Recognition Program

Your years of service. Our deepest thanks.



- The new program builds on the former “Service Pin” program to provide a more robust celebration of UF staff.
- The Service Recognition program will continue to recognize USPS and TEAMS employees in five-year increments, based on continuous service, starting from an employee’s most recent date of hire at UF.
- The Office of the President and UFHR have partnered with the UF Bookstore for this new program. Award recipients may choose from a selection of gifts at the UF Bookstore, based on their years of service. ***Service pins are available as a gift selection.***



UF Service Recognition Program

Your years of service. Our deepest thanks.



- Beginning this year, during the employee’s anniversary month, recipients will receive an email (e-card) from the bookstore inviting them to select an anniversary gift.
- A link will be provided in the e-card that directs recipients to a Service Recognition webpage on the bookstore website, where they can select their gift.
- Recipients have the option to pick up their gift at the UF Bookstore or have it shipped to an address of their choice.



UF Service Recognition Program

Your years of service. Our deepest thanks.



- Employees being recognized for 25 and 30 years of service as of 12/31/18 will be honored at an evening event hosted by the President's Office later this spring.
- This year, a special luncheon will be hosted by the President's office to honor all employees for service years 31-35 (as of 12/31/18), to ensure employees do not miss their opportunity to participate in this special honor as we transition to the new program.
- ***Enhancements to the Service Recognition program do not replace current employee recognition activities hosted by colleges and departments.***

UF

UF Service Recognition Program

Your years of service. Our deepest thanks.



An information session will be held for Service Recognition Liaisons on Friday February 15 at the Bridges Sunshine Skyway conference room.

More details to follow.

Please contact Verlissa Ford at 352-392-4626 or via email v.ford@ufl.edu

<https://learn-and-grow.hr.ufl.edu/awards-recognition/service-recognition-program/>



HR Project Team

Meet the HR Project Team

Join the Leave Redesign Discussion



HR Project Team

Amber Wuertz

HR Management Analyst

Shay Potts

HR Project Manager

Juliana Bunn

HR Data Analyst

Contact:

HRInitiatives@hr.ufl.edu



Join the Discussion



We want to hear from you.

As part of UFHR's strategic commitment to be agile, forward-thinking and bold, we are beginning a discussion of ways to redesign what paid time off looks like for faculty and staff. Our goal is to modernize our leave offerings and create a program that is more responsive to the needs of our employees.

Please take a moment and participate in the discussion.

https://ufl.qualtrics.com/jfe/form/SV_5u3FTcAZ04AIAdL



Talent Acquisition & Onboarding

Lessons Learned from OFCCP Audit
The Chronicle of Higher Education
Careers at UF Updates



Lessons Learned from OFCCP Audit

Who is Office of Federal Contractor and Compliance Programs (OFCCP)?

- Ensures federal government contractors and subcontractors are “complying with legal requirement to take affirmative action and not discriminate on the basis of race, color, sexual orientation, gender identity, religion, national origin, disability, or status as a protected veteran.”
- Monitors compliance by routinely conduct audits with existing federal contractors and subcontractors
- Works with other agencies, including Department of Justice and Solicitor of Labor, in reconciling findings of discrimination, including debarment



Why audit the University of Florida?

- Works for federal agencies as a federal contractor
 - Receives multi-million federal dollars for various active federal contracts
- Is up for another review (minimally every two years)
 - Audited over six years ago



What was the process?

- Received notice in May 2017
- Employed outside attorney to assist with desk audit
- Responded to significant and extensive data requests
- Received Notice of Compliance in November 2018



What was outcome?

- Uncovered some items to address:
 - Applicant/application statuses incomplete
 - Delay in closing requisitions
 - Impact of erroneously assigned applicant statuses
 - Multiple hires with one posting
 - Requisitions missing or incorrect position numbers
 - Searches or hires conducted outside of Careers at UF



Outcome: Applicant/Application Status and Impact

- UFHR will be reviewing current list of statuses to ensure correct/accurate information is captured.
- UFHR will monitor closely the number of interviews for each pool by HR.
- ePAFs will not be approved until requisition is closed out and applicants are dispensed accurately.
- Over the next two months, we will be working with you to close outstanding active postings.
- Hiring departments must be sure to select the correct final application status
 - Withdrawn, Hiring Manager Review Unsuccessful, **Interview Unsuccessful**, Offer Declined, Offer Accepted



Staff Postings: Application Status in PageUp

- Instruction guide “Why Should I Use the Applicant Statuses During My Recruitment Process?” is available by visiting Careers at UF toolkit, <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/careers-at-uf/>.



Outcome: Multiple hires with one posting

- Hiring departments will need to indicate the correct position number for the faculty or staff hire within Careers at UF
- All hires for the posting must be assigned with the appropriate application status
 - Can be moved at different time

Outcome: Searches and Hires outside of Careers at UF

- Hiring departments must complete a compliance report for each search –successful or unsuccessful – outside of Careers at UF
 - Normally occurs for recruitment using external search firms
- A completed compliance report should be submitted to your UFHR talent consultant at the end of each search in order for UFHR to complete our documentation for the UF's annual Affirmative Action Plan.
- All approved faculty search waivers should be uploaded into ePAF.



The Chronicle of Higher Education

Pricing Structure and Agreement



Chronicle Vitae

- UFHR has been renewing our institution-level unlimited online posting agreement with the Chronicle of Higher Education for several years.
- It allowed UF hiring departments to announce their faculty and staff job opportunities to those in academia and to satisfy permanent residence/green card filing requirements.
- The Chronicle has implemented various features to drive more traffic to their online job posting site, Chronicle Vitae.



Application vs Hire

Faculty

Outcome/Calendar Year	2016	2017	2018
Application	6.16%	6.52%	10.36%
Offer	2.99%	1.99%	0.2%

Staff

Outcome/Calendar Year	2016	2017	2018
Application	0.02%	1.17%	0.4%
Offer	0%	0.39%	0.09%



New Pricing Structure

- Effective October 19, 2019, UFHR will no longer be able to retain our current institutional unlimited online posting package.
- The Chronicle underwent a new pricing restructuring and will no longer offer institutional unlimited level package to institutions that have more than 1,500 FTEs.
- However, each college or a department within a college can establish its own package with the Chronicle.

For 4-Year Institutions	
FTE	Price
300 or less	\$3,500
301 – 500	\$4,500
501 – 900	\$6,000
900 – 1,200	\$8,000
1,201 – 1,500	\$10,000



Careers at UF Updates



Faculty Postings: Feed to the Chronicle

- The Chronicle of Higher Education utilizes scraping methodology to pull postings from Interfolio to Chronicle.
- Postings scraped today will appear tomorrow on the Chronicle's job listing site, ChronicleVitae.
- Postings can be found by using keywords, position type, location, date posted, institution type, and employment type.



Faculty Postings: Feed to the Chronicle

- Late last year, some postings were assigned to the incorrect academic category.
- It did not prevent a person from finding UF postings, as long as candidates did not refine their search by academic category.
- In working with Chronicle, HR has implemented a solution to mitigate this issue from occurring.
 - Solution: “**#category=**” and a number; will appear at the bottom of the Application Instructions section.
- It is important not to remove this code.



Faculty Postings: Nepotism Question

- During the implementation process for Interfolio, the question regarding nepotism was not included on the application.
- This was to simplify the application process for faculty applicants.
- Now, this question will be placed back on the application as a result of feedback UFHR received from various colleges.

Staff Postings: Supplemental Questions in PageUp

- Supplemental Question
 - It will provide you the opportunity to create customized job specific questions to inquire from applicants.
 - You can sort your applicant listing based on applicants' answers.
 - Hiring department will be able to begin using it on February 18.
 - Instruction guide will be available on February 18 in Careers at UF toolkit.



Staff Postings: EEO Summary Report in PageUp

- EEO Summary Report
 - It will provide you a summarized EEO information for your pool.
 - This report can be found by going to your posting and then click on the “Reports” tab.

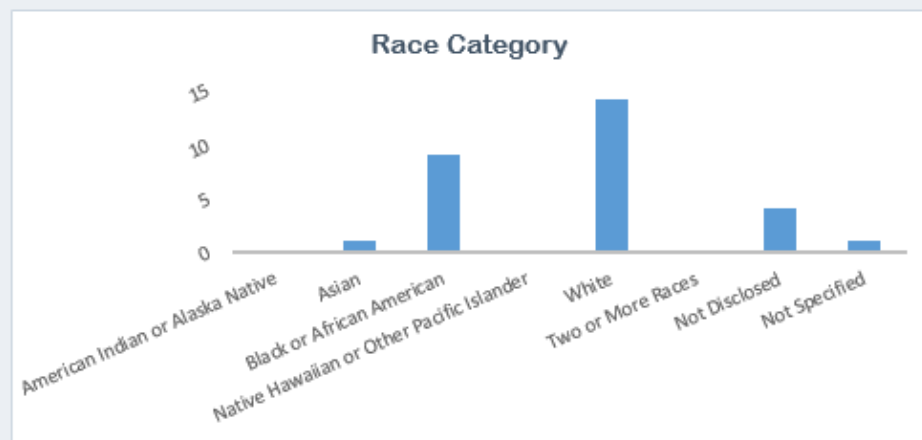
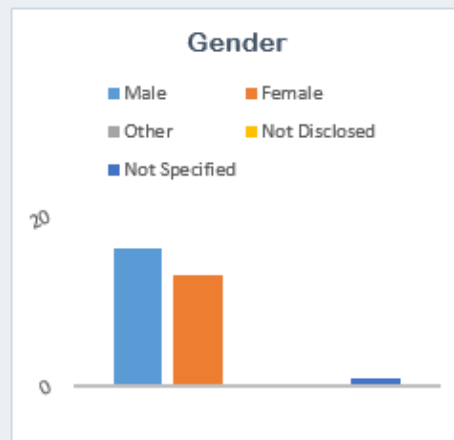




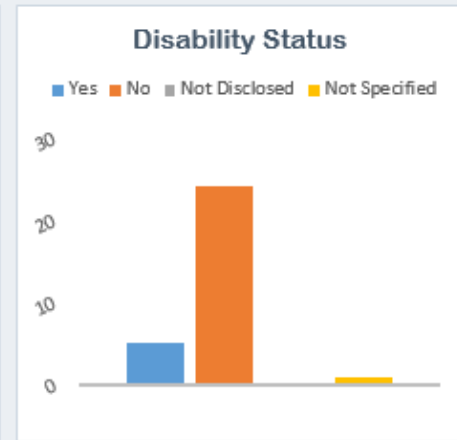
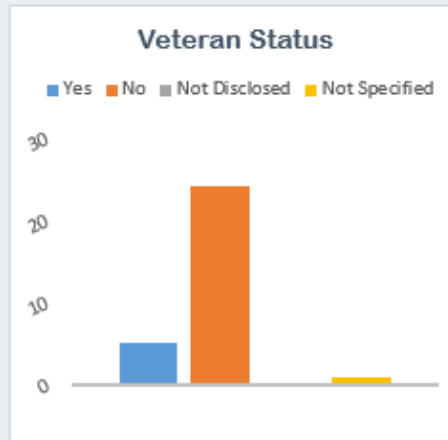
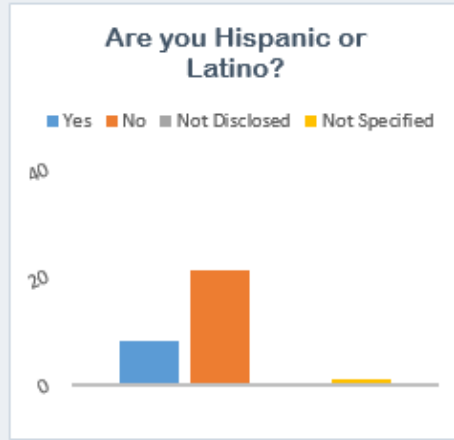
All Applications Total: 30

Visuals

Gender	#	%
Male	16	53%
Female	13	43%
Other	0	0%
Not Disclosed	0	0%
Not Specified	1	3%



Are you Hispanic or Latino?	#	%
Yes	8	27%
No	21	70%
Not Disclosed	0	0%
Not Specified	1	3%



Race Category	#	%
American Indian or Alaska Native	0	0%
Asian	1	3%
Black or African American	9	30%
Native Hawaiian or Other Pacific Islander	0	0%
White	14	47%
Two or More Races	0	0%
Not Disclosed	4	13%
Not Specified	1	3%

Veteran Status	#	%
Yes	5	17%
No	24	80%
Not Disclosed	0	0%
Not Specified	1	3%

Disability Status	#	%
Yes	5	17%
No	24	80%
Not Disclosed	0	0%
Not Specified	1	3%

Matrix View		Non-Hispanic / Non-Latino										
	Hispanic / Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or More Races	Not Disclosed	Not Specified	Not Disclosed	Not Specified	Total
Female	4	0	1	2	0	5	0	0	0	0	0	13
Male	4	0	0	6	0	6	0	0	0	0	0	16
Other	0	0	0	0	0	0	0	0	0	0	0	0
Not Disclosed	0	0	0	0	0	0	0	0	0	0	0	0
Not Specified	0	0	0	0	0	0	0	0	0	0	1	1
Total	8	0	1	8	0	11	0	0	0	0	1	31





Class and Comp

Florida Minimum Wage and GA Increases



FL Minimum Wage and GA Increases

- Effective January 1, 2019, UFHR executed a \$225 raise for continuing graduate assistants.
- Effective January 1, 2019, the state minimum wage increased from \$8.25 to \$8.46 per hour. In early January, UFHR processed salary increases for all employees who earned less than \$8.46 per hour.
- Raise files are available for review in myUFL.
- Security Roles Required:
 - UF_EPAF_Department Admin
 - UF_EPAF_Level 1 Approver



FL Minimum Wage and GA Increases

- To access the GA Raise file:
 - Raise type = GAR
 - Effective Date = 01/01/19
- To access the Minimum Wage Raise File:
 - Raise type = MHO
 - Effective Date = 01/01/19



FL Minimum Wage and GA Increases

Questions?

- If you have questions, please contact Classification and Compensation at (352) 392-2477 or by email at salaryincrease@ufl.edu.



Benefits

Flexible Spending Accounts

IRS Reporting Form 1095-C

Marketplace Tax Credit Notices

GatorPerks Discount Program

UFHR Benefits Resources



Flexible Spending Accounts

Healthcare FSA and Limited Purpose FSA Plans

- Carryover feature permits up to \$500 of unused money to carry into the next plan year
- Turn in claims by 4/15/19 for expenses incurred by 12/31/18

Dependent Care FSA Plan

- Grace period that allows you to incur eligible expenses through 3/15/19
- Additional 30 days to turn in claims (submit by 4/15/19)

FSA Questions?

Contact Chard Snyder 855-824-9284 or FloridaAskPenny@chard-snyder.com



IRS Reporting Form 1095-C



- Employer Provided Insurance Offer and Coverage
- Reports employees' health insurance information for prior calendar year
- State of Florida and GatorCare plan participants will receive forms by early March
- Employees may file income tax returns *prior* to receiving 1095-C if they know they had coverage for the entire year
- Employees enrolled in ACA Marketplace plans must report UF's offer of employer-sponsored health coverage to IRS



Marketplace Tax Credit Notices

- Employees using Healthcare Marketplace may qualify for premium tax credit
- UF is subject to penalty if full-time employee offered coverage by UF receives the tax credit
- If tax credit notice received by departmental UF campus location, forward to UFHR Benefits immediately (fax, email, or postal mail):

Physical Address:

UFHR Benefits
Attn: Stewart V. King
903 W. University Ave.
Gainesville, FL 32606

Campus Mailing

Address:

UFHR Benefits
Attn: Stewart V. King
P.O. Box 115007

Email: svking91@ufl.edu

Fax: (352) 392-5166



GatorPerks Discount Program



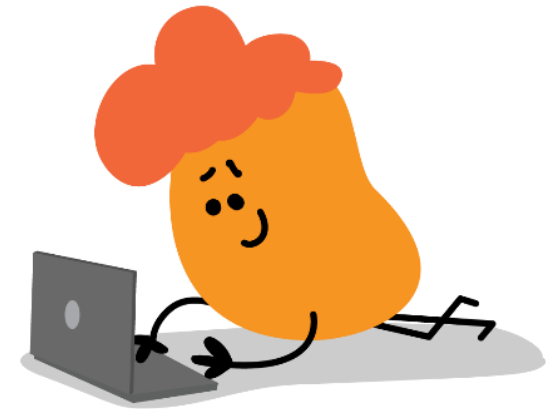
- GatorPerks offers exclusive discounts for UF faculty and staff
- Savings on travel, entertainment, restaurants, wellness, retail, and more!
- Visit the GatorPerks website to find out more and sign up for the newsletter:

<https://benefits.hr.ufl.edu/gatorperks/discount-program/>



UFHR Benefits Resources

- **alex**[®] ([online](#) virtual benefits counselor)
- UFHR [Benefits & Rewards website](#) “Latest News”
- [UF at Work](#) newsletter articles
- Contact a UFHR Benefits Specialist:
 - Call (352) 392-2477
 - Email benefits@ufl.edu
 - [Schedule an appointment](#)
 - Use our [Contact Form](#) (found on UFHR Benefits website)





HR Building Renovation

- We are targeting to be out of the HR building by **March 1**
 - 720 Building (Ayers Building), including benefits and background checks
 - Training and Org Development—East campus
 - Employee Relations—Yon Hall (satellite offices will not be disrupted)
- All phone numbers and emails will stay the same
- Expect to be back onsite in early Fall Semester
- HR Forum will be at Smathers Library, Room 100
 - March through October
 - No media-site will be available, but the PPTs will be displayed after



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UFHR *preeminence through people*



UFHR *preeminence through people*



Important Dates

- GBAS Workshop – February 28, 2019; 8:30-11:30 a.m.; Straughn Center, 2142 Shealy Drive
- **Next HR Forum – March 6, 2019** – Smathers Library-Room 100

The logo consists of the letters 'UF' in white, bold, sans-serif font, centered within a solid orange square.

UF

A photograph of a university campus scene. In the foreground, a student with a backpack walks away from the camera on a path covered with fallen leaves. In the background, several people are walking along a similar path. To the right, a large brick building with many windows is visible. The scene is bathed in the warm, golden light of late afternoon or early morning. A semi-transparent dark blue rectangular box is overlaid in the center of the image, containing the text.

Thank you
for attending the
HR Forum