



UFHR Forum

February 7, 2024

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

UF

Human Resources

Agenda

Talent Acquisition & Onboarding

- Audrey Gainey

Environmental Health & Safety

- Tara Hetsler

Classification & Compensation

- Kenya Williams

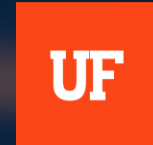
Training & Org. Development

- Shannon Powell

Benefits

- Shannon Edwards

Important Dates



Human Resources



Talent Acquisition & Onboarding

Audrey Gainey



Human Resources

AVAILABLE NOW!

Magazines are available!

- You may coordinate pick up by reaching out to Talent Acquisition and Onboarding at: talent@hr.ufl.edu





Environmental Health & Safety

Occupational Medicine Program Updates

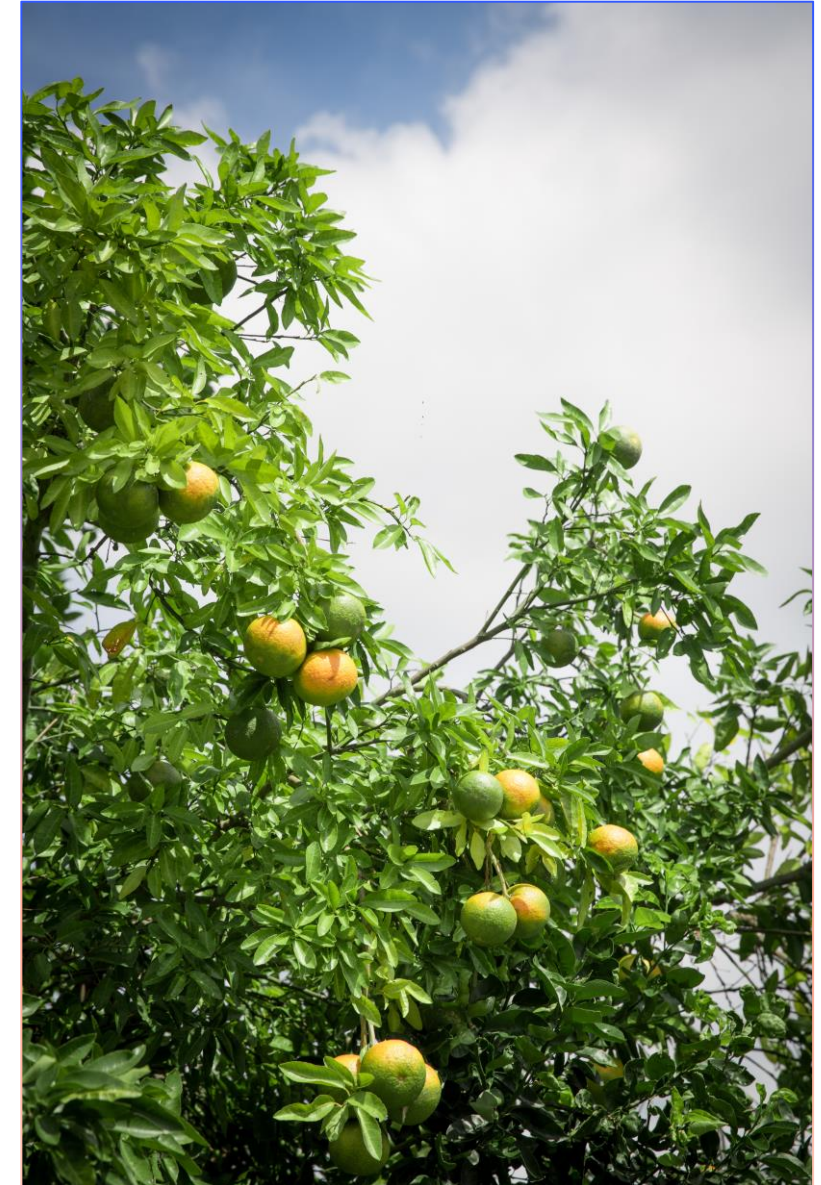
Tara Hetsler

Respirator Medical Clearance

3M Online Respirator Medical Evaluations

- ✓ *Streamlined Process/Minimal Paperwork*
- ✓ Flat Fee = \$29/ea.
- ✓ EH&S will provide fit testing
- ✓ Areas impacted: IFAS, Clinical, Research
- ✓ Applies only to full face, SCBA or PAPR.
- ✓ N-95's-continue with Occupational Medicine Clinic

Please contact Tara to schedule information session:
thetsler@ehs.ufl.edu



Biopath Physicals

OneStop Medical - Alachua, Florida

- ✓ Research involving “select agents”
- ✓ Initials and renewal clearances
- ✓ New process
- ✓ Simplified paperwork
- ✓ Department billing
- ✓ Areas Impacted: Research & Clinical
- ✓ CDC-approved facility

Please contact Tara to schedule information session:
thetsler@ehs.ufl.edu



What is a select agent?

Select agents are biological agents and toxins that have the potential to cause significant harm to public health, animals and plants (www.cdc.gov/orr/dsat/what-is-select-agents.htm).

A woman with dark curly hair, wearing a white t-shirt and a blue and white striped apron, is sitting at a wooden table. She is looking down at a smartphone in her right hand, which is resting on a document. The table is covered with several documents, some of which contain charts and graphs. A glass of red liquid is also on the table. The background is a blurred indoor setting with a chair and a table.

Classification & Compensation

Kenya Williams

UF

Human Resources

In-Unit Faculty Salary Increases

- During the December Board of Trustees (BOT) meeting, the board approved the collective bargaining agreement between UF and UFF
- The agreement calls for a 3.2% pool for merit-based salary increases effective October 1, 2023
- The salary increases have been implemented in myUFL
- Faculty members will see the finalized salary increases and any retroactive pay owed reflected in their February 9 paycheck



Florida Minimum Wage Reminder

- Florida voters approved an amendment in November 2020 that increases the minimum wage each year until it reaches \$15 per hour in 2026
- Effective September 30, 2024, the minimum wage will increase to \$13 per hour
- This increase predominately impacts non-exempt OPS, student assistants, and federal work-study positions
- As of February 1, we identified approximately 2,644 appointments below the new minimum wage
 - Division of Student Life
 - College of Journalism & Communications
 - College of Law
 - College of Dentistry
- The cost, including fringe, of increasing the population to the new minimum wage is approximately \$1.9M

Questions? Classification & Compensation - compensation@ufl.edu

[Homepage](#) • [Manager Resources](#) • [Classification & Compensation](#) • [Compensation](#) • **Special Pay Increase (SPI)**

SPECIAL PAY INCREASE (SPI)

EMPLOYEE RELATIONS

CLASSIFICATION &
COMPENSATION

Compensation

Special pay increases provide a pay mechanism that allows supervisors to provide a salary increase to an employee without a corresponding change in the employee's job classification. SPIs may be provided for the following reasons. Please note – employees covered under a collective bargaining agreement (CBA) will be compensated in a manner consistent with their respective CBA.

[TEAMS Special Pay Increase Request Form](#)

UFHR Website Updates

- Revised TEAMS Special Pay Increase Request Form
 - Pay Grades
 - Removal of approval thresholds and limits

UF TITLES

Find information on Academic and TEAMS titles at the University of Florida.

[ACADEMIC TITLES →](#)[TEAMS TITLES →](#)

- Designed to identify both Academic and TEAMS Titles
- TEAMS Titles more accurately reflect what TEAMS employees do

UF Titles Website Updates

- Examples of Work
- Pay Grade
- Licensure and Certification
- Competencies
- Summary
- Education and Experience
- Supervision
- Job Family

UF'S TEAMS JOB STRUCTURE

January 2024

UF's TEAMS job structure aims to provide a comprehensive framework for categorizing and defining jobs based on their duties, responsibilities, and expected outcomes. The structure is organized into individual contributors, management, and leadership levels. Emphasis is placed on continuous learning, feedback mechanisms, and the importance of both hard and soft skills.

TASK OR FUNCTIONAL ROLES

Employees primarily focus on their own work outputs, without managing others. They contribute directly to UF's objectives, such as product creation, service provision, or software development.

- **Level I (Entry-Level):** Incumbents undertake routine tasks following standard procedures. They require minimal prior knowledge or experience and work under direct supervision. Continuous onboarding training and mentoring are provided.
- **Level II (Experienced):** Employees have basic working knowledge acquired through experience or education. They work under general supervision, handle routine problems, and occasionally seek input for more complex issues. Incumbents may occasionally inform colleagues about practices or policies.
- **Level III (Senior):** Requires a comprehensive knowledge of operational procedures gained through extensive experience or education. They work with limited supervision and offer guidance and mentoring to junior employees. They handle non-standard problems requiring analytical thinking and might manage specific projects or processes.
- **Level IV & V (Technical/Professional roles):** These are differentiated based on detailed job responsibilities in the classification specification.

TACTICAL OR MANAGERIAL ROLES

Supervisory employees manage and guide other employees' work within the organization, playing a pivotal role in team development and performance management. Emphasis on soft skills, especially communication and teamwork, is paramount at this level.

- **Supervisor:** Oversees entry-level or experienced individual contributors. Sets team

- Provides our staff with clear, easily accessible information about their roles and growth paths
- Structure organized into individual contributors, management, and leadership level
 - Task or Functional Roles
 - Tactical or Managerial Roles
 - Leadership Roles
- More details visit:
<https://titles.hr.ufl.edu/ufs-teams-job-structure/>



Training & Organizational Development

Shannon Powell



Human Resources

GBAS Spring Workshop

Sculpting Efficiency:

Exploring Antifraud Measures,
AI Solutions and Administrative
Burden Reduction

February 20, 2024

1:30 p.m. – 4:00 p.m.

Virtual Session in Zoom

Instructors: Emily Moran and
Melissa Tate

**Register in myTraining by
February 15th**



A wooden crate filled with green and red apples is the central focus of the image. The crate is made of light-colored wood and is overflowing with apples. The apples are mostly green with some red blush. In the background, there are more trees and a wooden basket hanging from a tree branch. The scene is set in an orchard with sunlight filtering through the leaves.


University Benefits

Shannon Edwards

UF

Human Resources

IRS Reporting Form – 1095-C

- Employer Provided Insurance Offer and Coverage
 - Reports employees' health insurance information for prior calendar year
 - **State** 1095s available in PeopleFirst, if you opted for electronic delivery
 - **GatorCare** 1095s are sent by postal mail only (no electronic option)
 - 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
- 


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: 2/9/24 paycheck
 - BEGIN: 2/9/24 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



Aid-a-Gator

- Beginning 1/1/24, Aid-a-Gator has reverted to its origin and will only provide financial aid for faculty and staff in the event of a natural disaster or public health emergency. Maximum aid grants are \$1500, and the application will open if there is a natural disaster or public health emergency.
 - Undergraduate students, graduate students, and fellows who are experiencing financial hardship should visit the Office of Student Financial Affairs Aid-a-Gator website. Maximum aid grants are \$500.
- 



Important Dates

February 20 • GBAS Spring Workshop
Virtual – 1:30-4pm

March 6 • Next HR Forum

UF

Human Resources