

UF

Human Resources

HR Forum

December 6, 2023

A G E N D A



Human Resources



Physical Security
Joe Carriker, Director



Talent Acquisition & Onboarding
John Sun, Associate Director



Training & Organizational Development
Bob Parks, Assistant Vice President



Benefits, Retirement & Leave
Nadja Schimmel-Cruz, Assistant Director



Employment Operations & Records -
Johannes Traster, Manager



Physical Security

**A look at physical security posture for academic
buildings and classrooms**



UNIVERSITY OF FLORIDA'S PHYSICAL SECURITY PATH....

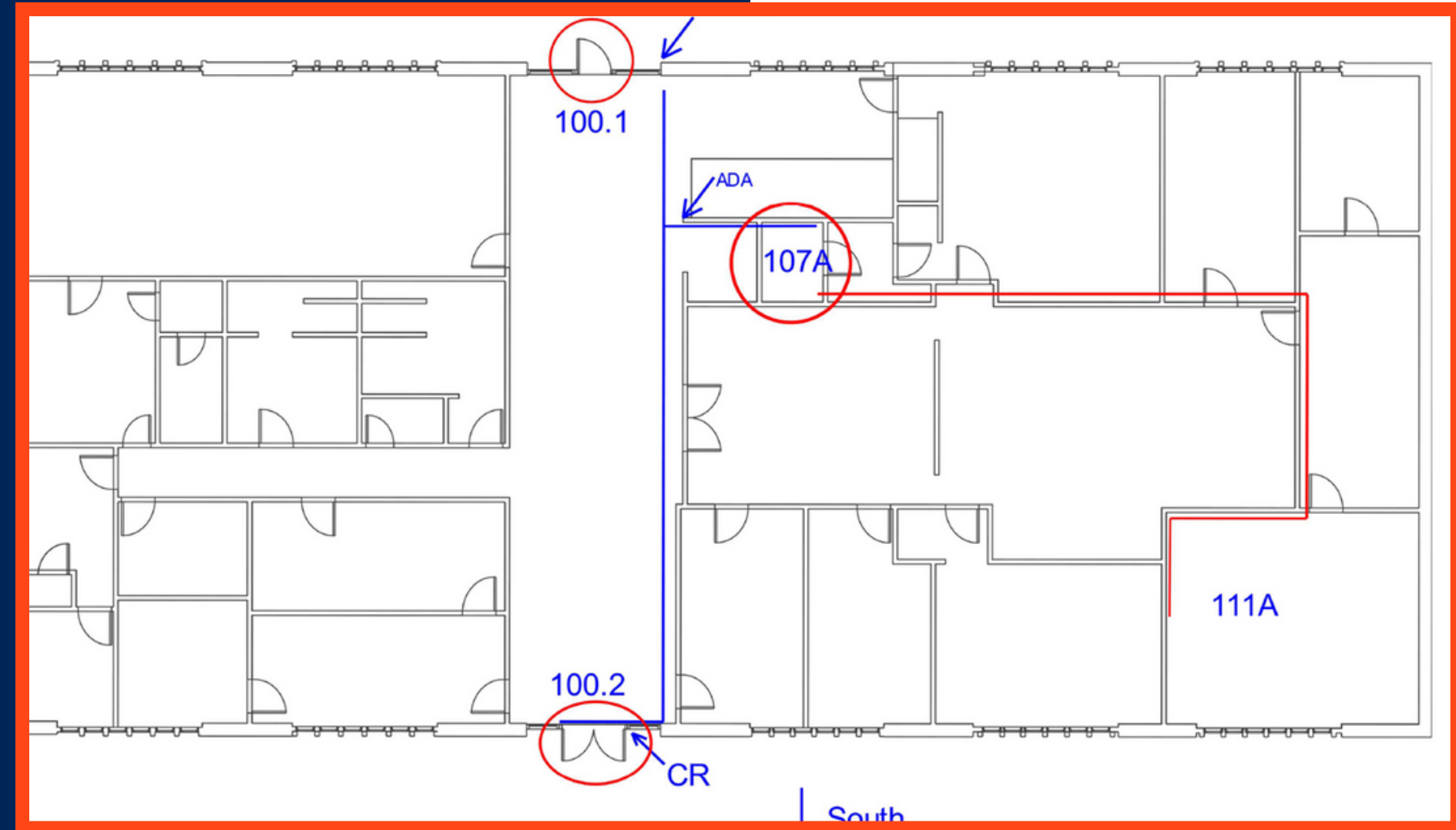


Campus Safety Committee formed in 2016 due to a varying number of incidents that brought concern to the campus community.

- Engaged safety and security consultants that recommended improvements in the following area:
 - Creation of the UF Department of Physical Security
 - Exterior lighting
 - Gator One Card enhancements
 - Access control and video surveillance
 - Standardization of design across campus.

EXTERIOR SECURITY

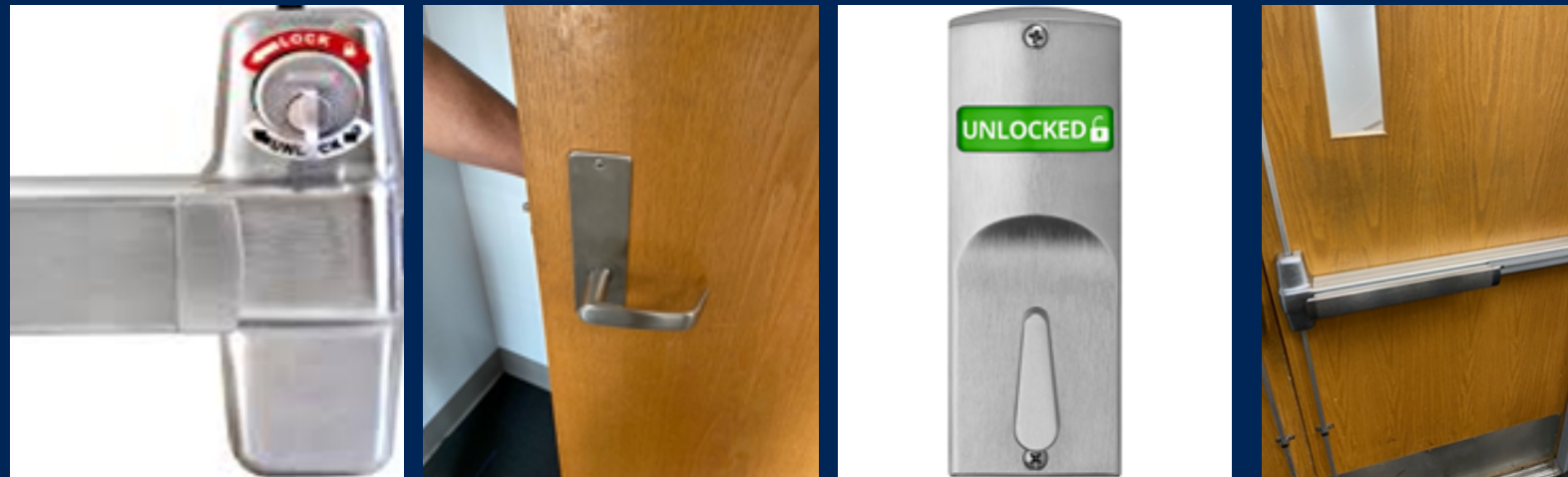
- Primary Entrances
- Egress Only Doors
- Cameras



CLASSROOM SECURITY

- Electronic
- Mechanical
- Secure in Place Functionality

Manual



Designing classrooms so that occupants can secure-in-place in the event of an emergency.

Electronic



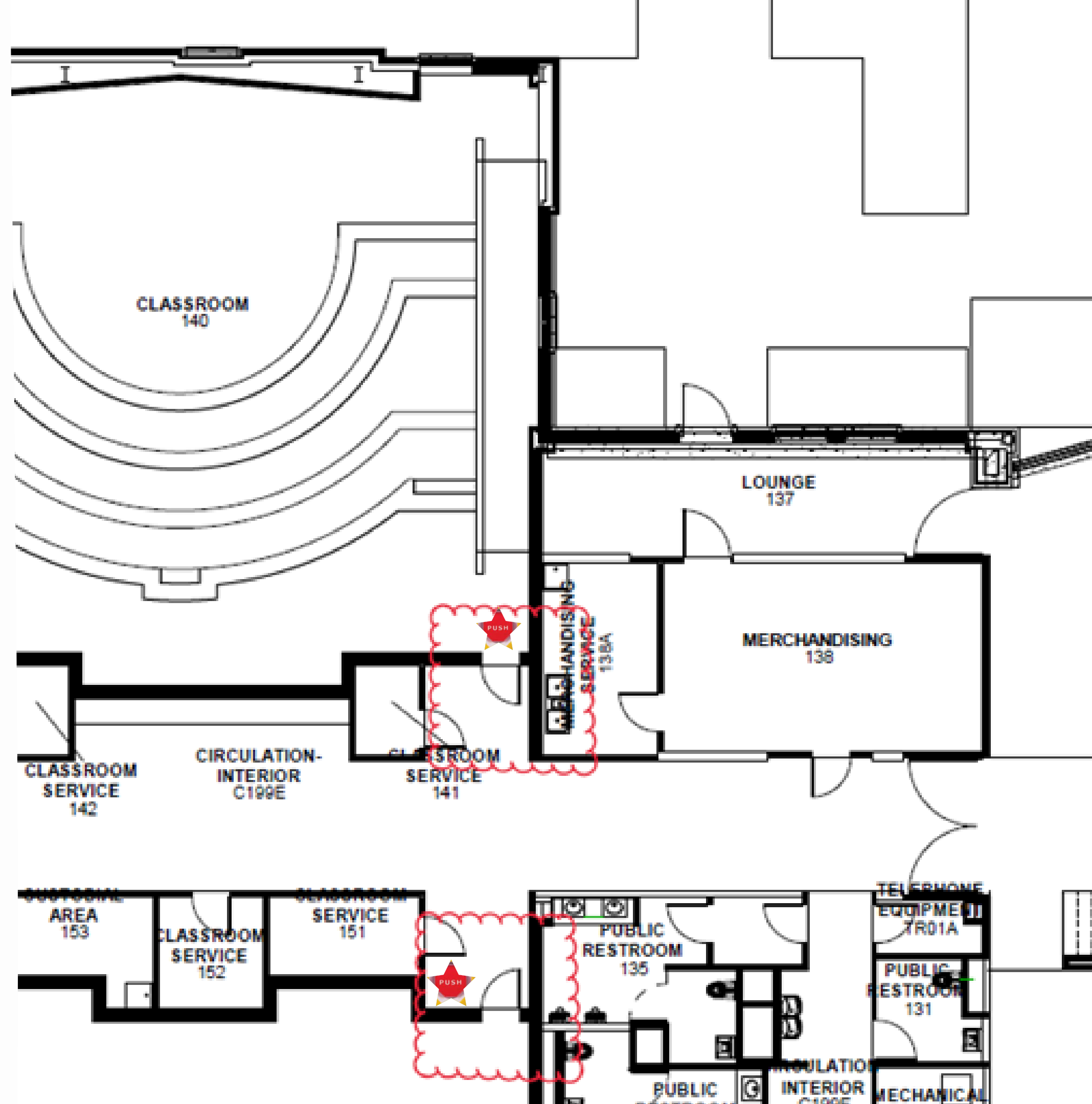
Secure in Place

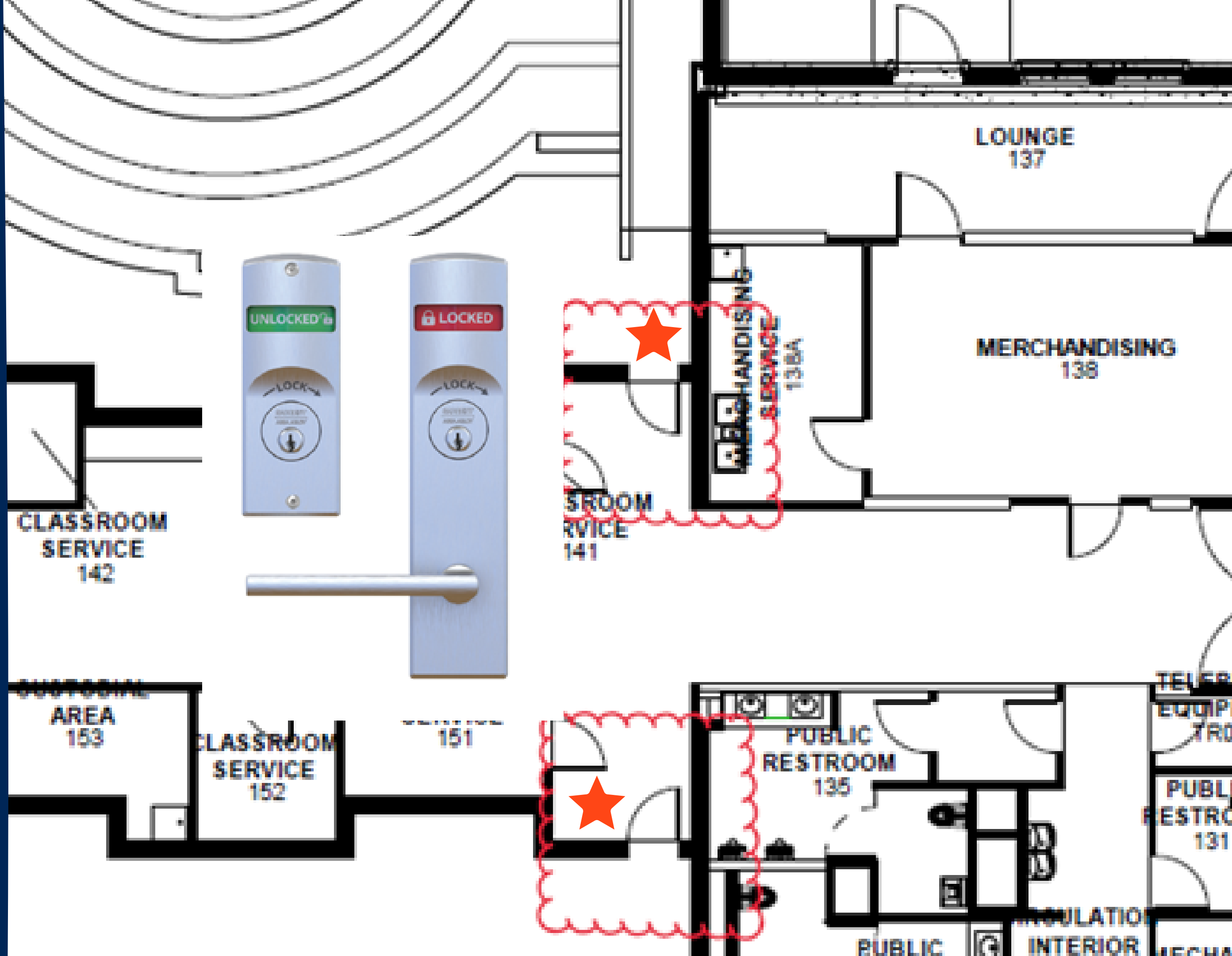


CLASSROOM SECURITY

Example

- Secure In Place – Electronic
- Egress Only Doors
- Device will lock all doors when activated.
- Sends notifications of activation to UPD.

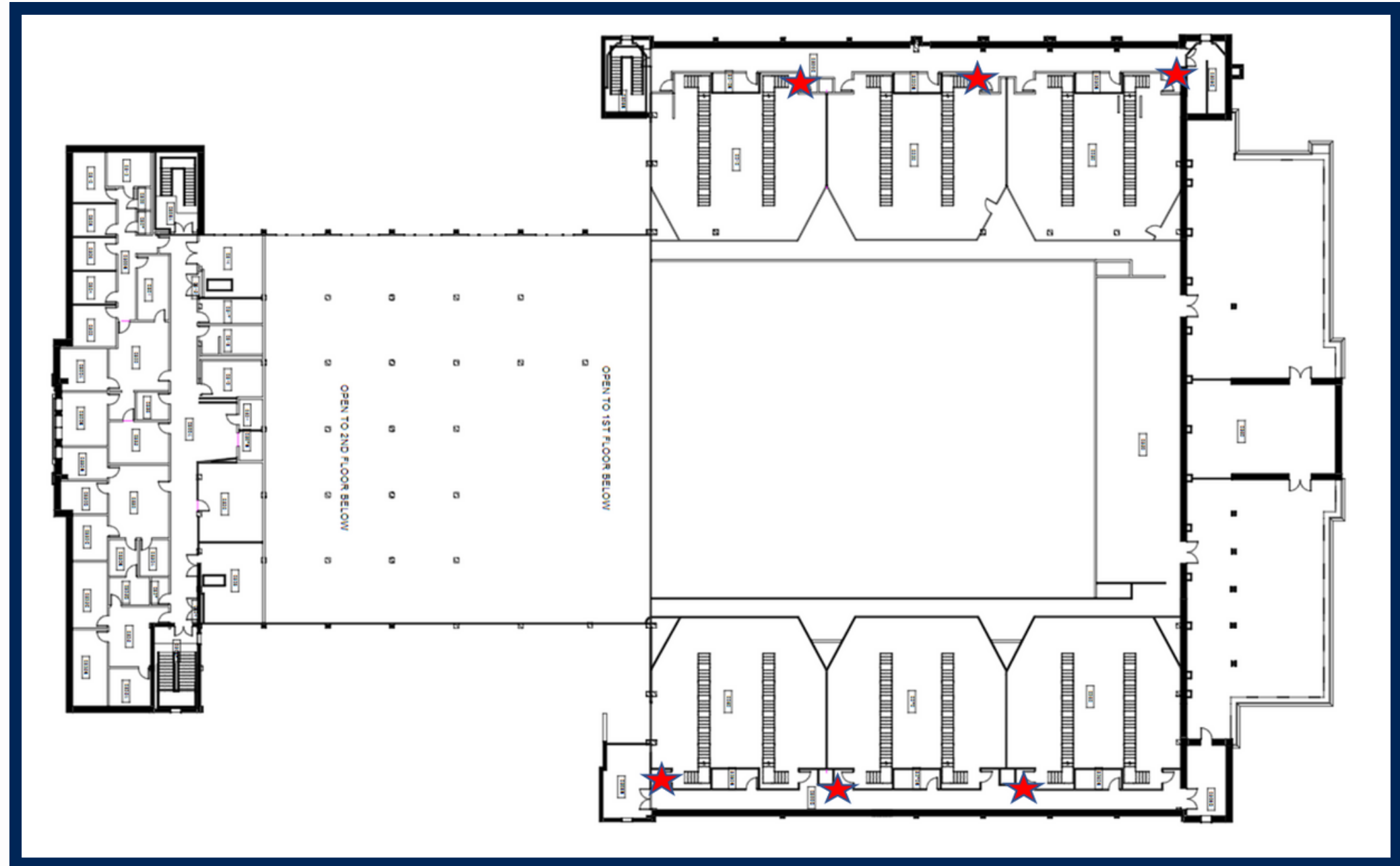




CLASSROOM SECURITY

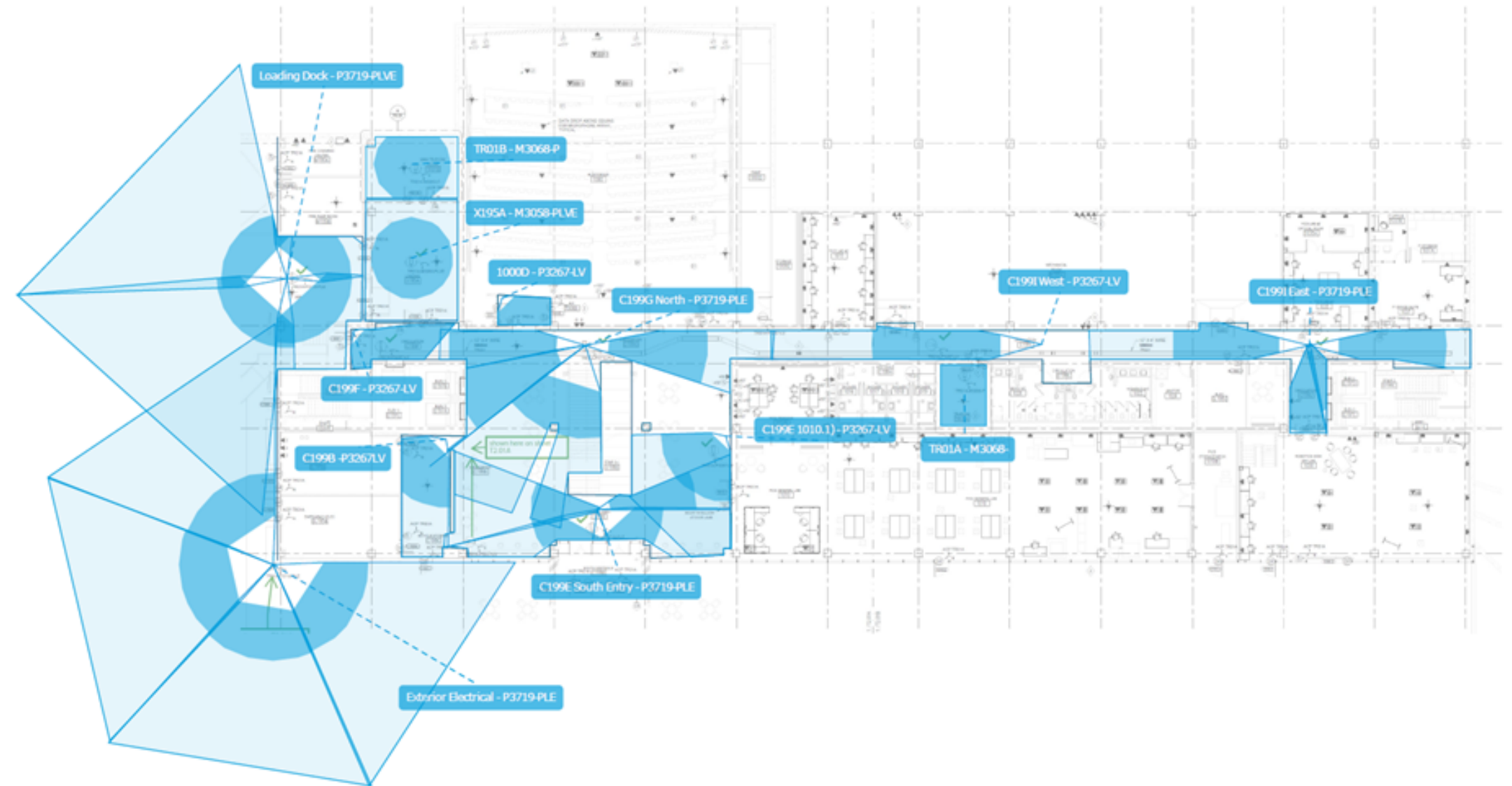
Example

- Secure In Place - Mechanical
- Egress Only Doors
- Manual activation.
- Intended to go on one door.
- Other doors be secondary and exit only.
- Intent to make easier to secure.

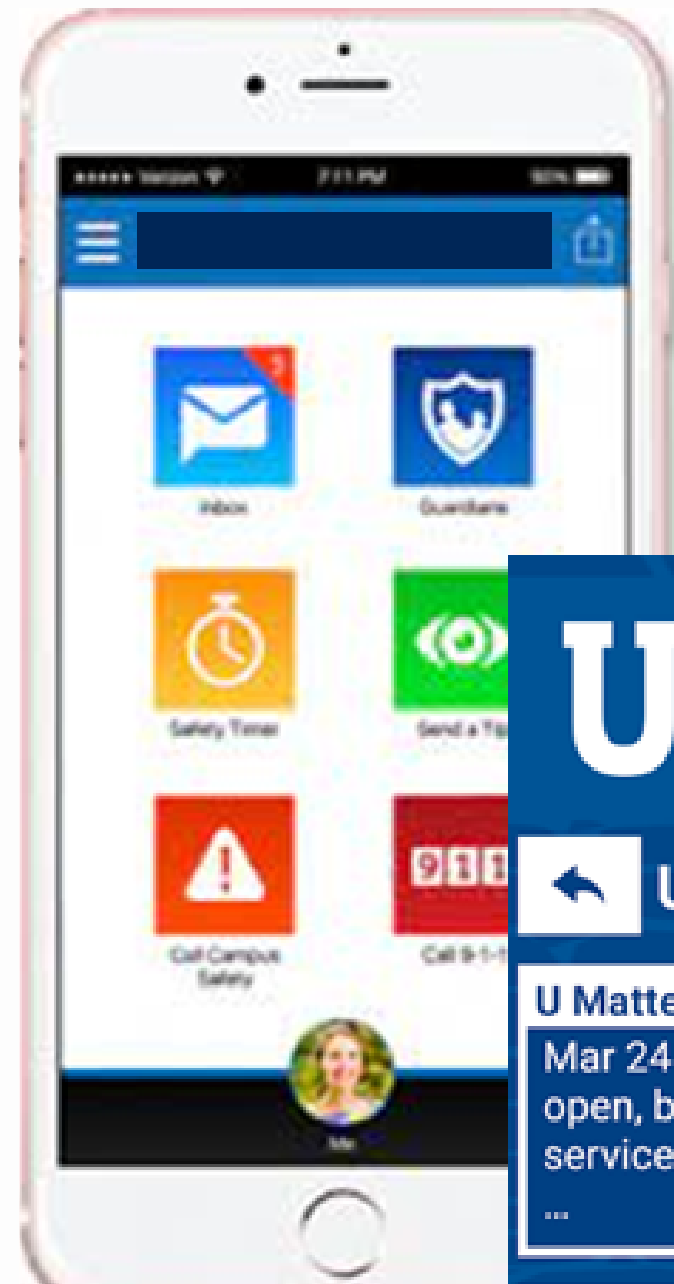




Multi-sensors
Pan Tilt Zoom (PTZ)
High Definition (HD)
Fisheye
Single
Double
Panoramic
On Emergency Phones
Where Panic Buttons Are



Panic/Duress Button



LiveSafe Apps
RAVE Apps
Cameras required



LiveSafe Apps RAVE Apps Cameras Required

<https://publicsafety.ufl.edu/gatorsafe.html>



Mobile Credentials

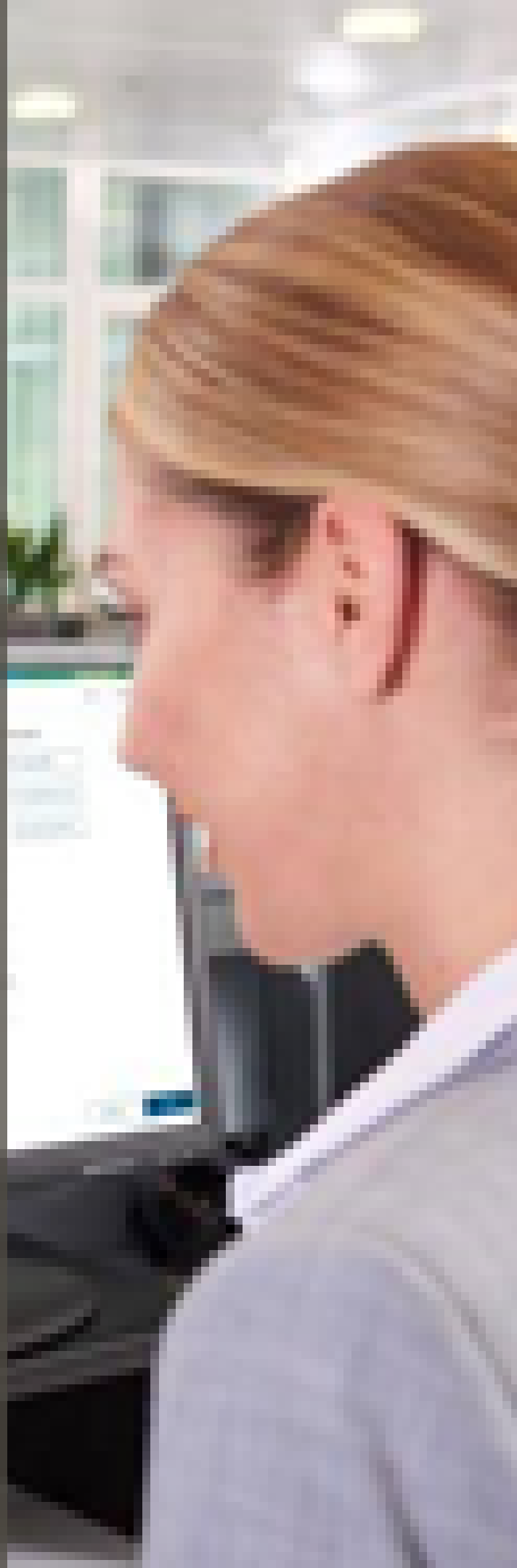
The University of Florida will offer its students, faculty and staff contactless technology on campus to conveniently access campus buildings, purchase food, check in for events, use library services, and more.

- To access the perimeter, you would only need your credential when the building is closed/locked.
- Employees with an office in the building will have 24X7 access to the building.
- Every time you use a physical key on an access-controlled door it causes the door to alarm in the access control system.



Critical Facility Security

- Data
- Electrical
- Mechanical
- Visitor Processing



Active Assailant – Personal Responsibility

- Understanding your own personal responsibility in an active assailant emergency will increase your chances of survival.
- Personal responsibility includes mindset, skill, and tactics that can be used in an active assailant emergency.
- All persons must know what actions and tools are available to them in all emergencies.
- In an active assailant emergency, the philosophy of RUN, HIDE and FIGHT are options that you have in the event of an active assailant scenario. Unfortunately, there is no exact plan that will give you all the answers in an active assailant scenario.
- The following slide will provide information on tools to aid in your defense during a secure in place emergency.



Active Assailant - Secure in Place

These devices are being installed on classroom doors and some common area spaces. The intent is for an individual to secure in place by adding the ability to lock these spaces from the inside.

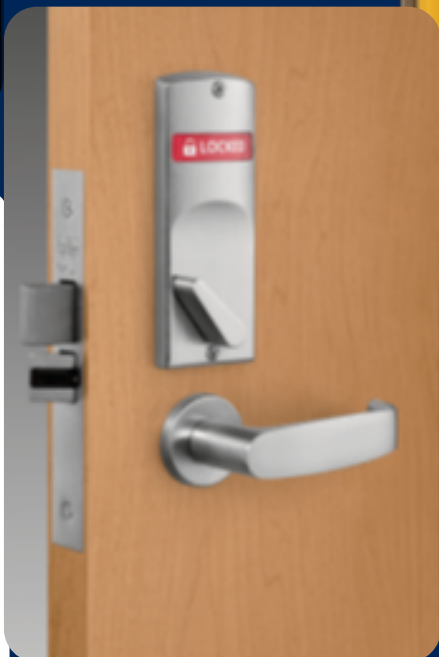
The images on this slide are examples of locks that provide the ability to secure in place and lock your door from the inside of a space during an emergency.

Reasons to Use These Devices

1 – If you feel an immediate danger and feel the need to secure in place.

2 – A UF Alert was received that advised to secure in place.

If a person decides to use one of these devices relative to reason 1, they should contact 911 so the threat can be reported to the Police Department.





Classroom Secure in Place Electronic Device



UF | Physical Security
UNIVERSITY of FLORIDA





Questions

Talent Acquisition & Onboarding

Update: SN 676 & Level II Screening

John Sun, Associate Director

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SB 676 & Level 2 Screening

At the last HR Forum

“Require local check, and sexual predator/sexual registry search for any state in which the current or prospective employee resided during the immediate preceding 5 years (effective 1/1/2024)”

New Effective Date --> **7/1/2024**



Human Resources

Talent Acquisition & Onboarding

Holiday Deadlines

Job Posting and Clearance Request

- Job requisitions: *Wednesday, December 20th
- Clearance for offer: *Monday, December 18th
- Research/Research support screening: *Monday, December 18th
 - **Note:** This only applies to UFHR screening. Cases that need further review by the RISC office may not be completed before the holiday break.

Criminal Background Screening

- Level 2 Screening: Friday, December 15*
- Level 2 – DCF Screening : Friday, December 8*

Immigration Compliance Services

- Non-immigrant Petitions: Submitted to UF ICS via the Fragomen Portal by Monday, December 11*

*Pending any barriers associated with the request



Media Kits

Writing guides, recruitment support, social media templates, graphic support & more.

<https://uflorida.sharepoint.com/sites/hr-hub/SitePages/Communications-WorkLife.aspx>





Training & Organizational Development

Bob Parks, Assistant Vice President

UF

Human Resources

Training Calendar

Spring Classes are available now!
Register Today!



Human Resources



University Benefits

Nadja Schimmel-Cruz, Assistant Director

UF

Human Resources

Payroll Deductions for 2024 Benefits

December & January payroll deductions reflect 2024 benefits elections:

- **State/People First Deductions**
 - Most plans paid a month in advance
 - **December 1** and **December 15** paychecks pre-pay for January 2024 coverage
 - OE changes to reimbursement accounts reflected beginning on the **January 12** paycheck
 - Medical Reimbursement, Dependent Care, Limited Purpose, and Health Savings Accounts



Payroll Deductions for 2024 Benefits

December & January payroll deductions reflect 2024 benefits elections:

- **UFSelect** and **GatorCare** Deductions
 - Paid month of coverage, not paid in advance
 - Changes made during OE reflected in paycheck beginning January 12



Human Resources





December Personal Leave

Holiday closing period from 12/26 – 12/29

- Personal leave days auto-populated for eligible TEAMS and Faculty
- System does not require approval for personal leave days for exempt employees—hours automatically populated
- Time reporting code (TRC) – DPL-270

NOTE: Departments with employees whose hire approvals are not fully executed by November 22 must contact Leave Administration to manually load DPL hours

Instruction guide “Personal Leave Days” located at:

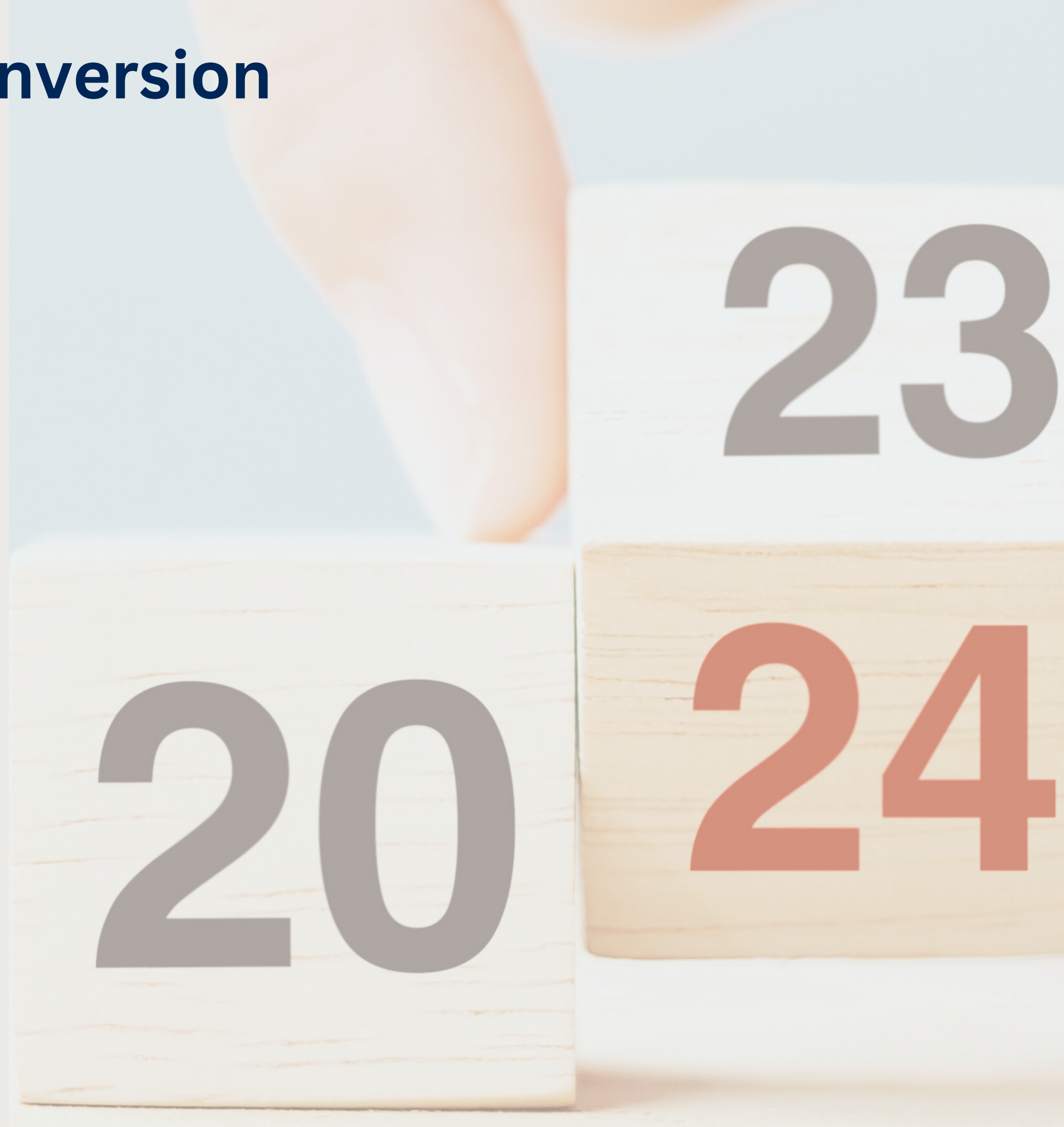
https://training.hr.ufl.edu/instructionguides/time&labor/personal_leave_days.pdf



Human Resources

Vacation to Sick Leave Conversion

- The annual conversion of excess vacation leave to sick leave will no longer occur.
- One goal of this change is to avoid causing stress for employees and the department at the end of the year.
- Look for ways to encourage employees to take vacation time throughout the year.
- Lifetime maximums for cashouts are still in effect at this time.



University Benefits

Coming Attractions

- Restarting new TEAMS and OPS benefit eligible new hire orientation on the first Friday of each pay period. First Zoom will be 1/12/2024.
- Scheduling meet and greets with Benefits, Retirement, and Leave leaders and staff and our HR partners on campus.
- Introducing monthly “snack and chats”– one topic each month for HR partners.
 - First topic: Leave Cashouts!



Human Resources



Questions

Email: benefits@ufl.edu

Webpage: benefits.hr.ufl.edu/contact



Human Resources



Post Retirement Volunteer Services



UF

Human Resources



Post-Retirement Volunteer Services

- UF's [Post-Retirement Volunteer Services policy](#) outlines the requirements for retirees to be able to provide post-retirement volunteer services within the **first 12 months of receiving a retirement benefit from the state of Florida.**
- Retiree status occurs when a retiree takes a **distribution, withdrawal, or benefit payment** from their FRS retirement plan.
- **Retirees must obtain a courtesy faculty appointment to provide post-retirement volunteer services.** The Courtesy Faculty and Volunteer policies were 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.



Post-Retirement Volunteer Services

Key aspects of the Post-Retirement Volunteer Services policy include (but are not limited to):

- (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)** 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.
- (d)** 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.

Consult the [Post-Retirement Volunteer Services policy](#) for a complete list of requirements.



Human Resources

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.



Contact Brook Mercier (bmercier@ufl.edu) or Shannon Edwards (Shannon.edwards@ufl.edu) with questions.



Human Resources

The background of the slide features a warm, dimly lit scene with several lit candles in shallow holders, creating a soft, golden glow. In the upper left corner, a pine cone is visible, adding a natural, textured element to the composition. The overall atmosphere is cozy and contemplative.

Employment Operations

Johannes Traster, Manager

UF

Human Resources

Accelerated HR Deadlines

With the holidays fast approaching, please be aware of the accelerated HR deadlines UF will be experiencing in the month of December.

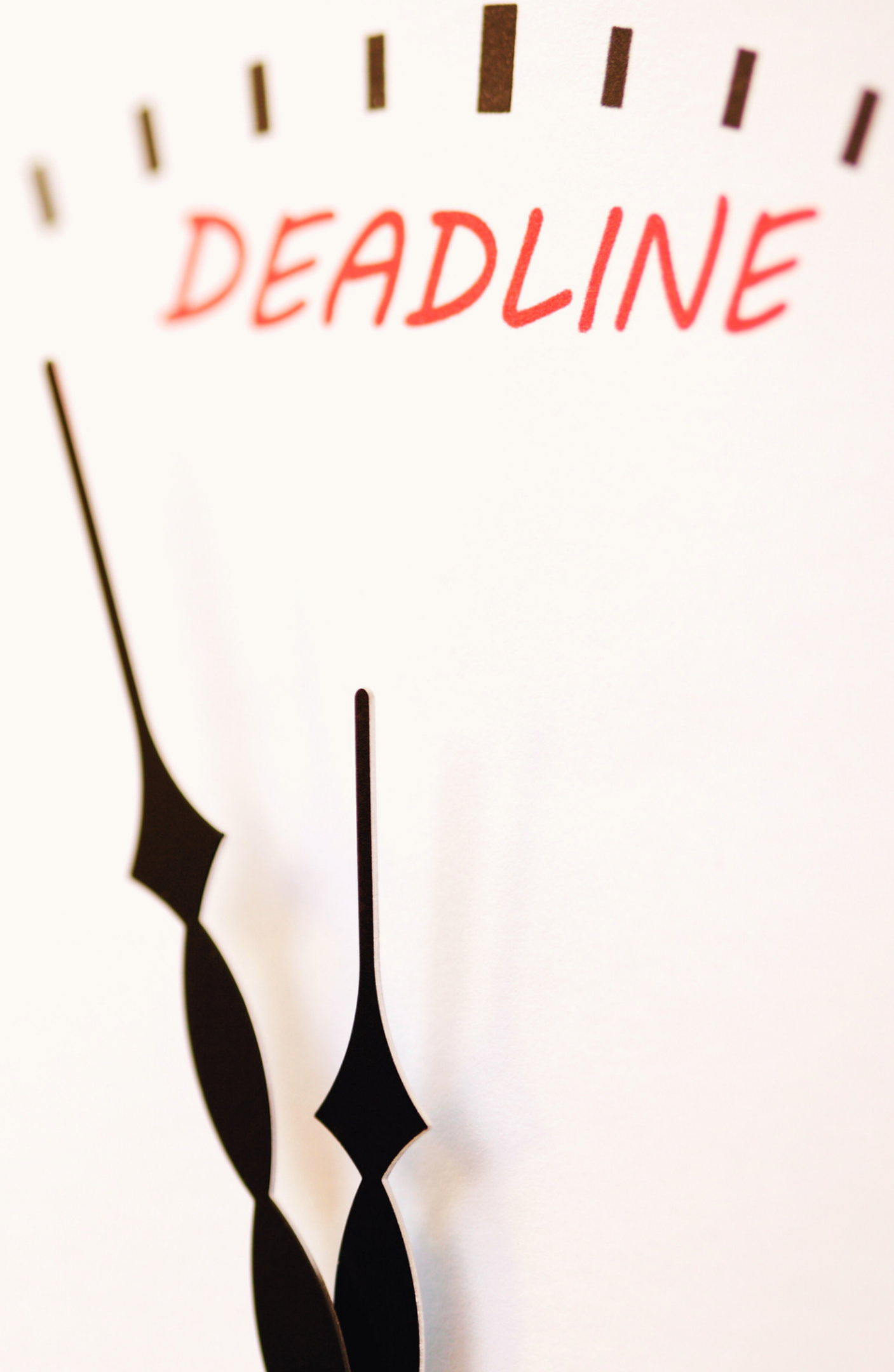
- **December 13, 2023**, is the accelerated HR deadline for ePAF transactions to be paid out on the December 29, 2023, paycheck
- **December 21, 2023**, is the accelerated HR deadline for ePAF transactions to be paid out on the January 12, 2024, paycheck

To review all Payroll and HR deadlines visit the Payroll Schedules webpage.

<http://www.fa.ufl.edu/directives/payroll-schedules/>



Human Resources





Termination File

- A termination file is now open from **November 27th – December 14th**
- The file consists of active employees who have not received payment in the past six months
- Effective date in Job Data: December 22, 2023
- Why do we do a termination file?
 - Help mitigate unnecessary risks
 - Have an accurate count of our employment population
 - Assist departments in making good decisions for unit/college

Important Note: This should never be an alternative to timely terminations in the system



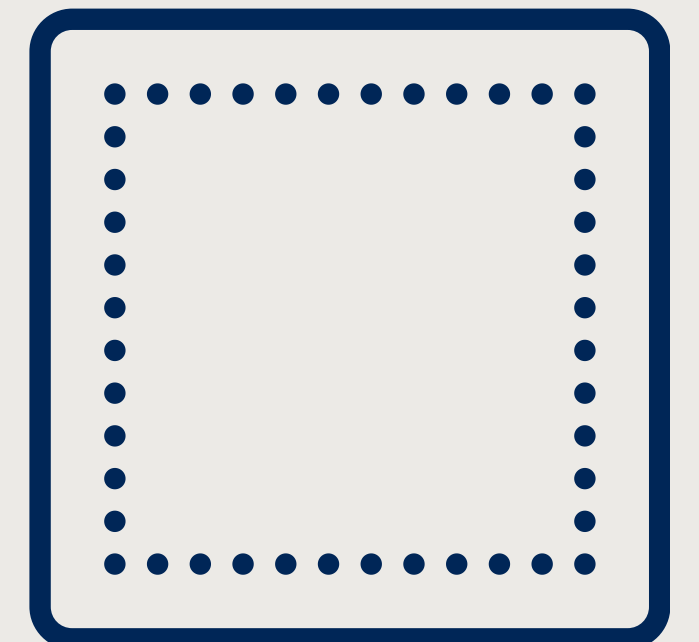
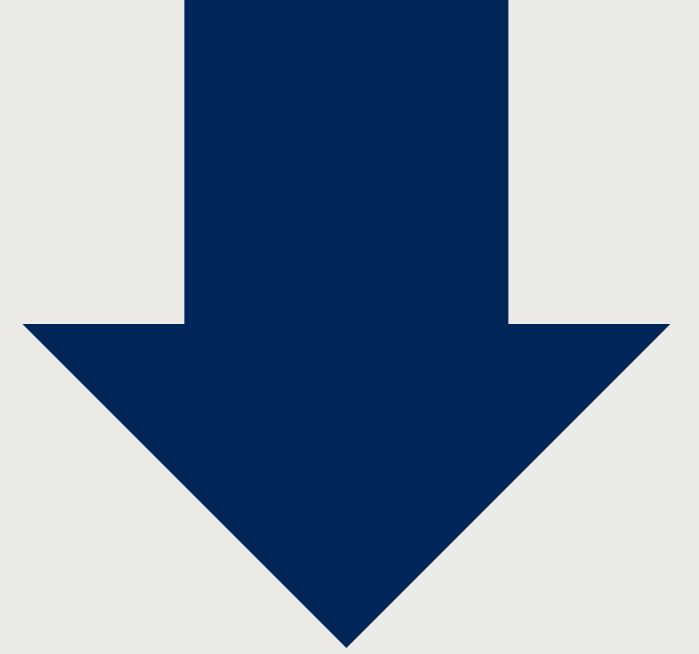
Human Resources

Termination File

- Review the termination file and “**uncheck**” those individuals who should remain active in the system
- As Employment Operations & Records reviews the file, we may contact you for additional justification on leaving certain employees active
- The file may contain records of all the salary plans. For example, OPSN, FELL, FWS, STAS, OF12, etc. (This is not an all-inclusive list)



Human Resources



Termination File

The termination file is located:



Main Menu > Human Resources > Workforce Administration
> Job Information > **UF Appointment Review**

- Enter the Calendar Year: **2023**
- Enter your unit's **Department ID**
- Enter Termination Date: **12/22/2023**

Reminder – Termination File closes December 14th

Student Employee Reminders

Federal Work Study (FWSP) Employees

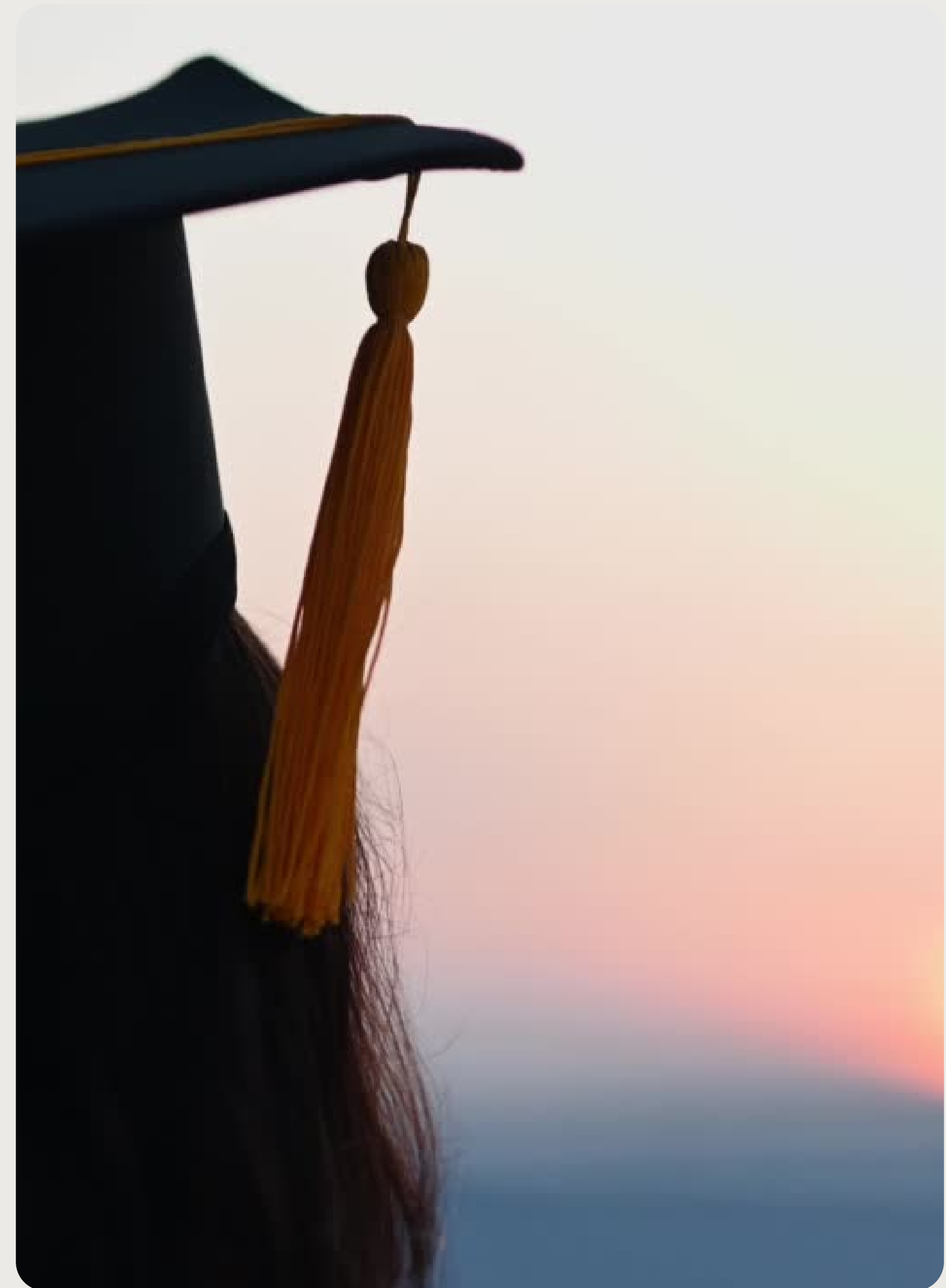
- Those who are graduating this semester and will no longer be enrolled must be switched to student assistant (STAS) effective 12/15/23 if they continue to work.
 - Last day to work as FWSP is December 14th; always the Thursday before commencement

Student Assistant (STAS) Employees

- Those who are graduating this semester and will no longer be enrolled must be switch to OPS effective 12/22/23 if they continue to work.
- Student assistants are entitled to FICA exemption for the entire pay period that commencement falls in.



Human Resources



New Hire Checklist **updates**

Updates to current resources have been made on hr.ufl.edu as well as the [Managers Forms & Resources](#) (SharePoint).

- OPS application
 - FRS question added on first page
 - Updated application must be used beginning **January 1, 2024**
- RISC clearance guidance included under “If Applicable” sections for those appropriate appointment types
- Faculty education verification requirements & options
 - Official transcripts
 - National Student Clearinghouse (NSCH)
 - HireRight/First Advantage confirmation
 - Degree equivalencies (if applicable)





Important Dates

Now - Register for Spring Training

Month of December - Review Accelerated HR Deadlines

December 14 - Termination File Closes

December 26 - 29 - Holiday Closing

January 10 - Next HR Forum



Human Resources

HAPPY HOLIDAYS

WE ARE GRATEFUL FOR YOUR
CONTINUED PARTNERSHIP IN THIS
JOURNEY TO IMPROVE UPON THE PAST
AND LEAD UF INTO A BRIGHT FUTURE.

WISHING YOU A RESTFUL HOLIDAY
SEASON AND A HAPPY NEW YEAR!



Human Resources

