UFHR Forum

April 5, 2023

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

UF Human Resources

Agenda:

Talent Acquisition & Onboarding | Youth Compliance

- John Sun | Sophia Andrews

Environmental Health & Safety

- Tara Hetsler | Amber Wuertz

Employment Operations & Records

- Johannes Traster

Training & Organizational Development

- Bob Parks | Shannon Powell

Classification & Compensation

- Kenya Williams

Benefits

- Crystal Roncek

Important Dates

Talent Acquisition & Onboarding | Youth Compliance

John Sun | Sophia Andrews

Youth Compliance

UF | Compliance and Ethics
UNIVERSITY *of* FLORIDA

CLERY COMPLIANCE

UF HEALTH COMPLIANCE*

COMPLIANCE AND ETHICS

UFCE PROGRAMS & SERVICES

YOUTH COMPLIANCE

RESEARCH COMPLIANCE*

PRIVACY
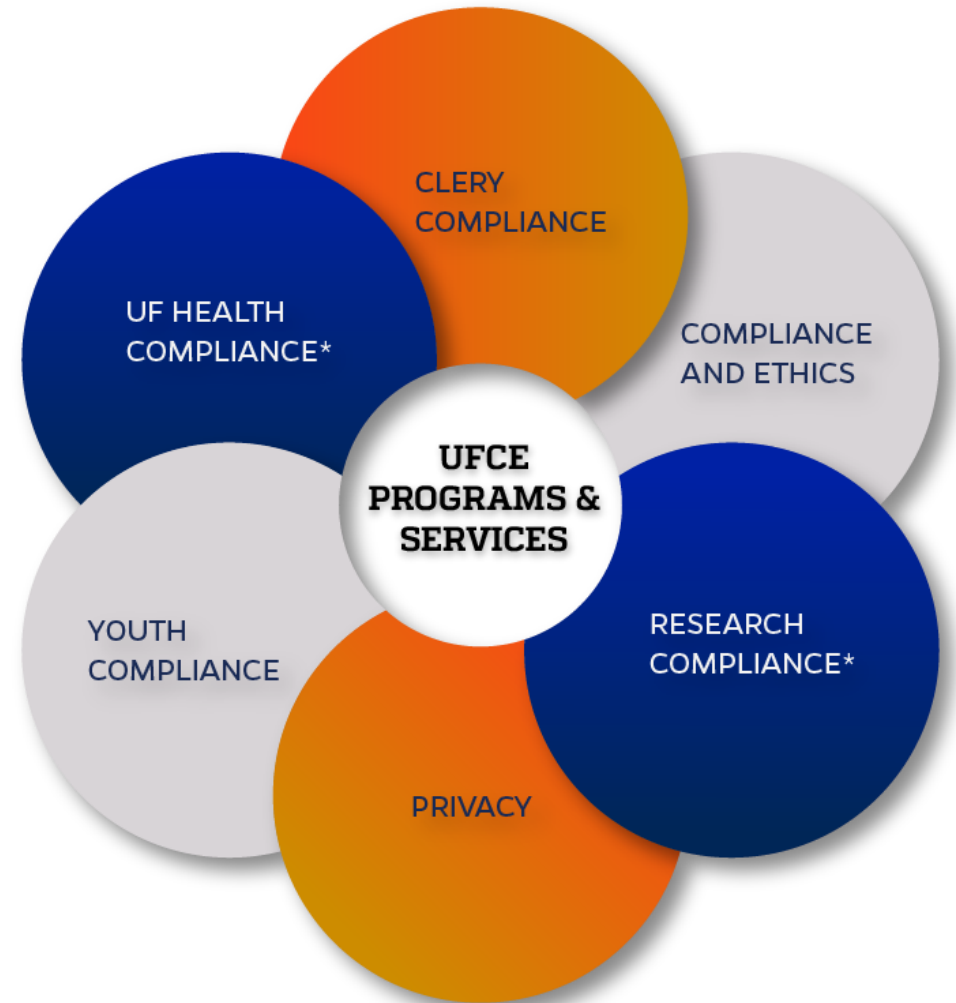
* = Secondary oversight management

Summer Camps

- Recreational, educational, and other enrichment programs operated during summer vacations

     F.S. 409.175 F.S

- Summer day camps

- Summer 24-hour camps

UF Summer Camps

- Typically take place April 1 to September 1
- Must be registered with Youth Compliance
  - Registration (30 days prior to start of event)
  - Supervision (No one-on-one interactions)
  - Youth Protection Training (annual YCS800)
  - Parental Consent / Liability Waivers (approved by GC)
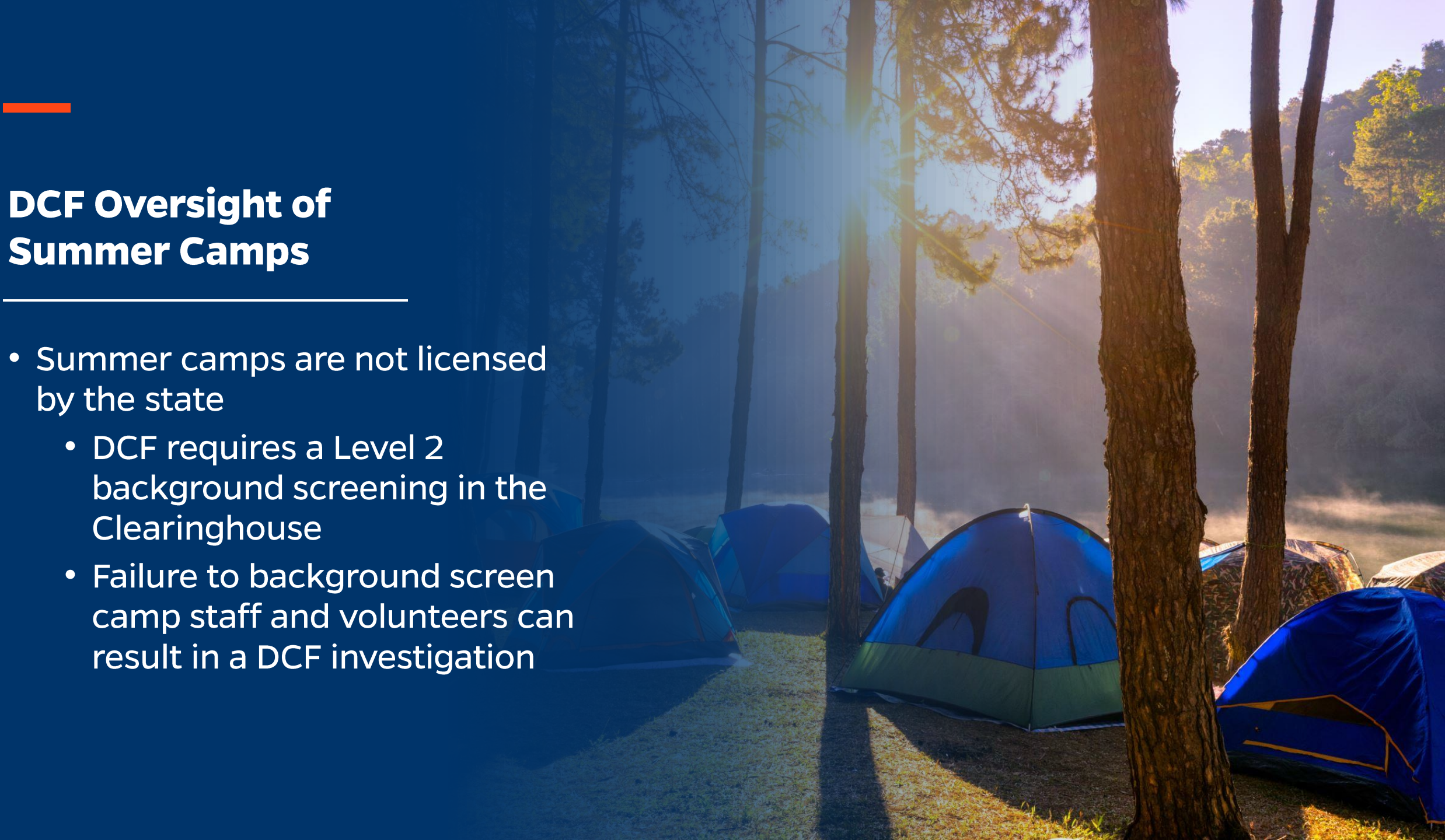 - Background Screenings

DCF Oversight of Summer Camps

- Summer camps are not licensed by the state
  - DCF requires a Level 2 background screening in the Clearinghouse
  - Failure to background screen camp staff and volunteers can result in a DCF investigation

Consult with Youth Compliance

- Prior to requesting a summer camp/youth activity background screening

- If your unit hosts youth activities in any capacity

- All faculty, staff, volunteers, and students who will engage with minors must complete the annual Youth Protection Training (YCS800)

- Receive departmental approval and Youth Compliance clearance prior to initiating activities with minors

For more information:
Phone: (352) 294-8720
Email: youth-compliance@ufl.edu
Web: youth.compliance.ufl.edu

Summer Camp

Summer camp is an opportunity for minors to explore a variety of out-of-school programming. This checklist should serve as a tool for UF-affiliated youth activities during the summer season. Summer camps must be authorized by appropriate department/unit leadership. Youth Compliance must be successfully reviewed prior to the start of each summer camp.

Department of Children and Families (DCF) classifies two types of summer camps; summer day camps and summer 24-hour camps are defined in Section 409.175 F.S.

Summer day camps are recreational, educational, and other enrichment programs operated during summer vacations who are 5 years of age on or before September 1 and older.

Summer 24-hour camps are recreational, educational, and other enrichment programs operated on a 24-hour basis during summer vacations for children who are 5 years of age on or before September 1 and older, that are not exclusively educational.

Checklist

- ☐ Supervision
- ☐ Registration
- ☐ Youth Protection Training
- ☐ Background Screening
- ☐ Parental Consent and Liability Waiver
- ☐ Affidavit of Good Moral Character
- ☐ Mandatory Reporting of Child Abuse

Supervision: One-on-One interactions between adults and minors is prohibited. Camps must adhere to staff-to-participant ratios located on the supervision web page. Camps must be coordinated in a way that eliminates one-on-one interactions and always ensures adequate staff-to-participant ratios.

Registration: Summer camps must be registered with Youth Compliance at least 30 days prior to the start of a day camp and 60 days for 24-hour (overnight) camps. University faculty, staff, and volunteer completion dates for background screening, youth protection training, and Affidavit of Good Moral character must be entered. The Youth Compliance Program will review registration to assess compliance.

Youth Protection Training: University faculty, staff, and volunteers who will oversee or work at camps must complete the annual youth protection training prior to the start of summer camp, training code YCS800.

Background Screening: A Level 2 DCF summer camp screening is required and must be completed prior to the start of summer camp for university faculty, staff, and volunteers. Background screenings can be requested on the UF HR web page.

Volunteers who assist on an intermittent basis for less than 10 hours per month do not need to be screened if a person who meets the screening requirement is always present and has the volunteer in his or her line of sight.

Parental Consent and Liability Waiver: The department/unit hosting a camp must obtain written parental consent for all minors participating in the summer camp. Department/unit must store the signed waivers for a minimum of five years. The waivers must be approved by General Counsel. An approved waiver can be located on the Youth Compliance web page.

Affidavit of Good Moral Character: DCF form must be completed by university faculty, staff, students, and volunteers who work or serve in summer camps. Form can be retrieved from the DCF website. Department/unit must store form for a minimum of five years.

Mandatory Reporting of Child Abuse: Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare is a mandatory reporter under s. 39.201. Upon reporting child abuse, abandonment, and neglect to DCF submit an incident report to Youth Compliance.

Level 2 Screening

What is level 2 screening?

- A comprehensive criminal background screening that includes fingerprint-based check for statewide criminal history records through the Florida Department of Law Enforcement (FDLE) and national criminal history records through the Federal Bureau of Investigation (FBI).

- Screenings and results are handled in compliance with appropriate Florida State Statutes and state and federal agencies.

Type of Level 2 Screening

Level 2

- In positions of trust or responsibility
- Working in a sensitive location
- Working in or volunteering with a youth camp or activity outside of the summer period

Level 2 - DCF

- University positions under contract with the florida department of children and families (DCF)
- University positions with UF childcare facilities
- All summer camps (youth activities/camps held between April 1st and September 1st)
- After school programs, including florida 4-H programs (year-round)

How to Initiate Level 2?

- Hiring department must submit [Criminal Background Screening Request Form](#) to Talent Acquisition and Onboarding

- Have employee schedule an appointment with TA&O via [online appointment scheduler](#)
  - For those in an area outside of Gainesville area or Florida, follow instructions provided by TA&O to schedule an appointment with FieldPrint Florida

- Employee must present a state issued identification or a passport

How to Initiate Level 2-DCF:

Summer Camp

- Hiring department must submit <u>Criminal Background Screening Request Form</u> or <u>Background Screening Request Form For Youth Camps and Activities</u> to Talent Acquisition and Onboarding
  - An employee or volunteer should not start until received approval from the Department of Children and Families

- A copy of the <u>Clearance Privacy Policy Acknowledgement form</u> along with <u>Care Provider Background Screening Clearinghouse Form</u> must be securely provided to TA&O.

- Please don't schedule an appointment until you receive an email from TA&O to do so.

How to Initiate Level 2-DCF:

- Have employee schedule an appointment with TA&O via [online appointment scheduler](#) (if needed)
  - For those in an area outside of Gainesville area or Florida, follow instructions provided by TA&O to schedule an appointment with FieldPrint Florida

- Employee must present a state issued identification or a passport
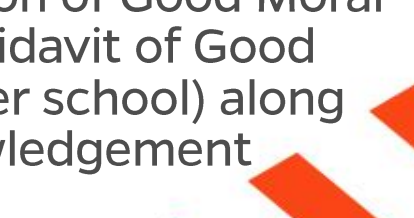
Screening Results

Level 2

- Return within 2 business days

- Will receive clear or not clear notification from TA&O

Level 2 - DCF

- Returns within 7 – 10 business days

- Following will be forwarded to you to retain securely in preparation of an audit from DCF:
  - Clearance from DCF
  - State record search

Be sure to retain with Attestation of Good Moral Character (summer camp)/ Affidavit of Good Moral Character (childcare/after school) along with the Privacy Policy Acknowledgement form

Ask:
Is the employee or volunteer a minor?

- Prior to conducting criminal background screening on a minor (under age of 18), hiring departments must obtained a signed copy of the "Background Screening Consent Form for Minors" from the minor and the minor's parent or legal guardian

- Signed forms must be retained by the hiring departments securely in compliance with Florida public schedule.

Where employees go?

Gainesville Area

- UF Human Resources Building
  - 903 W. University Ave

Outside of Gainesville Area/Florida

- FieldPrint
  - (3rd Party Provider)

Need Assistance?

Background Screening

Talent Acquisition and Onboarding

Email: HRBackgrounds@admin.ufl.edu

Phone: (352) 392-2477

Environmental Health & Safety

Amber Wuertz | Tara Hetsler

Health Assessments

UFHR – Amber Wuertz

Process Change:

- Shift from pre-employment to post-employment health assessments as part of the onboarding process (in most cases*). Departments can require health assessments pre-employment by position type at their discretion.
    - Excludes*: Scientific Divers, CDL, Law Enforcement

- The clinic will continue to enter final clearance(s) information into myUFL once all results are received.

- Website updates are ongoing, and forms will be updated with this language shortly.

CareSpot Transition

EHS – Tara Hetsler

Feedback is positive!

- Weekly check-ins continue with CareSpot Customer Service Teams- Feedback is welcomed!

- Personal Health Information (PHI): Results will be sent to OccMed Clinic via secure portal.
  - If employee tries to "give" results to department, please ask them to keep the results.

- Please contact EH&S and we will help fast track your results.

- Additional changes will be occurring soon, more to come!

Friendly Reminder

For all **OPS** hires, please remember to send an **INOP** form via Sharepoint, so that the OccMed Clinic will know what duties are required for the position, even if you are working with CareSpot only.

This will help reduce emails and calls to departments and result in a shorter turn-around time for your results. Help us help you!

Questions

Phone: (352) 392-1591

Email: Thetsler@ehs.ufl.edu

UF | Occupational Medicine Program
UNIVERSITY of FLORIDA

INOP FORM
(Individuals Not On Position)

Candidate
Last Name — First Name — MI — UFID
Department — Position Title

Supervisor
Name (Last, First) — Phone Number

Each job duty on this list triggers the need for health assessment clearance before an individual may begin work.
Please check all job duties that apply.

	Form
Animal Contact	Form Vet Med
Asbestos Work	Form 1 Form 2 Form 3
Climbing	
Commercial Driver License	
Contact With Human Blood or (OPIM)	T&V Form
Frequent Reaching Above Shoulder	
Heavy Lifting	
BioPath (risk group 3 agents in BSL3 lab)	Form 1 Form 2
Kneeling	
Law Enforcement	Form

	Form
Noise (Work in Area of Excessive Noise)	Form
Operation of Special Purpose Vehicle	
Patient Contact	Form 1 Form 2 Form 3
Pesticide Use	
Repeated Bending	
Repetitive Pulling and Pushing	
Respirator Use	Form 1 Form 2
Scientific Research Diving	Form 1 Form 2
None of the above job duties apply	

Job requirements verified by supervisor?
Person submitting form
Phone
Email
Submit

Employment Operations & Records

Johannes Traster

Short Work Break Reminders!

Upcoming Action Items

❑ Short Work Break file will take place on **April 20, 2023**

❑ Action Needed by Departments

    ❑ Verify all 9- and 10-month employees (faculty, graduate assistants, and TEAMS) who will not return after Spring 2023 are terminated in myUFL

    ❑ If necessary, enter end-of-semester terminations PRIOR to **April 18, 2023**

Short Work Break Reminders!

Navigation & Resources

❑ To review employees on Short Work Break <u>after</u> April 20th

  ❑ Main Menu › Enterprise Analytics › Access Enterprise Analytics › Team Content › Human Resources Information › Workforce Information › Short Work Break – Return From Break Report

❑ Instruction Guide

  ❑ http://training.hr.ufl.edu/instructionguides/job_position_actions/shortworkbreak.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 21, 2023**

❑ File closes **May 11, 2023**

❑ Summer appointments will load in Job Data on the afternoon of **May 15th, 2023**

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://training.hr.ufl.edu/instructionguides/job_position_actions/summerjobreview.pdf

❑ Departments will be contacted by EOR if there are employees who do not load and may need additional action on your part

Spring Cleaning: New Hire Checklist & GatorStart

New Hire Checklist

❑ Updates to the New Hire Checklist include revised instructions by appointment type, new checklist tabs for Post-Doc Associates and Courtesy Faculty, and updated links to forms and additional resources

GatorStart

❑ All packet types were recently updated for general maintenance for instructions, links, and imagery

❑ Intellectual Property Agreement is now placed in all packet types | **New!**

❑ Welcome invitation email currently going through a redesign | **Coming Soon!**

Update—Notarized Four-in-One Form

The notarized Four-in-One form is no longer required for hire ePAFs created **on/after April 5th** as the IP agreement has moved to GatorStart and there is a new loyalty oath form.

Intellectual Property Agreement

- ❑ Revised language
    - ❑ Increased readability while simplifying statements
- ❑ Notarization no longer needed
- ❑ Now located in every GatorStart packet

Loyalty Oath Form

- ❑ Notarization still required
- ❑ Statement slightly revised with notary instructions
    - ❑ New Form: https://hr.ufl.edu/wp-content/uploads/2023/03/Loyalty-Oath_3-30-23.pdf

Redesign: GatorStart Welcome Invitation

Current State

Welcome to the University of Florida!

We are pleased you are joining the Gator Nation. GatorStart, UF's online new employee onboarding system, represents the first step in becoming an official UF employee.

Please complete the GatorStart packet as soon as possible to prevent any delays on your start date.

Log in to GatorStart using the login information provided at the end of this email. You may want to set aside 15 to 20 minutes to complete this process. Be sure to review all pages and complete the entire packet. We've included the following tips to assist during the completion of the GatorStart packet.

- To complete the GatorStart packet, you will need the following: Bank information (bank name, account number, and routing/ACH number), and W-4 withholding allowance information
- For best user experience, please try to complete the GatorStart packet in one session
- Your initials signify that you accept each of the terms and conditions of employment with the University of Florida
- If you have any difficulty with the onboarding process, please contact your hiring department.
- Mobile devices such as smartphones and tablets can be utilized in addition to desktop and laptop devices
- For any additional questions, email the UF Human Resources at ufhr-employment@ufl.edu

For additional information on GatorStart, visit our section in the Welcome to UF website.

Access GatorStart Portal

To access the site, click this link: Gator Start Portal

If you experience trouble with the hyperlink, you may copy and paste the following url into your browser's address bar.
https://hrx.talx.com/HRX/EmploymentCenter/default.aspx?divisionid=56

Login Information

Use the following login ID and password for authentication:

Login ID : ▮▮▮▮
Password : The last four digits of your social security number followed by your four digit birth year. For example, if your SSN ends in "1234" and your date of birth is 01/01/1982, your password is **12341982**. Once you have entered your temporary password, you will be prompted to change it to an **8-16 digit password** prior to logging in.

For foreign national use only

Use the following login ID and password for authentication:

Login ID : ▮▮▮▮▮
Password : The last four digits of your social security number followed by your four digit birth year. In the event you do not have a social security number, the last 4-digits of your UF TempID will be used. For example, if your UF TempID ends in "7890" and your date of birth is 01/01/1982, your password is **78901982**.

Redesign: GatorStart Welcome Invitation

Future State (Draft)

UF Human Resources

GatorStart
UF New Employee Onboarding

#Name:

Welcome to the University of Florida!

We are so pleased you are joining the Gator Nation. Take the first step in becoming an official UF employee by completing the GatorStart onboarding packet below:

Click Here to Get Started

Login ID:
#USERNAME

Password:
The last four digits of your social security number followed by your four-digit birth year.
(For example, if your SSN ends in "1234" and your date of birth is 01/01/1982, your password is 12341982.)

Once you have entered your temporary password, you will be prompted to change it to an 8–16-digit password prior to logging in.

If you have any difficulty with the onboarding process, please contact your hiring department. For any additional questions, please contact UF Human Resources at ufhr-employment@ufl.edu

Sincerely,

UF Human Resources

Training & Organizational Development

Bob Parks | Shannon Powell

Leadership Program Applications

"Leadership and learning are indispensable to each other." —John F. Kennedy

Now through May 5

- We are accepting applications for
  - UF Academy
  - Advanced Leadership for Academics and Professionals (ALAP)
  - Managers Cohort

Leadership Program Applications

- UF Academy
  - Entering its 20th year
  - Designed for faculty and professional staff who are "emerging leaders"

Leadership Program Applications

- Advanced Leadership for Academics and Professionals (ALAP)
  - Entering its 15th year
  - Designed for established UF professional and academic leaders looking to further develop leadership skills

Leadership Program Applications

- Managers Cohort
  - Entering its 13th year
  - Managers can participate in the Managing at UF curriculum as a cohort

Leadership Program Applications

- For more information or to access the application, visit the Leadership@UF program page on the UFHR site
https://leadership.hr.ufl.edu/programs/

Summer Calendar

- Summer calendar of courses available for registration

- Register in myTraining

- View HR calendar for course dates (https://calendar.hr.ufl.edu/events/category/training-organizational-development/)

GBAS
Spring Institute

Shannon Powell

GBAS Institute Spring 2023
Foundations for the Future

Format: <u>Hybrid event</u> with both in-person and online offerings

Where: Emerson Alumni Hall **OR** Virtually on Zoom

When: Tuesday, April 25, 2023
8:30 a.m. – 3:30 p.m.
(For in-person: 8-8:30 a.m. coffee and networking, lunch provided)

Who: All business administrators in the areas of HR, Finance, and Sponsored Programs are welcomed

Foundations for the Future

OPENING SESSION 8:30 - 9:00 A.M.

State of GBAS: Terry Moore, GBAS Director and Shannon Powell, T&OD Lead

Select 1 Breakout Session

Recruiting with the Best of Them Taking the Guesswork Out of Hiring John Sun 9:15 a.m. — 11:15 a.m.	**Bringing Space Back Down to Earth** Brenda Harrell, Karri Bishop, Jenna Saxton 9:15 a.m. — 11:15 a.m.	**Navigating the Emotions of Change** Becky Younglove 9:15 a.m. — 11:15 a.m.

or ... *or*

Lunch and Networking 11:15 a.m. — 12:30 p.m.

Select 1 Breakout Session

You're Not the Only One Struggles with Participant Support Costs Tiffany Schmidt 12:30 p.m. — 2:30 p.m.	**Work Smarter, Not Harder** Make Your Workflow Efficient Elizabeth Lynch 12:30 p.m. — 2:30 p.m.	**Check Your Force Field** Setting Healthy Boundaries for Better Workplace Interactions Angie Brown 12:30 p.m. — 2:30 p.m.

or ... *or*

2:30 - 2:45 p.m.   Survey & Stretch Break

CLOSING SESSION 2:45 - 3:30 P.M.
Core Office Updates

4/5/2023

GBAS Institute: Registration Links

Morning Session Registration Links:

[IN-PERSON] CLICK HERE TO REGISTER FOR ONE IN-PERSON MORNING BREAKOUT SESSION

OR

[VIRTUAL] CLICK HERE TO REGISTER FOR ONE VIRTUAL MORNING BREAKOUT SESSION

Afternoon Session Registration Links:

[IN-PERSON] CLICK HERE TO REGISTER FOR ONE IN-PERSON AFTERNOON BREAKOUT SESSION

OR

[VIRTUAL] CLICK HERE TO REGISTER FOR ONE VIRTUAL AFTERNOON BREAKOUT SESSION

Classification & Compensation

Kenya Williams

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, 2023, the minimum wage will increase to $12 per hour

- As of March 30, we identified 2,053 appointments below the new minimum wage

  - Division of Student Life

  - Housing & Resident Life

  - College of Law

  - Warrington College of Business

- The cost including fringe of increasing the population to the new minimum wage is approximate $1.87M

Questions? Classification & Compensation - compensation@ufl.edu – 352-273-2842

University Benefits

Crystal Roncek | Brook Mercier

Open Enrollment

Open Enrollment (OE) will run from Monday, October 9 – Thursday, October 27, 2023
- Elections must be made by 6:00 pm on October 27
- Elections during OE are effective 1/1/2024
- Carefully read all materials sent to you from UFHR University Benefits and other vendors
- Outside of OE, you may only make changes if you have a qualifying status change (marriage, birth, adoption, etc.)

In July 2023, University Benefits will begin to schedule OE presentations with colleges & departments to discuss updates
- The State of Florida has already indicated that they expect to make changes to the medical, prescription, dental, and life insurance plans. Further updates will be shared when the State notifies all FRS participating employers in the summer.

The Benefits & Wellness Fair will be held on Friday, October 13, 2023
- Location: The Evans Champions Club at Ben Hill Griffin Stadium
- Hours: 9:00 a.m. to 3:00 p.m.

UF 2023 Holidays

UF Homecoming – October 6, 2023

- myUFL and the HR website has been updated for all 2023 UF holidays, including UF Homecoming

Holidays and Personal Leave Days – HR Benefits and Rewards (ufl.edu)

Florida Prepaid Plan & the Florida 529 Savings Plan

- Florida Prepaid Plan – You may enroll at any time; however, to lock into 2023 rates, you must enroll during the annual Open Enrollment Period, which ends April 30th

- Florida 529 Savings Plan – You may enroll any time. Enrollment is offered year-round.

- Both options provide for affordable ways to save for your child's future college expenses, and convenient payroll deductions.

- To learn more about these plans, please visit:
  - Florida Prepaid Plan - Prepaid Plans - Florida Prepaid College Board (myfloridaprepaid.com)
  - Florida 529 Savings Plan - About 529 College Savings | Florida 529 Plan | Florida Prepaid (myfloridaprepaid.com)

Accessibility to University Benefits Staff

Thank you for your feedback during the Benefits Listening tour with Crystal, Brook, Amber, and Florencia

Improved Accessibility for Employees:

- Phone
- Walk-in
- Online Appointment Scheduler
- Fax
- Mail
- Salesforce – case management
  - Microsoft Teams Instant Messenger will be disabled

Important Dates

Now thru 5/5
- Leadership Program Applications Open

April 21st
- Summer Job File Opens

April 25th
- GBAS Spring Institute

May 3rd
- Next HR Forum

UF Human Resources