

A woman with long brown hair is holding a large, round pumpkin filled with a variety of autumn-themed flowers. The bouquet includes several large, multi-petaled dahlias in shades of cream, orange, and red. There are also smaller red flowers, green leaves, and clusters of small red and yellow berries. The woman is wearing a dark jacket and is smiling slightly. The background is a blurred outdoor setting.

UFHR Forum

October 4, 2023

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

UF

Human Resources

Agenda

Office of the Vice President

- **Brook Mercier**

Classification & Compensation

- **Kenya Williams**

Strategic Initiatives

- **Florencia Otegui**

Training & Organizational Development

- **Bob Parks**

Higher Education Opportunity

- **Verlissa Ford**

Communications & Worklife

Benefits

- **Shannon Edwards**

Important Dates



Human Resources



Office of the Vice President

Brook Mercier

UF

Human Resources

Post-Retirement Volunteer Services

- State legislation permits FRS employers to establish policies that permit retirees to provide post-retirement volunteer services within the first 12 months of receiving a retirement benefit from the state of Florida.
- A Post-Retirement Volunteer Services policy has been developed to outline the requirements for retirees.
 - **Retirement occurs when a retiree takes a distribution, withdrawal, or benefit payment from their FRS retirement plan.**
 - Post-Retirement Volunteer Services are unpaid and do not constitute employment by the University of Florida.




Post-Retirement Volunteer Services

- A courtesy faculty appointment must be obtained before the FRS Retiree may provide Post-Retirement Volunteer Services during the first 12 calendar months after Retirement with the State of Florida.
- Retired staff employees must comply with the UF Volunteers Policy and the Post-Retirement Volunteer Services policy but do not require a courtesy faculty appointment.
- There are still restrictions on retirees providing services during months 1-12 if those services don't meet the requirements of the Post-Retirement Volunteer Services policy.




Post-Retirement Volunteer Services

FRS Retirees may participate in Post-Retirement Volunteer Services to provide civic, charitable, and humanitarian services during the first 12 calendar months following Retirement, if:


- (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) Employee benefits provided to active employees, including health or life insurance benefits, may not be provided in exchange for Post-Retirement Volunteer Services. However, certain perquisites that are necessary to complete tasks associated with the volunteer activities, such as an assigned uniform or the provision of equipment, are permissible.
 - (d) 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.
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Post-Retirement Volunteer Services

FRS Retirees may participate in Post-Retirement Volunteer Services to provide civic, charitable, and humanitarian services during the first 12 calendar months following Retirement, if:

- (e) 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.
 - (f) Volunteers must maintain control of their volunteer schedule, including the number of hours volunteered and assignments for which they agree to volunteer.
 - (g) Adequate volunteer program record keeping must be maintained by both the University and the volunteer to document adherence to the criteria listed in this subsection. The records must be made available to appropriate administrators upon request.
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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.
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Classification & Compensation

Kenya Williams

UF

Human Resources

Proposed Changes to the FLSA

- On August 30, 2023, the Department of Labor (DOL) announced a new proposed update to the Fair Labor Standards Act (FLSA) overtime pay requirements.
 - The most notable change is that the DOL has proposed to raise the salary threshold from the current level of \$684/week (\$35,568 annually) that was established in 2020 to \$1,059/week (\$55,068 annually).
 - The proposal does not make changes to the job duties tests.
 - However, the proposal suggests automatic adjustments to the salary threshold every three (3) years.
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Proposed Changes to the FLSA

- After a preliminary analysis, we project the proposed changes to impact over 2,000 exempt employees.
- The difference in the fringe rate would be approximately \$13.8M.
- We will continue monitoring and evaluating the current proposal and work with campus stakeholders.



Proposed Changes to the FLSA

- As a refresher, to be exempt from the overtime provisions of the FLSA, a position must meet the following tests:
 - The employee must be compensated on a salary or fee basis at a rate not less than \$684 per week.
 - The employee's primary duty must be the performance of duties that are Executive, Administrative, Professional, and/or meet another exemption under the DOL's regulations.
- The minimum salary threshold cannot be prorated based on an employee's FTE.



Proposed Changes to the FLSA

- Under the provisions of the FLSA, some types of Professional Employees are exempted from the salary basis test.
 - Teachers - whose primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge who are employed and engaged in this activity as a teacher in an educational establishment.
 - Employees holding a valid license or certificate permitting the practice of law.
 - Employees holding a valid license or certificate permitting the practice of medicine.
 - An employee who holds the requisite academic degree for the general practice of medicine is exempt if he or she is engaged in an internship or resident program for the profession.
 - Additionally, several categories of student classifications such as Graduate Assistants and Pre-doctoral Fellows are not expected to be impacted by the salary threshold.

Questions? Classification & Compensation - compensation@ufl.edu



Strategic Initiatives

Florencia Otegui

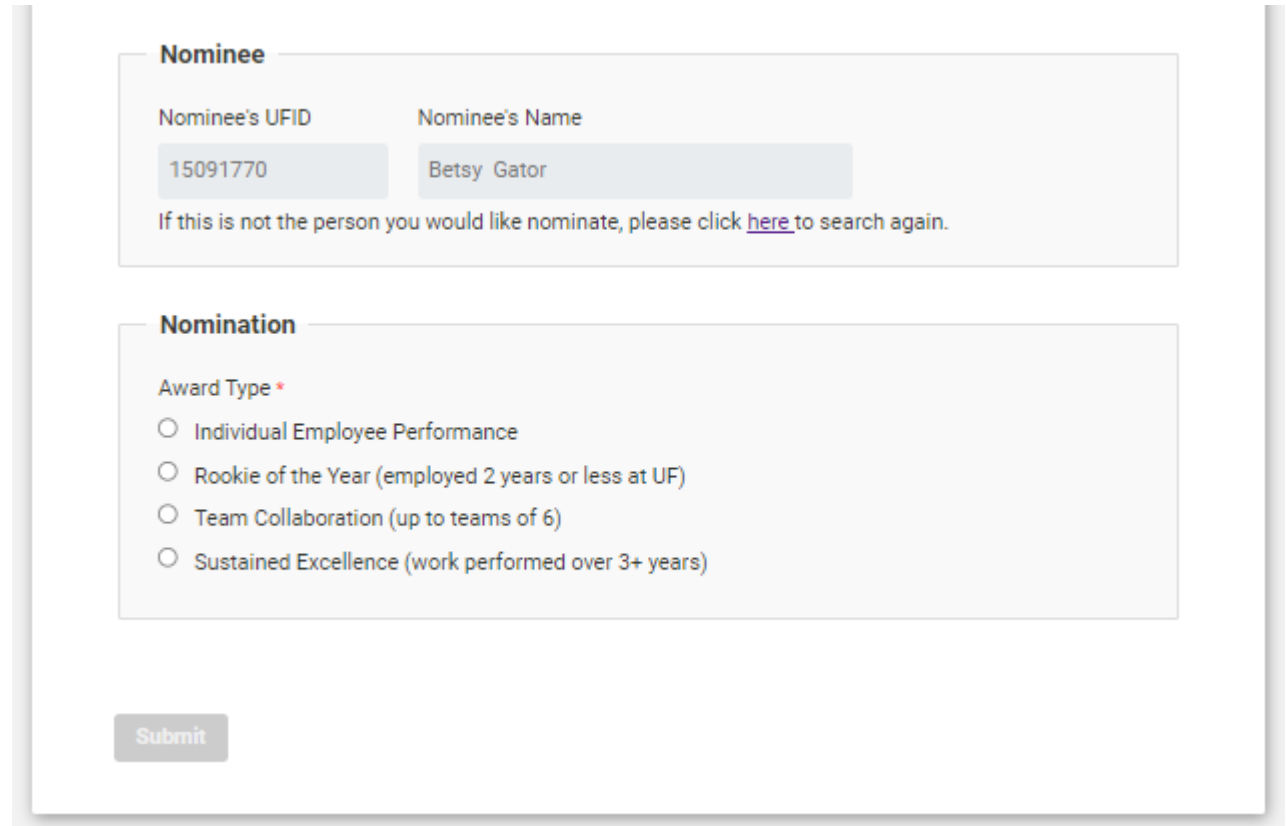


Human Resources



Superior Accomplishment Awards

- Nomination Period:
October 2 – November 12
- Online Nomination Form... with updates!
 - GatorLink Authentication
 - Uploading files directly
 - Form closes on November 12 – no late submissions!
 - Changes to Award Types and Categories



The screenshot shows a web form for nominating someone for an award. It is divided into two main sections: 'Nominee' and 'Nomination'. In the 'Nominee' section, there are two input fields: 'Nominee's UFID' with the value '15091770' and 'Nominee's Name' with the value 'Betsy Gator'. Below these fields is a line of text that says 'If this is not the person you would like nominate, please click [here](#) to search again.' The 'Nomination' section contains a label 'Award Type *' followed by four radio button options: 'Individual Employee Performance', 'Rookie of the Year (employed 2 years or less at UF)', 'Team Collaboration (up to teams of 6)', and 'Sustained Excellence (work performed over 3+ years)'. At the bottom of the form is a 'Submit' button.

Nominee

Nominee's UFID: 15091770

Nominee's Name: Betsy Gator

If this is not the person you would like nominate, please click [here](#) to search again.

Nomination

Award Type *

- ☐ Individual Employee Performance
- ☐ Rookie of the Year (employed 2 years or less at UF)
- ☐ Team Collaboration (up to teams of 6)
- ☐ Sustained Excellence (work performed over 3+ years)

Submit

Types of Awards

- Individual Employee Performance
- Rookie of the Year
 - Designed to recognize newcomers who, having **successfully passed their probationary period**, have excelled, and had a positive impact through their work early on in their role at UF. For this award, a newcomer is defined as someone who has been **at UF for less than two years**.
- Team Collaboration
 - Team of employees (**maximum of 6**) who work together to accomplish great things for the institution and its future.
 - Online Form requires you to enter one UFID to begin nomination, which is considered the Team Lead.
- Sustained Excellence
 - Designed to recognize employees whose exceptional performance, contributions, and successes span several years (**minimum of three years**). To be considered for this award, nominees **should not have won a Superior Accomplishment Award in the last five years**.

Employee Performance Categories

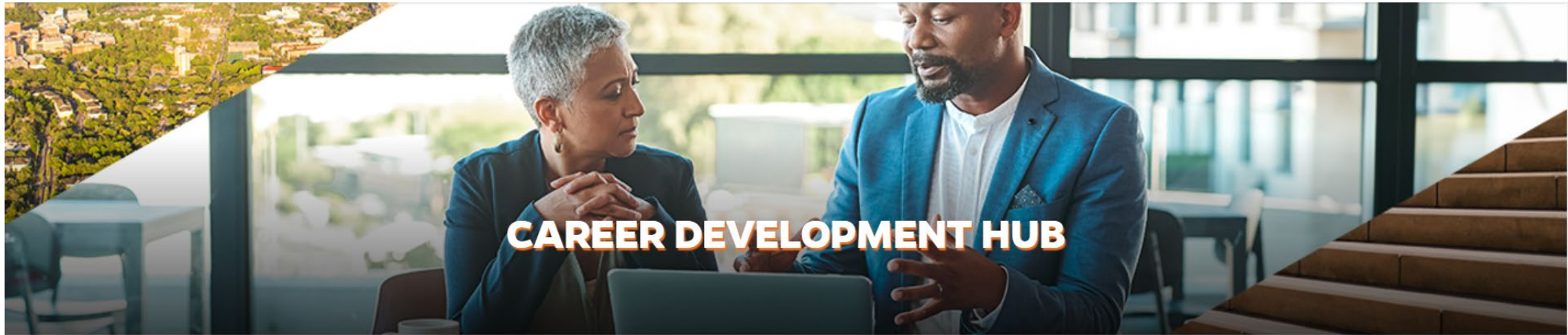
#	Category Name	Job Family Assignments
1	Office Administration, Human Resources, & Information Technology	Office & Business Administration Administration & Management Human Resources Information Technology
2	Operations & Safety	Agricultural & IFAS Operations Facilities Operations Public & Environmental Safety
3	Health Care & Physical Sciences	Health Care Animal & Veterinary Care Life, Physical & Social Sciences
4	Finance, Research & Compliance	Research & Grants Accounting & Finance Compliance, Legal & Audit Services
5	Student, Academic & Alumni Services	Student & Academic Services Libraries & Museums Education & Training Communications, Sales & Marketing Advancement
6	Faculty	Academic Titles*

- Additional information on nomination process, criteria, categories, SAA divisions, and helpful hints available at <https://learn-and-grow.hr.ufl.edu/awards-recognition/superior-accomplishment-awards/>

Questions? Contact us at SAA@hr.ufl.edu



NEW! Career Development Hub



WE CAN'T WAIT TO SEE WHAT YOU DO HERE!

At UF, we encourage career exploration, development, and success. The Career Development Hub is designed to help employees manage and navigate their career paths at UF. This page provides resources developed to foster continuous learning, personal growth, and professional advancement.

PLAN FOR PROGRESS

EXPLORE NEW SKILLS

MAKE A MOVE

CULTIVATE PERSONAL GROWTH

FACILITATE EMPLOYEE DEVELOPMENT

<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/career-toolkits/career-development/>



Training & Organizational Development

Bob Parks



Human Resources



Human Resources

Training & Organizational Development

UF Engaged for Leaders

Discover how to leverage UF Engaged to enhance leadership and team success through effective feedback. Learn why it is important, how to participate effectively, and leverage UF Engaged to achieve organizational objectives while fostering a culture of growth.

**Search *UFE300* or *UF Engaged*
in MyTraining!**





Higher Education Opportunity

Verlissa Ford



Human Resources

Higher Education Opportunity (HEO) Scholarship

- HEO scholarship provides tuition assistance for children of fulltime (1.0 FTE) TEAMS employees.
- Up to 150 eligible children are selected annually.
- Covers up to 132 undergraduate hours at UF, or a public Florida college or community college, if the child is not accepted to UF.
- Available to children starting their Freshman year and those interested in transferring to UF.

Accepting HEO Drawing applications now!
Application Deadline November 1

Questions? Visit [HEO](#) website or Contact HEO Coordinator - heo@admin.ufl.edu 352-273-0149

A woman with long dark hair is sitting at a wooden desk, writing in a notebook with a silver pen. She is wearing a grey sleeveless top. The background is blurred, showing other people in a classroom or office setting. The image has a blue overlay on the left side.

Communications & Worklife

UF

Human Resources

Get to know your on-campus EAP counselors

Two on-campus counselors are now available for in-person therapy appointments through the University of Florida's Employee Assistance Program. UF faculty, staff, graduate assistants, non-student OPS employees, housestaff/residents, and post-doc associates may schedule an appointment via the UF EAP website.



Massiel Snow, Psy.D.

Licensed Psychologist

Dr. Snow has worked with diverse populations across the lifespan in a variety of psychological and educational settings. Her areas of interest include anxiety, depression, the grief process, mind-body connection and positive psychology, as well as coping with lifespan developmental changes.



Devin Shorey, M.Ed., Ed.S.

Licensed Mental Health Counselor

Devin has worked in community mental health centers and educational settings, giving him a wide range of experience with a variety of mental health and relationship issues. His approach to counseling includes cognitive behavioral therapy, solution-focused therapy and Gottman Method couples therapy.

UF has also contracted with ComPsych for counseling and worklife services. Employees as well as their household members may request in-person or telehealth services by calling (833) 306-0103.

Schedule an Appointment

Visit <https://eap.ufl.edu/>

Have Questions?

Contact us at eap-help@ufl.edu.



- Two **on-campus counselors** are now available for in-person therapy appointments through the Employee Assistance Program.
- To schedule, visit <https://eap.ufl.edu>.
- Questions? Contact us at eap-help@ufl.edu.

University Benefits

Shannon Edwards



Human Resources

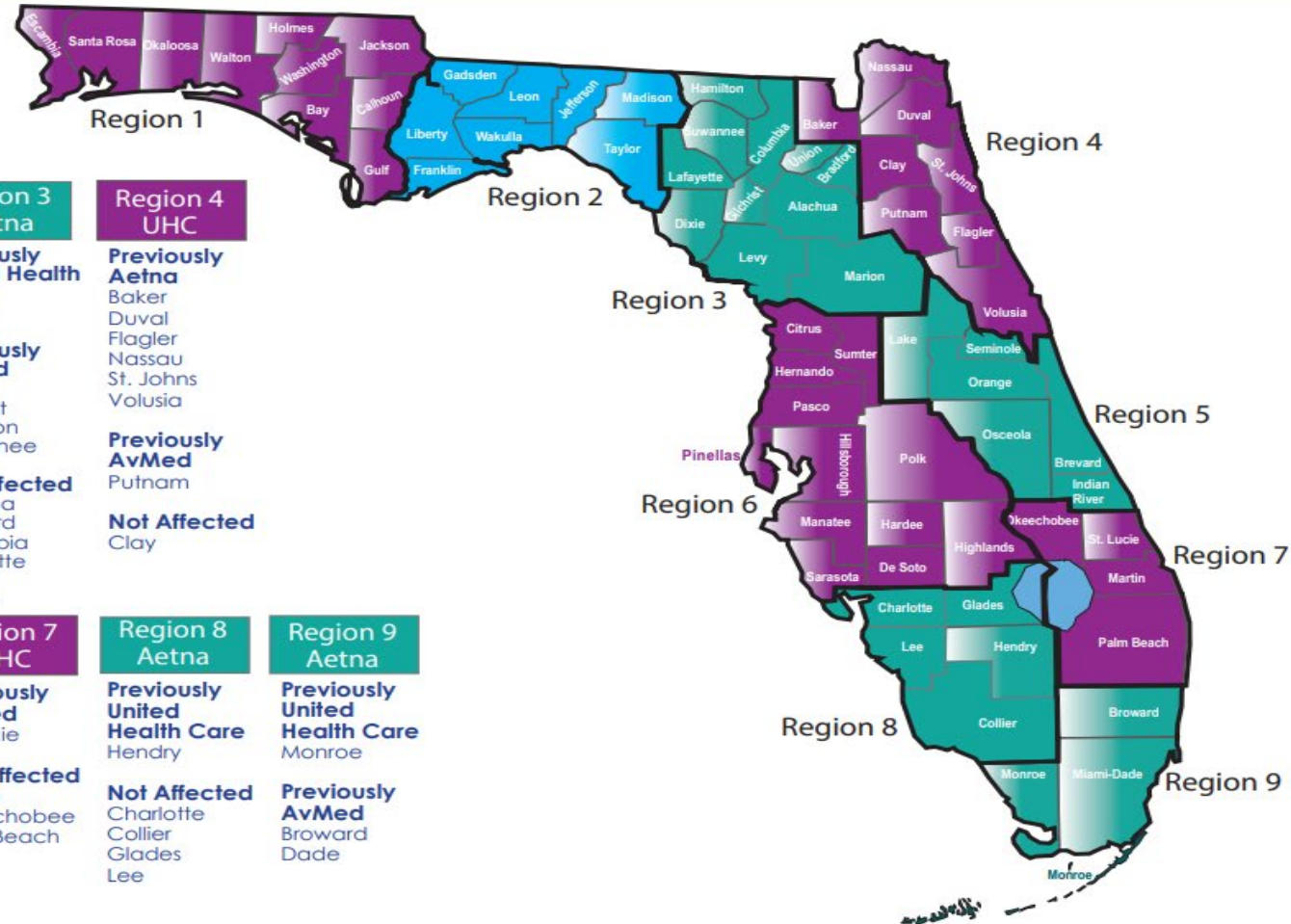
Open Enrollment

- Passive enrollment meaning no action is required unless changes are wanted
- The State will continue to mail Open Enrollment packets as well as send reminder emails
- There will be no premium increases for all coverages and a few plans will see a decrease
- Open Enrollment site is now live on both the UFHR and State of Florida sites
- Please contact UFHR Benefits if you would like to schedule a presentation for your area or would like the Open Enrollment presentation
- **Two key changes:**
 - **CVS Caremark will be replaced by Optum Rx**
 - Increased number of pharmacies
 - All members will receive new cards
 - Optum Rx website will be live in mid-November to compare drugs, inquire about mail order and prior authorization process
 - **HMO Network changes for some areas**




County Shifts by Region

Region 1 UHC	Region 2 CHP	Region 3 Aetna	Region 4 UHC	
Previously Aetna Bay Escambia Gulf Holmes Jackson Okaloosa Walton Washington	Previously Aetna Madison	Previously United Health Care Union	Previously Aetna Baker Duval Flagler Nassau St. Johns Volusia	
Previously United Health Care Taylor	Previously United Health Care Franklin Gadsden Jefferson Leon Liberty Wakulla	Previously AvMed Dixie Gilchrist Hamilton Suwannee	Previously AvMed Putnam	
Not Affected Santa Rosa	Not Affected 	Not Affected Alachua Bradford Columbia Lafayette Levy Marion	Not Affected Clay	
Region 5 Aetna	Region 6 UHC	Region 7 UHC	Region 8 Aetna	Region 9 Aetna
Previously United Health Care Lake Osceola	Previously Aetna Hardee Highlands Manatee Sarasota	Previously AvMed St. Lucie	Previously United Health Care Hendry	Previously United Health Care Monroe
Not Affected Brevard Indian River Orange Seminole	Previously AvMed Hillsborough Pinellas Polk	Not Affected Martin Okeechobee Palm Beach	Not Affected Charlotte Collier Glades Lee	Previously AvMed Broward Dade
	Not Affected Citrus De Soto Hernando Pasco Sumpter			



Open Enrollment Key Dates

- 9/30 – 10/21: OPS hours will be sent for OE Measurement
 - 10/9 – 10/13: State of Florida will mail Benefits Confirmation Statements
 - 10/13: Benefits & Wellness Fair
 - 9:00 – 2:00 at the Champions Club at the Ben Hill Griffin Stadium
 - Attendees are asked to sign in using a QR code or sign-in sheet
 - 10/16 – 11/3: Open Enrollment
 - 10/30 – 11/9: Open Enrollment Confirmation Statements will be mailed
 - 12/1: First payroll with State of Florida OE changes
 - 1/12: First payroll with FSA/HSA and UF Select OE changes
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Sick Leave Pool (SLP) Open Enrollment

- Open Enrollment for SLP is 10/1/2023 – 10/31/2023
- Enables participating employees to contribute a portion of their individually accrued sick leave for collective use when individual leave is depleted due to a catastrophic injury or illness
- Requirements
 - Must be TEAMS, USPS, Law Enforcement, or Faculty
 - Must donate eight (8) hours of sick leave
 - Must have 64 hours of accrued personal sick leave to enroll
- More information and Sick Leave Pool Membership Application is located on the UFHR Benefits website

<https://benefits.hr.ufl.edu/time-away/sick-leave/sick-leave-pool/>



Benefits & Leave Updates

December Vacation Leave Cash-out

- TEAMS employees may cash out up to **16 hours (per FTE)** of vacation leave between Monday, October 30th and Wednesday, November 8th*
 - ***Please note this is an accelerated payroll**
- A minimum balance of **40 hours (per FTE)** of vacation leave is required after cashing out the leave
- No late entries or exceptions will be permitted:
 - *Employees must enter time in their timesheets before midnight on 11/07*
 - *Time approvals must be completed before 10:00 a.m. on 11/08*
- Cash-out payment is included on November 17th paycheck
 - Instruction Guide: https://training.hr.ufl.edu/instructionguides/time&labor/reporting_december_cashout.pdf

Questions? Call (352)392-2477 or email central-leave@ufl.edu



Important Dates

Oct. 2-Nov.12 • SAA Nomination Period

October 6 • UF Homecoming

October 13 • UF Benefits & Wellness Fair

Oct. 16-Nov.3 • Open Enrollment

November 1 • HEO Application Deadline

November 1 • Next HR Forum



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Human Resources