

A young boy with a backpack is boarding a yellow school bus. The bus door is open, and the boy is stepping up. Inside the bus, other children are visible. The scene is brightly lit, suggesting a sunny day. The background is a solid blue color with a white horizontal line.

UFHR Forum

September 6, 2023

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

UF

Human Resources

Agenda

Department of Emergency Management

- **Kenneth Allen**

Classification & Compensation

- **Kenya Williams**

Employment Operations & Records

- **Nerea Anaya-Dominguez**

Benefits

- **Shannon Edwards**

Training & Organizational Development

- **Shannon Powell**

Important Dates



UF

Human Resources



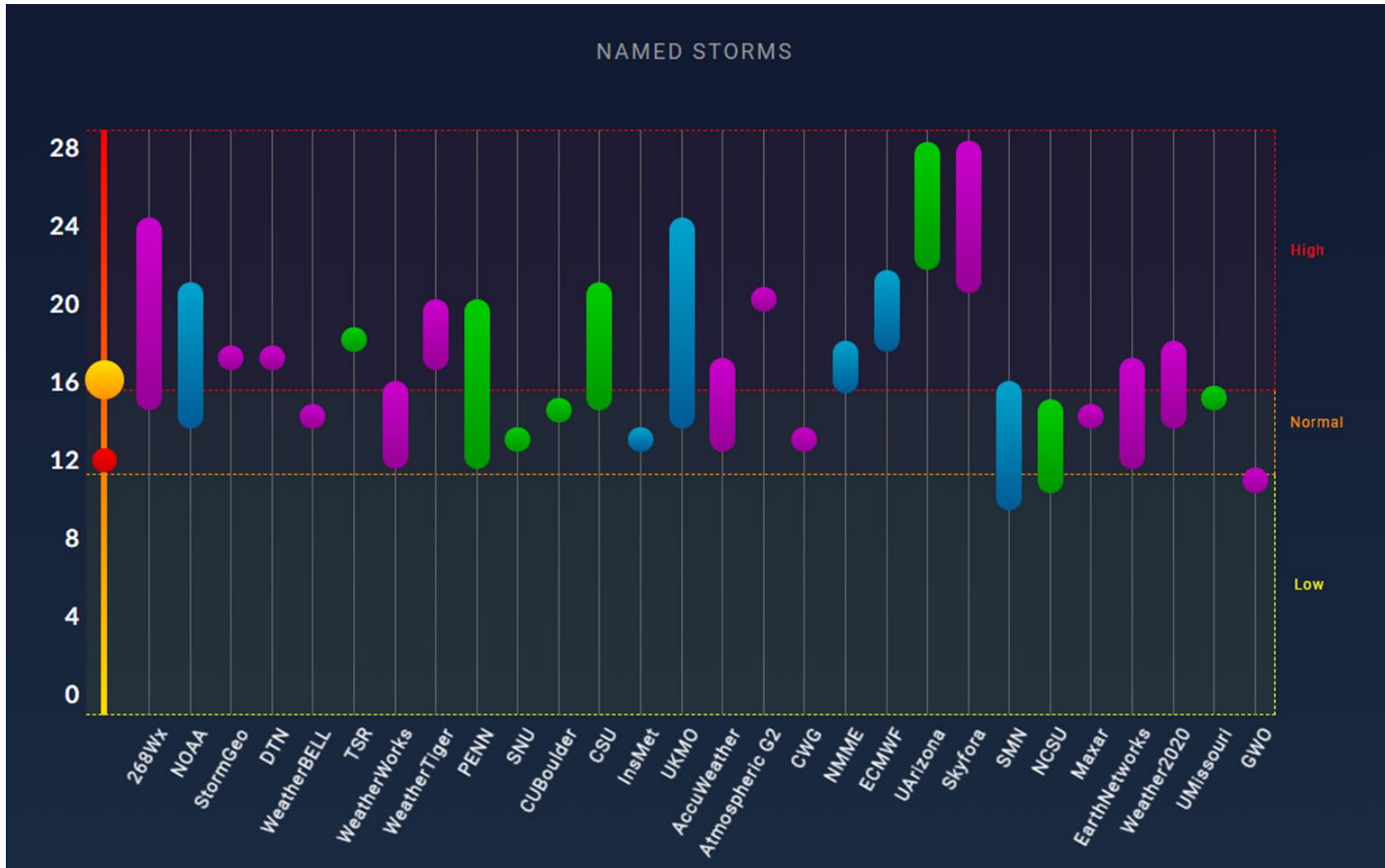
Department of Emergency Management

Kenneth Allen

UF

Human Resources

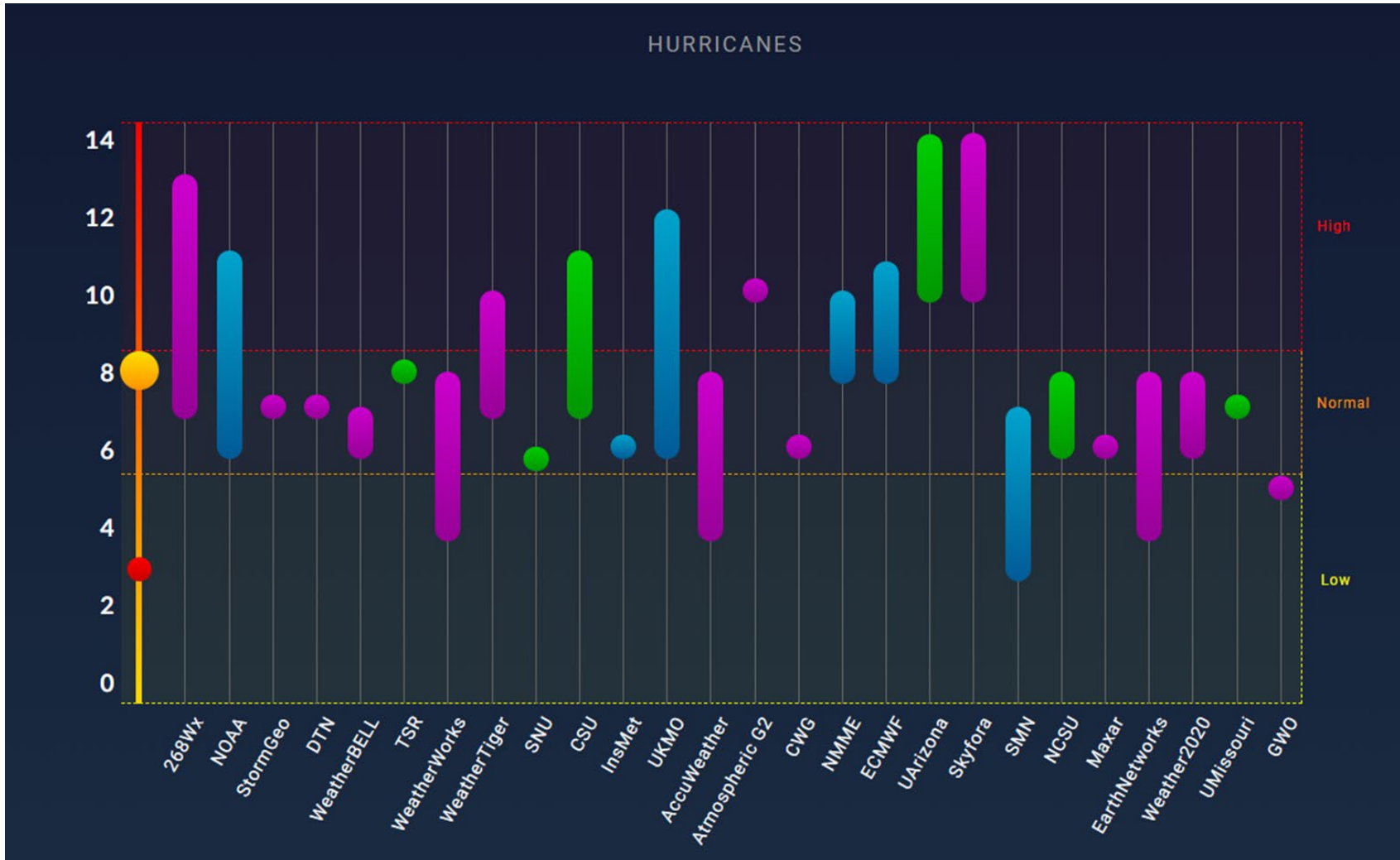
Predictions of Named Storms



- **Average Prediction = 16**
- **To Date = 12**

<https://seasonalhurricanepredictions.bsc.es/>

Predictions of Hurricanes

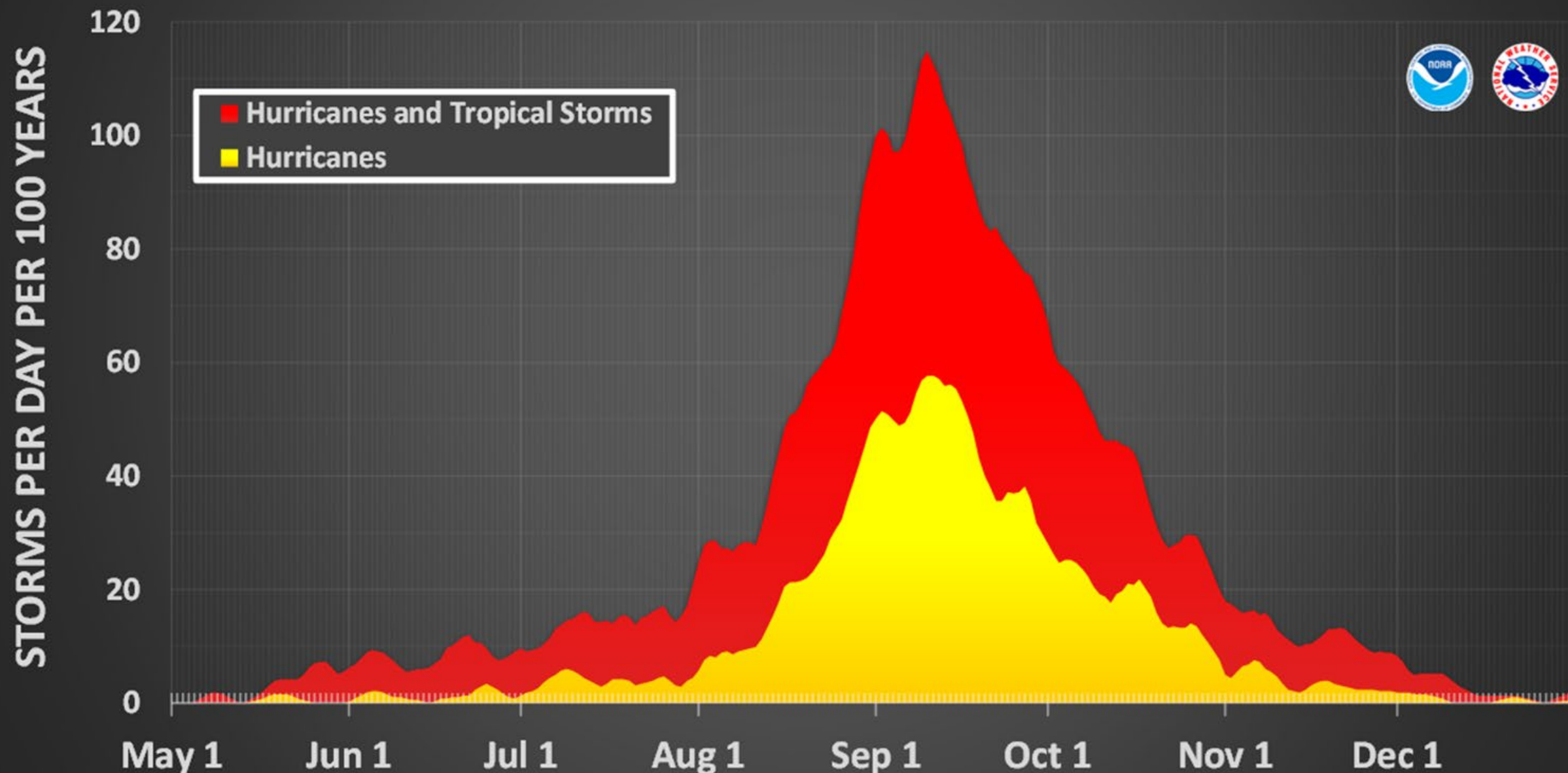


- **Average Prediction = 8**
- **To Date = 3**

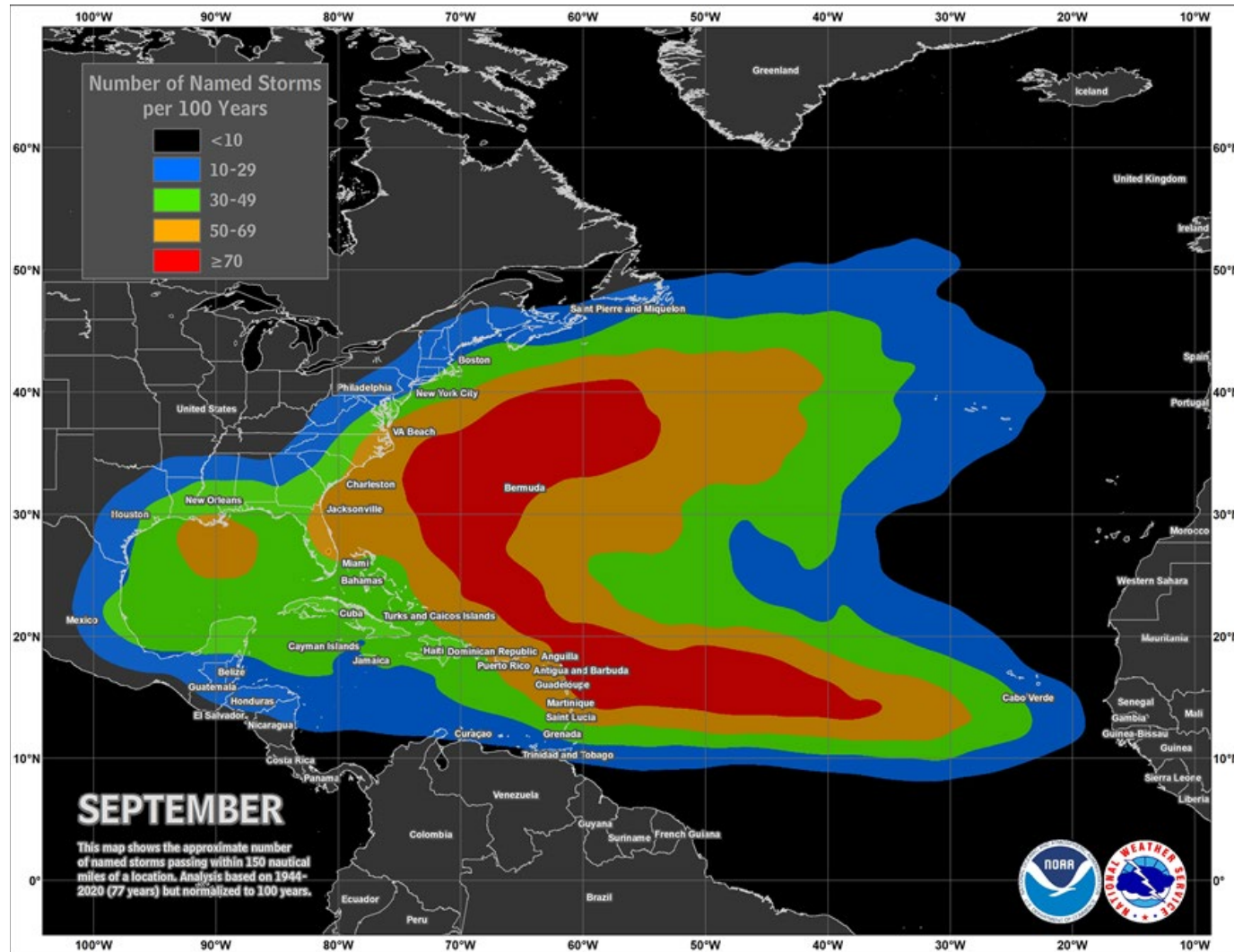
<https://seasonalhurricanepredictions.bsc.es/>

Atlantic Hurricane and Tropical Storm Activity

Based on Data from 1944 to 2020

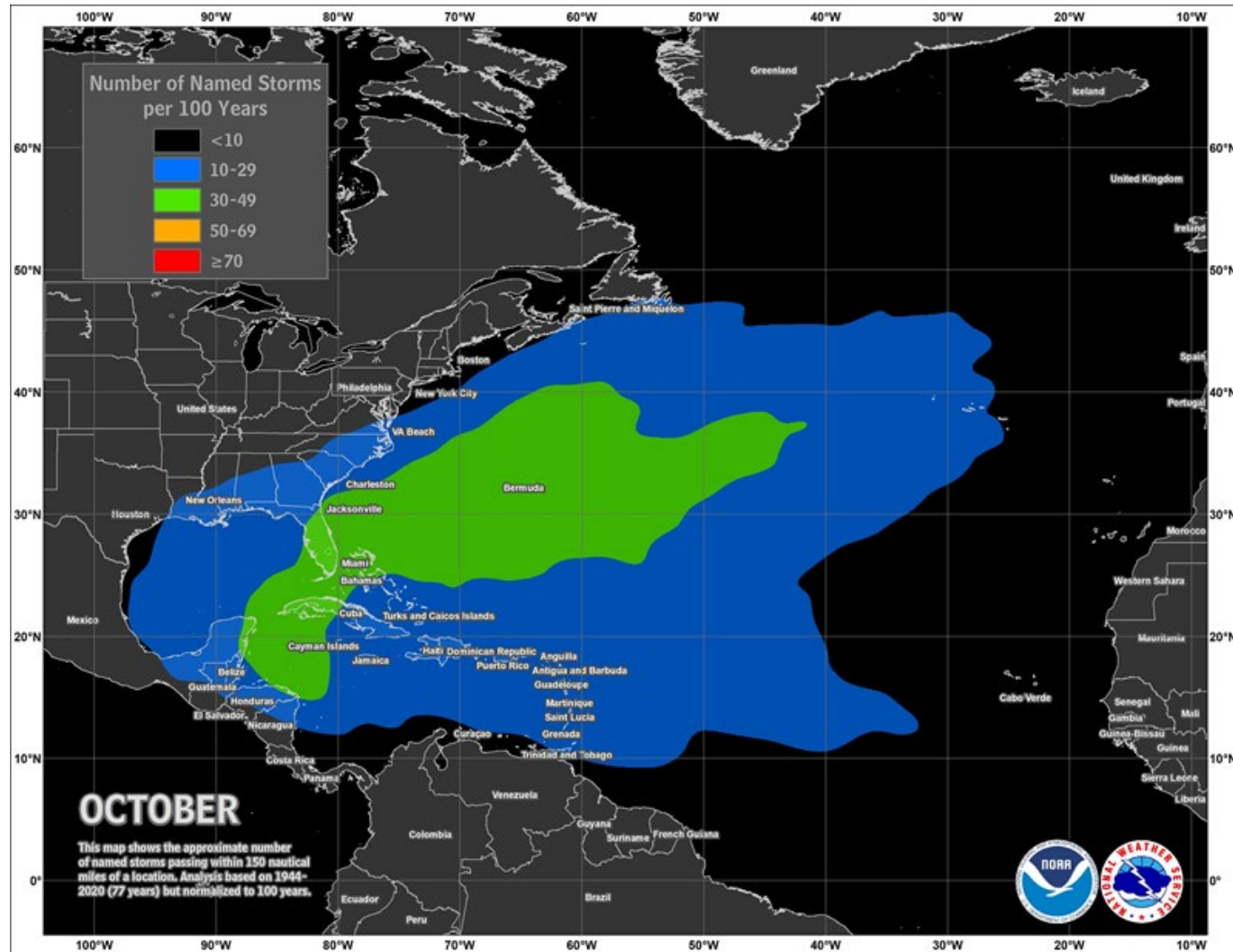


September Areas of Occurrence



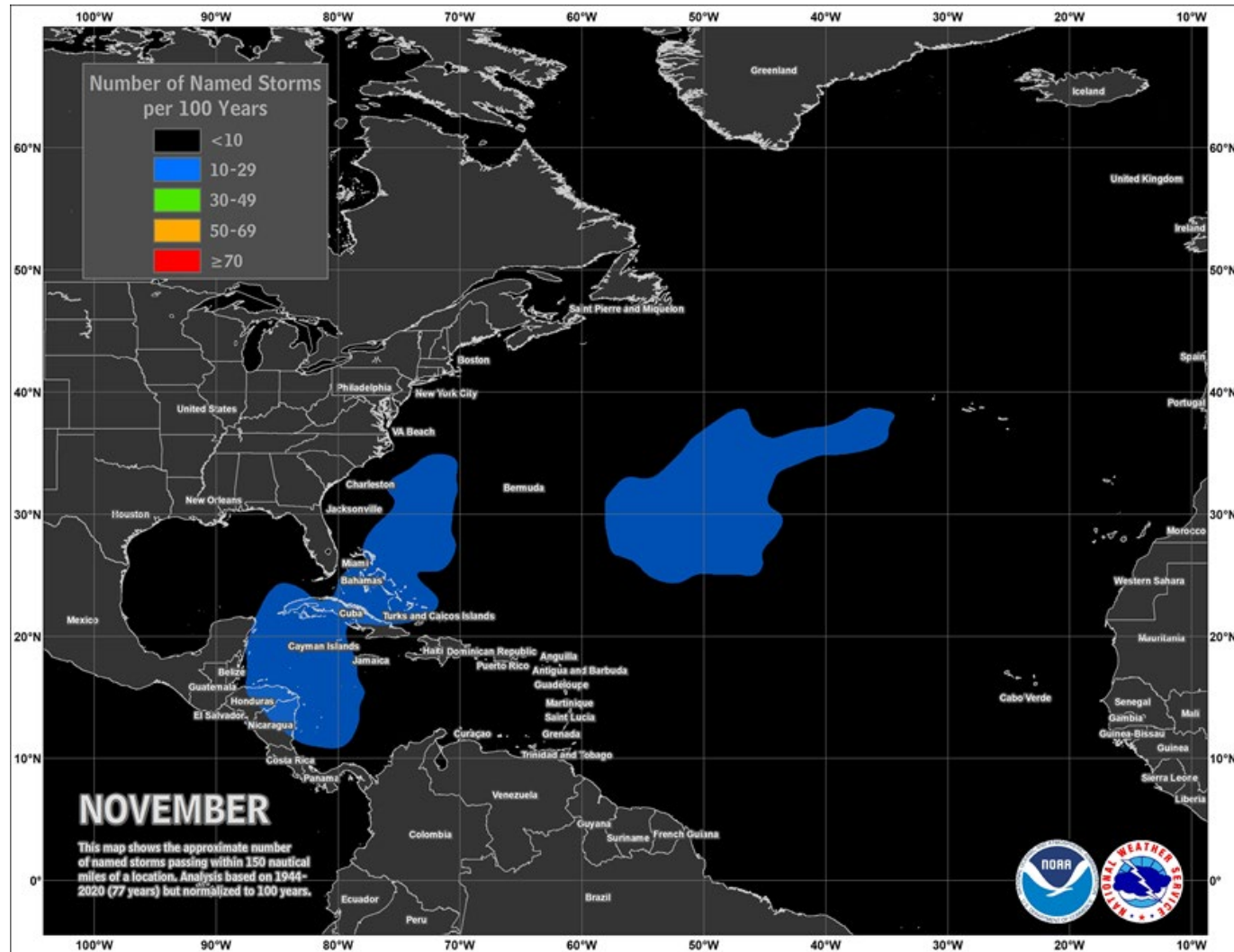
- Climatological peak of season
- Average 4-5 storms basis-wide
- Storms can form nearly anywhere
- Long-track Cape Verde storms are more likely

October Areas of Occurrence




- Average 2-3 storms basis-wide
- Gulf of Mexico, Caribbean Sea, and Western Atlantic most likely locations

November Areas of Occurrence



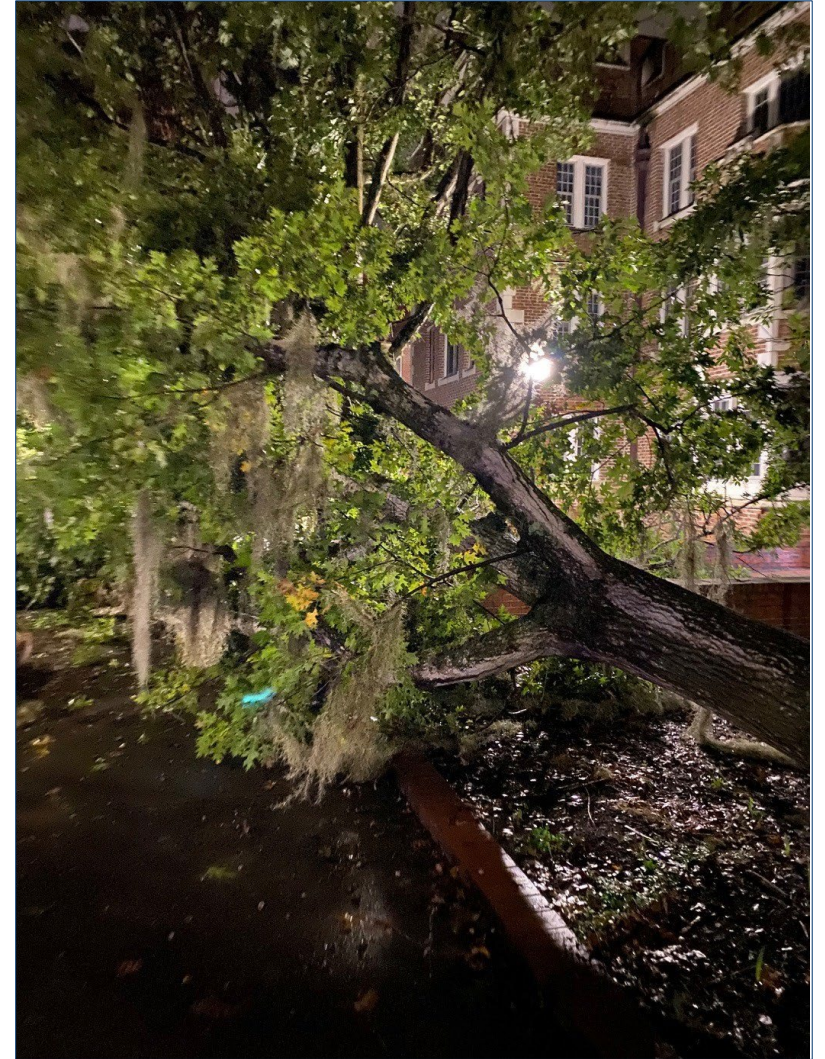
- Average 1 storm basis-wide
- Western Caribbean Sea, Western Atlantic, and Central Atlantic most likely locations

UF Main Campus Closures Over Last Decade

- 2014 – None
 - 2015 – None
 - 2016 – Hermine, September 2
Matthew, **October 8-9**
 - 2017 – Irma, **September 8-12**
 - 2018 – None
 - 2019 – Dorian, September 3
 - 2020 – Eta, **November 12**
 - 2021 – Elsa, July 7
 - 2022 – Ian, **September 28-30**
Nicole, **November 10**
 - 2023 – Idalia, August 30
- 

Workplace Preparedness

- Capture departmental successes and areas for improvement from Idalia to update internal emergency plans and closure checklists
- Short-term/immediate enhancements for this year, long-term plan updates beyond this hurricane season
- Review of departmental essential employees and understanding of roles/responsibilities



2024 Emergency Planning Cohort Invite

- Update or develop internal emergency plan based on templates from UFDEM
- 5-10 colleges and departments, 2-3 staff members each
- Monthly meetings January-December
- 12-month commitment
- Email kfallen@ufl.edu if interested or with questions



Personal and Family Preparedness



WATER

Minimum guidance is 1 gallon per day, per person with half for drinking and half for sanitation.

Tip: Before the storm, fill large containers (such as clean soda bottles) with water for drinking and cooking, and fill the bathtub for cleaning and flushing.



SHELF-STABLE FOOD

Store food that does not require refrigeration or preparation such as canned goods or shelf-stable meals.

Tip: Have a manual can opener.



BATTERY-POWERED RADIO

It is important to monitor local media and a battery-powered radio can be used when electrical service is out (some even have cell phone charging attachments).



FLASHLIGHT

Have a flashlight in case the power goes out and always keep extra batteries in stock.



BATTERIES

Have extra batteries in order to power your radio, flashlight, and other supplies in the event that the power goes out. Some power outages can last for days, especially after a hurricane.



FIRST AID SUPPLIES

Check your supply of non-prescription pain relievers, band-aids, antibacterial ointment, insect repellent, sunscreen and other items.



TOILETRIES

Have extra hygiene items, including feminine hygiene products, hand sanitizer, and toilet paper.



SPECIALTY ITEMS

Gather prescription medications, infant formula, or any other specific needs you or your family may have.



IMPORTANT DOCUMENTS

Safeguard copies of key documents, including your insurance policy, driver's license, birth certificate, Social Security card, and passport.



CASH

Maintain some cash on hand. During power outages, some stores may not be able to accept credit cards, debit cards, or other forms of electronic payment.



PET CARE ITEMS

If you have pets, store emergency supplies for them as well!



PORTABLE CHARGER

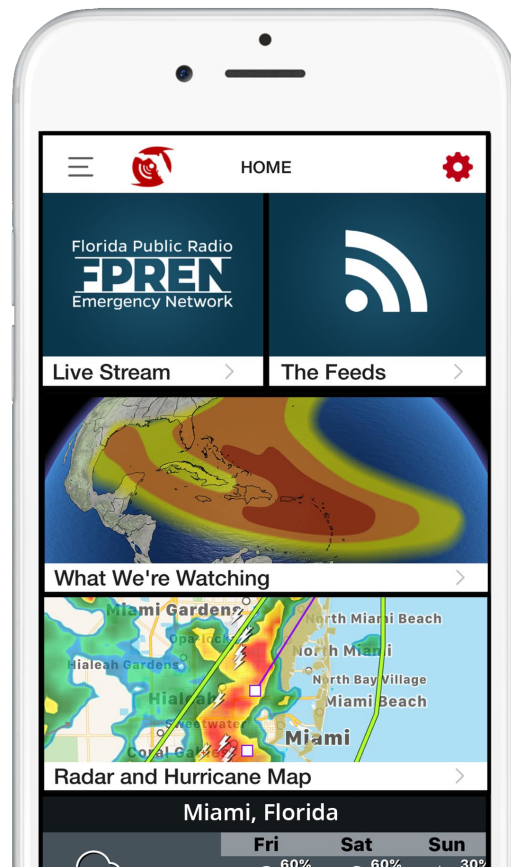
During power outages, use to charge your phone, tablet, and other portable devices.

- Have a Plan
- Build a Kit
- Stay Informed

Florida Storms App from FPREN

It's more than a map.

- Warnings from the National Weather Service
- Advisories from the National Hurricane Center
- Lightning and strong storm alerts
- Evacuation zones, routes and open shelters
- Information from local emergency managers
- News and traffic information for your location
- Forecast perspective from certified meteorologists
- Preseason checklists and risk assessment
- Storm survival tips and recovery resources



Disaster Preparedness Sales Tax Holiday

\$10 or less

- Dog or cat food if sold individually or the equivalent if sold in a box or case

\$15 or less

- Manual can openers
- Collapsible or travel-sized food or water bowls for pets
- Cat litter pans
- Pet waste disposal bags
- Hamster or rabbit substrate

\$20 or less

- Reusable ice
- Leashes, collars, and muzzles for pets
- Pet pads

\$25 or less

- Cat litter weighing 25 or fewer pounds

\$30 or less

- Laundry detergent and supplies: powder, liquid, or pod detergent; fabric softener; dryer sheets; stain removers; bleach
- Toilet paper, paper towels, paper napkins and tissues, facial tissues
- Hand soap, bar soap, and body wash, sunscreen and sunblock
- Dish soap and detergents, including powder, liquid, or pod detergents or rinse agents that can be used in dishwashers
- Cleaning or disinfecting wipes and sprays, hand sanitizer
- Trash bags

\$40 or less

- Portable self-powered light sources
- Pet beds

\$50 or less

- Portable self-powered radios, two-way radios, or weather-band radios
- Gas or diesel fuel tanks
- Batteries, including rechargeable batteries, listed sizes only:
 - AA-cell, AAA-cell, C-cell, D-cell, 6-volt, 9-volt

\$60 or less

- Nonelectric food storage coolers
- Portable power banks

\$70 or less

- Smoke detectors or smoke alarms
- Fire extinguishers
- Carbon monoxide detectors

\$100 or less

- Tarpaulins or other flexible waterproof sheeting
- Ground anchor systems
- Portable pet kennels or pet carriers
- Dog or cat food weighing 50 or fewer pounds
- Over-the-counter pet medications

\$3,000 or less

- Portable generators used to provide light or communications or to preserve food in a power outage

Ends Friday!

August 20-September 8, 2023

Visit floridarevenue.com/DisasterPrep





Classification & Compensation

Kenya Williams



UF


Human Resources

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
- This increase predominately impacts non-exempt OPS, student assistants, and federal work-study positions
- As of August 31, we identified approximately 1,572 appointments below the new minimum wage
 - Division of Student Life
 - College of Law
 - IFAS
 - College of Journalism & Communications
 - College of Public Health & Health Professions
- The cost, including fringe, of increasing the population to the new minimum wage is approximately \$1.43M

Questions? Classification & Compensation - compensation@ufl.edu

2023-2024 Pay Program – Block Funding


- UF is transitioning to a new budget model
 - Colleges will be awarded a block of funding that may be used for various purposes that best meet the college's strategic needs, including providing salary increases to faculty and staff
 - Under the new budget model, non-college units will be awarded a block of funding for FY24, which may be used similarly
 - Beginning in FY25, non-college unit salary increase funding must be included in each unit's budget request
- 

2023-2024 Pay Program – Block Funding

- Each college and vice-presidential area has been delegated broad authority to determine how to best utilize the additional funding, including the ability to develop salary increase program provisions that best meet the needs of their units
 - With that said, two broad stipulations must apply to all programs
 - Salary increases must be merit or market-based and implemented consistently with applicable collective bargaining agreements or college bi-laws
 - Salary increases may not be retroactive
 - Salary increases for employees in a bargaining unit are subject to union negotiation
- 

2023-2024 Pay Program

- **Suggested Eligibility Criteria**

- Employees must be hired on or before June 30, 2023
 - Employees who have received a notification of non-renewal or layoff are not eligible for a salary increase
 - Employees must be active at the time salary increases are awarded
 - Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2023, are also not eligible for a salary increase
 - Faculty and staff on a performance improvement plan are not eligible for a salary increase
- 

2023-2024 Pay Program

- **Recommendations for Managers and Departments**

- As a manager, providing fair and competitive compensation is vital to attracting, retaining, and rewarding your employees
- While there are a variety of approaches, including monetary and non-monetary rewards, it's essential that salary increases recognize each employee's contribution to the university
- Payroll is the largest controlled expense, accounting for approximately 45% of UF's total annual expenditures
- As leaders, it's critical that we maximize the impact of funds made available for salary increases by differentiating rewards based on individual contributions, performance, and market forces



2023-2024 Pay Program

Allocating Rewards

- When considering performance, it's helpful to view a combination of outcomes and behaviors which can be assessed using four quadrants:
- High Outcomes – High Behaviors
- High Outcomes – Low Behaviors
- Low Outcomes – High Behaviors
- Low Outcomes – Low Behaviors



2023-2024 Pay Program

- **High Outcomes – High Behaviors**

- Employees in this quadrant are top performers
- They achieve high-value outcomes while exhibiting positive behaviors
- Departments should ensure that individuals in this quadrant receive increases that reflect their valuable contributions



2023-2024 Pay Program

- **Low Outcomes – High Behaviors**

- These employees have not yet achieved performance objectives but demonstrate positive behaviors
 - Frequently includes individuals new to the organization, new to a role, or recently promoted
 - While these individuals may not yet achieve desired outcomes, they demonstrate positive behaviors that support individual or team performance
 - Employee increases would generally be less than that received by employees that demonstrate High Outcomes and High Behaviors



2023-2024 Pay Program

- **Low Outcomes – Low Behaviors**

- This quadrant includes individuals who do not meet performance expectations and demonstrate behaviors that hurt individual or group performance
 - Departments should be cautious when determining employee salary increases in this quadrant
 - They can be misinterpreted as positive reinforcement for poor performance and for demonstrating negative behaviors, which can lead to perceptions of unfairness by coworkers
 - Departments may choose not to provide salary increases to employees in this quadrant
 - Modest increases may be provided based on department or college guidelines

2023-2024 Pay Program

- **High Outcomes – Low Behaviors**

- Employees in this quadrant have achieved desirable outcomes but demonstrate behaviors that have a negative impact on individual or group performance
- While these individuals may produce positive outcomes, their behavior may be disruptive
- Departments should be cautious when determining salary increases for employees in this quadrant as they can be misinterpreted as positive reinforcement for demonstrating negative behaviors, which can lead to perceptions of unfairness by coworkers
- While departments may choose not to provide an increase, departments may provide increases in order to support organizational objectives
- These increases would typically be less than those received by employees who demonstrate High Outcomes and Behaviors



2023-2024 Pay Program

- **Implementation Timeline**

- **Monday, September 4 – Friday, September 15**: Raise Review File available to managers and college departmental administrators to enter faculty and staff raises
- **Monday, September 18 – Friday, September 22**: Raise Review File available to only college department administrators
- **Monday, October 2**: Increases viewable in myUFL
- **Friday, October 20**: First paycheck with salary increases



2023-2024 Pay Program

- **Additional Materials**

- Several supporting documents will be published on the UFHR Classification & Compensation website
 - Raise File Instruction guide – will provide additional guidance on how to access and enter raises in myUFL
 - Manager Guide - Provides recommendations on determining individual merit increases
- If you have questions, feel free to contact Classification & Compensation via email at salaryincrease@ufl.edu



A close-up photograph of a person's hand holding a brown leather passport holder, a folded map, and several travel documents. The hand is positioned over a grey, textured suitcase. The background is a bright, out-of-focus interior space, possibly an airport or train station. The overall image has a blue overlay on the left side where the text is located.

Employment Operations & Records

Nerea Anaya-Dominguez

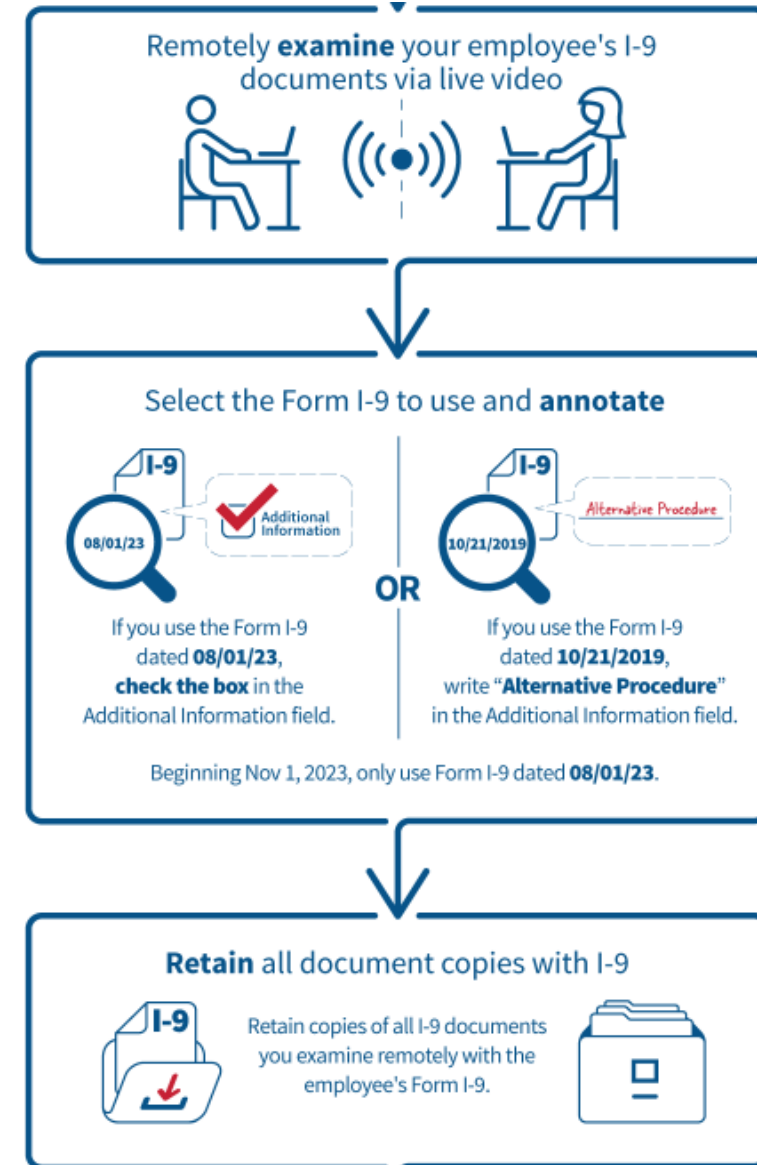
UF

Human Resources

New I-9 Procedures Update

New Virtual Inspection Procedure

- ☐ Is available to now use if the required steps are followed (see image)
- ☐ Once front and back copies are provided after virtual inspection and Form I-9 is completed, units will then submit case in I-9 Management
- ☐ New Form I-9 and other changes are **still being updated** by Equifax
 - ☐ EOR will communicate to campus once updates are available to use in I-9 Management




E-Verify Case Statuses

Section 2 Completion in I-9 Management

Once the new hire completes their GatorStart packet and the department completes Section 2, the E-Verify case will update to the following statuses.

Regardless of any of the statuses below, no action is needed by the department after submitting an E-Verify case unless Employment Operations & Records reaches out.

- Photo Matching
 - Pending Referral
 - Unconfirmed Data
 - Error – Request Help
 - Queued/Manual Review
 - Employment Authorized
- 

E-Verify Case Statuses

Error – Request Help Cases

Most Common Issue: International employees using the UF TempID instead of the Social Security Number and the case is submitted with the temporary number instead of removing the SSN and selecting “SSN Applied For” directly underneath.

Steps to Prevent:

1. Click on Review/Change Section 1 Information link in I-9 Management
2. Delete UF TempID in the SSN Field
3. Select “SSN Applied For” box directly underneath
4. Proceed to complete Section 2

Important: Remember to update and submit the E-Verify case once the employee provides their social security number after receiving their card from the Social Security Administration (SSA).



E-Verify Case Statuses

Pending Referral Cases

- Occasionally cases will go into a pending referral/tentative non-confirmation, which may require the employee to contact the appropriate agency: DHS or SSA
- If E-Verify case is in this status, Employment Operations & Records (EOR) will review and contact both the employee and department if action is needed
- Employee should abstain from contacting any outside agencies until speaking with EOR
- During this time, employee may continue to work until their case has been resolved





University Benefits

Shannon Edwards

UF

Human Resources

Open Enrollment


Open Enrollment has changed to **October 16th – November 3rd**

UF Benefits & Wellness Fair will be **October 13th** from 9am – 2pm


Rates and vendor/ plan changes will not be announced by DSGI until September 18th

OE should be a passive enrollment and not an active enrollment

Still anticipating that there will be changes as to how employees receive communication related to open enrollment.

- Employees who have an email address in PeopleFirst will no longer receive printed enrollment materials. Rather, open enrollment information will be communicated by email.
 - Only employees who do not have an email address on file with PeopleFirst will receive printed open enrollment materials.
 - UFHR will send communications to remind employees to update their personal contact information.
- 

Benefits Updates

- A Services After Retirement policy has been developed and will be available soon on the Policy Hub, along with revisions to the Volunteer and Courtesy Faculty policies.
 - For those with Pre-Doctoral Fellows who previously had a UF GA appointment, Gator Grad Care will no longer be an option due to the lack of an employee / employer relationship. We are exploring a comparable plan for this group and will keep departments updated.
 - Benefit Team Updates:
 - Nadja Schimmel-Cruz has been hired as the Assistant Director
 - Jessica McLane has been hired as the Leave Manager
 - For any escalated benefit or leave issues, please reach out to Shannon, Nadja or Jessica.
- 



Training & Organizational Development

Shannon Powell



Human Resources



Registration is OPEN!



Join the Team as a YCG facilitator!

Connected by UF 2023

“Investing in Our Tomorrow”

November 15 & 16 from 8:30am to 4:00pm

CxUF Virtual Conference Platform

Join the Award-winning Event

- **Register Today!**


Participants will register for the conference as one event. The concurrent sessions have a 300-person capacity, and will be first come, first served.

Visit the UFHR Learn and Grow site to register. <https://learn-and-grow.hr.ufl.edu/cxuf/agenda/>

- CxUF is offered at no cost and is sponsored by three UF communities of practice, GBAS, MainSpring, and the UF Leadership Network.

- **Be a YCG (Your Conference Group) Facilitator**

We are looking for a large number of volunteers to run our small Your Conference Groups (YCGs). You are an important part of our community, and we would love to have your support at what we hope will be an amazing conference. **Interested?** Sign up here: <https://forms.office.com/r/jPNTknVji0>





Important Dates

October 4th • Next HR Forum

October 6th • UF Homecoming

October 13th • UF Benefits Fair

October 16th-November 3rd • Open Enrollment



Human Resources