UF Police Department

Meggen Sixbey
University of Florida Police Department Co-Responder Team
What Is a “Co-Responder Team”?

• Specialty Team: Crisis Intervention Team Trained (CIT) Officer + Mental Health Crisis Worker
• Respond to calls together where the assistance of a trained mental health clinician could be helpful for a person experiencing distress or having a behavioral health crisis
What Are Goals of a Co-Responder Team?

- Increased safety for all
- Increased connections to appropriate behavioral health services
- Reduced mental health hospitalizations
- Reduced use of force
- Reduced arrests
What Do Co-Responder Teams Do?

• Communicate & de-escalate
• Connect to on-going resources
• Explore alternatives to mental health hospitalization
Who Do They Assist?

Anyone within UFPD’s jurisdiction!
When are UFPD’s Co-Responder Teams Operating?

Monday – Friday
10am – 6pm

M, W, TH, F
4pm-2am
How Can We Access The Co-Responder Team?

By calling UFPD Dispatch at:
(352) 392-1111
Who Can I Contact For Questions?

Meggen Tucker Sixbey, PhD, LMHC, LMFT
Director, Behavioral Services Division
University of Florida Police Department
Sixbey@ufl.edu
(352) 273-3337
Dual Career Program

Chuck Parker
UF Dual Career Program

Bridging Professional Life and Community
The University of Florida's dual career program endeavors to collaborate with spouses and domestic partners of newly offered faculty and staff relocating to Gainesville, fostering opportunities for career growth and community engagement.

Making the Connection
Connecting promptly with this program facilitates acclimation to Gainesville and aims in establishing it as home, helping in navigating career opportunities and transitioning to life in the city.

Eligibility & Participation Details
Eligibility for the program extends to spouses and domestic partners of newly hired faculty and staff relocating to Gainesville, with support available during the initial two years of relocation.

Please note that participation in this service does not ensure employment. Success depends on individual factors like motivation, workforce trends, economic conditions, and job demand in your field.

While we support dual career couples through this program, being a faculty or staff member's spouse/partner does not guarantee a position at the University. Departments prioritize hiring the most suitable and qualified candidates for their vacancies.

URL:
https://hr.ufl.edu/working-at-uf/services/uf-dual-career-program
Form can be submitted by or on behalf of spouse/partner.
Questions?
Email: DualCareer@hr.ufl.edu
Organizational Change Management

Seeking talented individuals for roles including:

• Change Management Support
  Work with lead, serving as liaison to all workstream areas and wider project team

• Communications Lead
  Manage initiative’s communications for a wide range of audiences via a variety of methods

• Organizational Readiness Lead
  Oversee efforts to help departments and divisions throughout the university navigate change
Employee Assistance Program

Entirely within University of Florida, effective Aug. 1

• Currently two counselors, with third to come
• Presence in Health Science Center and Ayers Building
• Telehealth now available
• Outreach, emerging situations assistance available
• Couples, spouse/partner services available

More info: https://eap.ufl.edu/
Employee Lifecycle Communications Survey

Rick Bales
Employee Lifecycle Communications Survey

Survey for HR Liaisons, Admins and Managers to assess the overall awareness, value and usage of central HR resources.

Participants will also be able to provide feedback on these offerings as well as best practices and other processes their unit currently implements.
This survey focuses on current resources for employees at the Preboarding, Onboarding, Current Employee and Offboarding stages of employment.

(1) Preboarding

Preboarding is defined as activities that occur after an offer is accepted up to an employee's first day of employment. Preboarding resources are those aimed at setting up new employees for success and ensuring all systems and internal processes are completed before they arrive on their first day.

Please select your level of awareness and current use/promotion of the following preboarding resources:

- [ ] Not aware of this resource
- [ ] Aware of this resource but did not use it
- [ ] Aware of this resource and used it
- [ ] Aware of this resource and promoted it

(2) Onboarding

Onboarding is defined as activities that occur after an employee's first day at UF up to their first 12 months of employment. Onboarding resources are aimed at educating new employees about programs, policies and culture as they acclimate themselves to the UF community in their first year of employment.

Please select your level of awareness and current use/promotion of the following onboarding resources:

- [ ] Not aware of this resource
- [ ] Aware of this resource but did not use it
- [ ] Aware of this resource and used it
- [ ] Aware of this resource and promoted it

(3) Current Employees

Current employees are defined as those currently working for more than one year in their role. Resources for current employees include those aimed at furthering their professional development, educating them on opportunities available to them as UF employees and further enriching their work-life experience at the University of Florida and beyond. These resources may also touch on specific life events such as utilizing parental leave, attending leadership training, utilizing optional retirement programs, transferring to another department or other milestones that impact their lives and careers.

Please select your level of awareness and current use/promotion of the following current employee resources:

- [ ] Not aware of this resource
- [ ] Aware of this resource but did not use it
- [ ] Aware of this resource and used it
- [ ] Aware of this resource and promoted it

(4) Offboarding

Offboarding is defined as activities that occur once an employee notifies the department of their intention to either transfer to another unit or separate from the university altogether.

Please select your level of awareness and current use/promotion of the following offboarding resources:

- [ ] Not aware of this resource
- [ ] Aware of this resource but did not use it
- [ ] Aware of this resource and used it
- [ ] Aware of this resource and promoted it
We want to hear from you:

What resources, practices and policies are working for your department?

Specific Feedback

Please indicate any other preboarding resources, processes or materials your department uses that are not indicated in the list above.

General Feedback

If you have any additional information, thoughts or comments about the employee lifecycle, please leave them in the text field below.

Click the arrow below to complete this survey
Share your voice.

The Employee Lifecycle Communications Survey is open May 1 - 31.

Share your insights as university professionals and help shape the UF employee experience.

https://ufl.qualtrics.com/jfe/form/SV_eIM80cAYtbxFIFw
University Benefits

Shannon Edwards
Short Work Break (SWB)
9/10 Month Employees

• **SWB preserves benefits eligibility during the summer months for active 9/10-month employees**
  - No benefit deductions taken over the summer months, even if additional compensation is provided (such as OPS employment)
  - Benefit coverage extends through September for employees on short work break
  - Normal deductions resume in September
Summer New Hire Reminders

• Hiring **prior to August 16, 2024**
  • Due to double deductions, any new 9- and 10-month hires **effective prior 8/16/2024** must be coordinated with our office to ensure proper enrollment and summer coverage
  • **Please send your new hire notification to us immediately at benefits@ufl.edu**
Accrued balances as of the end of PPE 5/23/24 will be paid out.

- Payout will not include any future dated COMP hours entered through 6/30/24.
- To prevent negative balances and payroll corrections, time reporting codes pertaining to compensatory leave will be unavailable between 05/24/24 - 06/24/24
  - Approved COMP time not entered before the deadline must be requested by emailing central-leave@ufl.edu and the hours will be entered by payroll.
- Regular, overtime, and special compensatory leave will be cashed out to impacted employees with paycheck 6/14/2024
FY 24 Comp Leave Cashout

- **Department Preparation**
  - In most cases, units can adjust work schedules to prevent compensatory leave from accruing
  - Accrued comp leave can be taken in place of other leave types, except Paid Family Leave (PFL)
  - Review accruals anytime (recommended on at least a per-pay basis): Enterprise Reporting > Access Reporting > Human Resources Information > Benefit Information > Leave > Leave Accruals, Usage, and Balances By Pay Period, Department - COMP ONLY
  - Correct negative balances as quickly as possible by emailing central-leave@ufl.edu, or by calling (352) 392-2477
FY ’24–25 Year End Leave Process

- **Personal Holidays (USPS) and December Personal Leave Days (TEAMS & Eligible Faculty)**
  - USPS Personal Holidays must be used in full day increments
  - December Personal Leave Days can be used in less than full-day increments
  - “Use it or lose it”— use by **June 30, 2024**, or they will expire
Classification & Compensation

Brent Goodman
Introduction to ChatGPT for HR Professionals
Introduction to ChatGPT for HR Professionals

• ChatGPT can assist HR professionals in writing comprehensive job descriptions, position announcements, and more.

• GPT (Generative Pre-trained Transformer) works by analyzing vast amounts of text to learn patterns and relationships between words, enabling it to generate coherent and contextually relevant text based on the input it receives.

• By using a prompt, you can instruct ChatGPT or similar AI models to generate text in a structured format, tailoring the output to meet specific content and style requirements.

• For example, you can ask ChatGPT to format the response to match a template and to reference specific items, such as a specific text or job profile.
Generative AI can be used for:

• **Introductory Text:**
  AI can help generate engaging opening descriptions to interest potential candidates.

• **Language Corrections:**
  AI can assist in proofreading and correcting language errors for clarity and professionalism.

• **Overall Structure:**
  AI can help organize the job posting coherently and logically, ensuring that key information is highlighted effectively.

• **Formatting:**
  AI can assist in formatting the job description to make it visually appealing and easy to read.

• **Standardized Content:**
  AI can help ensure consistency in language and formatting across multiple job descriptions.
Generative AI Is Not be used for:

- **Personal Names:**
  AI should not generate personal names of supervisors, managers, or any individuals associated with the job position.

- **Working Hours and Schedule:**
  AI should not be relied upon for determining or communicating specific working hours, schedules, or any contextual information related to time management.

- **Confidential Information:**
  AI should not be used to generate content containing sensitive or confidential information about the university, its operations, or its employees.

- **Legal or Compliance Matters:**
  AI should not be used to generate content pertaining to legal requirements, compliance standards, or any other regulatory issues.

- **Final Content Publication:**
  Content generated by AI should always undergo human review before publication. AI-generated content is part of the editorial process and should not be published straight from ChatGPT without thorough human oversight.
UFHR Job Description Prompt

- Leverages AI to streamline the job description development process.
- Ensures consistency, clarity, and compliance with HR policies.
- Prompt is available at https://admin.hr.ufl.edu/hiring/position-planning-and-establishment/chatgpt-job-description-template/
UFHR Job Description Prompt

• Visit the official OpenAI or ChatGPT website to sign up.
• Provide the required information, such as email address, and create a password.
• After verification, log in to start using ChatGPT for job descriptions.
Using the Prompt

- Detailed instructions on how to use the prompt are found on our website.
- The prompt requires users to insert the following:
  - Desired Job Title
  - The job profile copied from https://titles.hr.ufl.edu

[demonstration]
ChatGPT will Generate Content for the Job Description

• ChatGPT will generate content for all fields found on the current job description template. These include:
  • Summary of position & responsibilities
  • Essential functions and time allocation estimate
  • Marginal functions and time allocation estimate
  • Communication and responsibility for monetary and confidential data.

• Because some information is position-specific, users will need to update some placeholders including:
  • Percentage of time spent performing the duties
  • Supervisory information
  • Work schedule
Conclusion and Additional Resources

• We hope that the tool will help streamline the process of creating a position description, thereby accelerating the hiring process.
• To use this template, please visit www.go.ufl.edu/chatgptjobdescription
• Please contact a Class & Comp team member via compensation@ufl.edu for assistance.
Changes to the Fair Labor Standards Act (FLSA)
Changes to the FLSA

• Earlier this year, the Biden administration initiated the process to update the FLSA.

• Similar to 2016, the proposed changes focused on the following updates:
  • Increasing the minimum salary test
  • Implementing automatic increases to salary test over time

• Last week, the Department of Labor (DOL) announced the final rule. The most notable changes include:
  • **July 1, 2024**: Minimum salary threshold increases to $43,888 ($844 per week).
  • **January 1, 2025**: Minimum salary threshold increases to $58,656 ($1,128 per week).
  • Adds a mechanism to update the salary level every three years with the first update being July 1, 2027.
Changes to the FLSA

• The final rule does not make any changes to the job duties test or salary basis requirements.

• Large groups of employees will not be impacted as they are not subject to the minimum salary threshold. These include:
  • Graduate Assistants
  • Faculty
  • Doctors, including residents, who practice medicine
  • Lawyers who are engaged in practicing law

• As in 2016, there is a broad expectation that the changes will encounter legal obstacles.
Empowering UF – HR Reporting Needs
Empowering UF - HR Reporting Needs

• **ERP Transition**: As many know, UF will be transitioning to Workday through a multiyear project called Empowering UF.

• **Importance of Dialogue**: Establish the critical need for an open dialogue between UFHR, UFIT, and campus stakeholders to identify and address HR reporting needs.

• **Stakeholder Engagement**: Over the next few months, our goal is to engage with HR professionals and campus stakeholders to ensure their needs are reflected in the Workday implementation.
Understanding Current HR Reporting Capabilities

• **Assessment of Current Tools**: Examine the current HR reporting tools and methods used within UFHR and discuss their effectiveness and limitations.

• **Feedback Collection**: Implement a systematic approach to gather feedback from key HR personnel about the strengths and challenges of current reporting practices.

• **Identifying Gaps**: Identify gaps and areas for improvement in current HR data management and reporting systems to better align with Workday capabilities.
Next Steps

• **Stakeholder Engagement:** Organize sessions with UFHR, UFIT, and campus stakeholders to better understand future HR reporting requirements.
  • Discussion with HRLs during the May HRL Meeting

• Other ways to provide feedback:
  • email UFHR at HR-SE-DataServices@ad.ufl.edu
Biannual Termination File

Opening Late May

- A termination file will be open from May 24, 2024 – June 14, 2024
- The file lists active employees who have not received payment in 6 months or more
- Effective date in Job Data: June 21, 2024

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
- It is NOT an alternative to timely terminations in the system
Biannual Termination File

Action Items

❑ Review the termination file and “uncheck” those individuals who should remain active in the system
   ❑ As EOR 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, FWS, STAS, OF12, etc. (This is not an all-inclusive list)
File Navigation

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

- Enter the Year: 2024
- Enter your unit’s Department ID
- Enter Termination Date: 06/21/2024
Training & Organizational Development

Gwynn Cadwallader
GBAS Summer Session

We’re offering a ‘special’ summer session this June!

Join Vice President and Chief Information Officer Elias Eldayrie as he shares an update on the Empowering UF initiative. Come learn how you can be involved and bring any questions you may have. See you there!

June 5, 2024
2:00-3:00 pm

Register Now!
Registration deadline is June 4th
Leadership Development Programs

Cohort Experiences
• Managers Cohort - CLOSED
• UF Academy
• Advanced Leadership for Academics and Professionals (ALAP)

Application Deadline: Monday, May 6th

New cohorts begin in August and run through June

https://leadership.hr.ufl.edu/programs/
Important Dates

May 6 • Application Deadline for Leadership Programs
May 23 • Lunch & Learn with special guest Rick Bales
May 24 • Termination File Opens
June 5 • GBAS Summer Session
June 5 • Next HR Forum