



UFHR Forum

September 4, 2024

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

UF

Human Resources



AGENDA

UF Engaged | Bob Parks
Benefits & Leave | Shannon Edwards
Classification & Compensation | Kenya Williams
Strategic Initiatives | Mimi Gonzalez
Training & Organizational Development | Shannon Powell
Important Dates



UF Engaged


Bob Parks



Human Resources



UF Engaged system launch


- The updated UF Engaged form will launch today, September 4.
 - Moving forward, UF Engaged check-ins will take place twice a year:
 - Fall: Sept. 1 to Oct. 31
 - Spring: March 1 to April 30
 - Supervisors will receive an email with the names of all the employees they manage prompting them to complete an evaluation by Oct. 31. A reminder email will go out seven days before Oct. 31.
 - UF employees will also receive an email notification with the UF Engaged deadline.
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Information sessions and resources

- Three information sessions were held last week, and two additional sessions are scheduled for next week.
 - Sept. 9, 2 – 2:30 p.m.
 - Sept. 11, 1 – 1:30 p.m.
- A session recording and updated resources are available on the UF Engaged Toolkit website: <https://hr.ufl.edu/professional-development/toolkits/uf-engaged-toolkit/>



UF Engaged Reminders

- Probationary check-ins will continue based on the employee's hire date and may be extended as needed beyond the additional six-month period.
 - Special Performance Improvement Plans (SPIP) will continue to be an option as an off-cycle review when someone is off track in terms of performance.
 - UF Engaged check-ins play a crucial role in employee performance and retention. With the updated process, supervisors are expected to complete a check-in with each employee during the designated timeframe.
 - If you have questions or need assistance, please email UFEngaged@hr.ufl.edu.
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Questions?





Benefits & Leave

Shannon Edwards

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Human Resources

Sick Leave Pool Open Enrollment

October 1 – October 31

Allows employees to donate a portion (8 hours*) of their individually accrued sick leave for collective use by eligible members for a serious health condition or catastrophic illness affecting their own health.

Eligibility to Enroll



Must have 64* hours of accrued sick leave at the time of enrollment
Membership remains active until separation from UF or transfer to a position that does not accrue sick leave




Check Current Enrollment

Main Menu > Human Resources > Reporting Tools > Query > Query Viewer > UF_BB_LV_SLP_ACTIVE_ENROL_DEPT

*Prorated for part-time employees

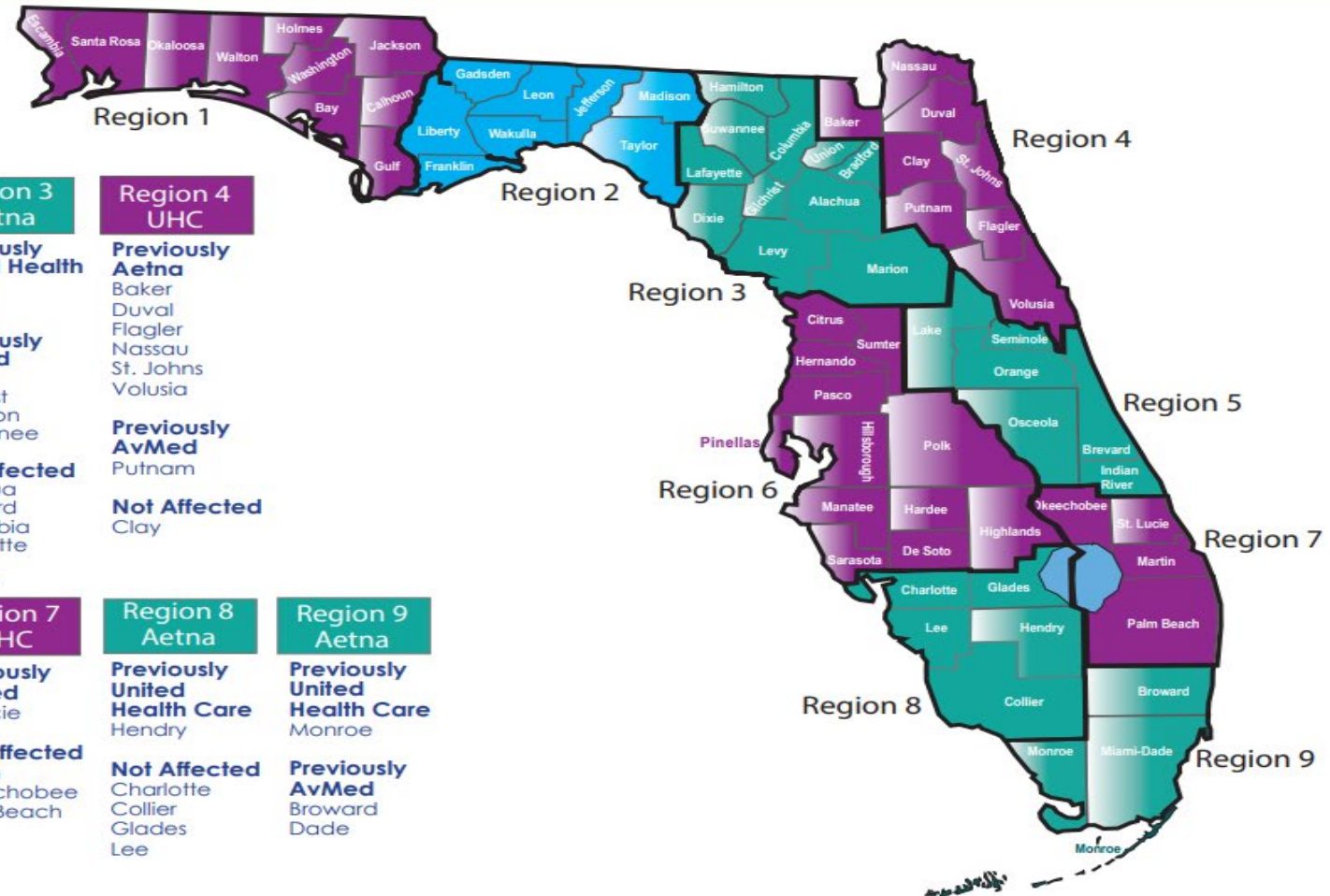
For more information visit <https://hr.ufl.edu/leave/sick-leave/pool/>

Network Provider Updates

- United Healthcare & UF Health
 - Impacted Groups:
 - Students and Fellows enrolled in UF Student Health Insurance
 - Employees enrolled in State HMO plan located in UHC regions
 - Status: **Unresolved and issues**
 - HCA (North Florida System) & Aetna
 - Impacted Groups:
 - Employees enrolled in State HMO plan located in Aetna region
 - Status: **Resolved and no issues**
 - Baptist Healthcare & Florida Blue
 - Impacted Groups:
 - Employees enrolled in State PPO plan utilizing Baptist Health in Jacksonville & Nassau County
 - Status: **Ongoing negotiations with a 10/1 deadline**
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County Shifts by Region

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

- Benefits & Wellness Fair: Friday, October 11 from 9:00am – 2:00pm
 - Evans Champion's Club at the Ben Hill Griffin Stadium
- Open Enrollment: Monday, October 14 – Friday, November 1
- OE Train the Trainer: Monday, September 30 at 2pm
- UFHR Benefits is available to conduct in-person OE sessions – please e-mail benefits@ufl.edu if you would like to schedule a session





Classification & Compensation

Kenya Williams



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, 2024, the minimum wage will increase to \$13 per hour
- This increase predominately impacts non-exempt OPS, student assistants, and federal work-study positions
- As of August 30, we identified approximately 1,934 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 \$1.5M

Questions? Classification & Compensation - compensation@ufl.edu


2024-2025 Pay Program

- In August, Board of Trustees announced a salary increase program that will provide a merit raise pool salary for out-of-unit faculty and staff effective October 1, 2024
- Tentative agreement was reached by UF and UFF for a 4% merit raise pool effective October 1, 2024
- Salary increases for employees in a bargaining unit are subject to union negotiation



2024-2025 Pay Program

- **Eligibility Criteria**

- Employees must be hired on or before June 30, 2024
 - Employees who have received a notification of non-renewal or layoff are not eligible for a salary increase
 - OPS employees are not considered eligible for the salary increase program
 - 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, 2024, are also not eligible for a salary increase
 - Faculty and staff on a performance improvement plan are not eligible for a salary increase
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2024-2025 Pay Program

- **Recommendations for Managers and Departments**

- As in prior years, to provide managers with the flexibility to allocate rewards based on individual contributions or market factors, UFHR's communication and instruction guides will state that funds are being made available to offer salary increases rather than sharing the size of the salary increase pool as a percentage of employee salaries
- 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
- 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

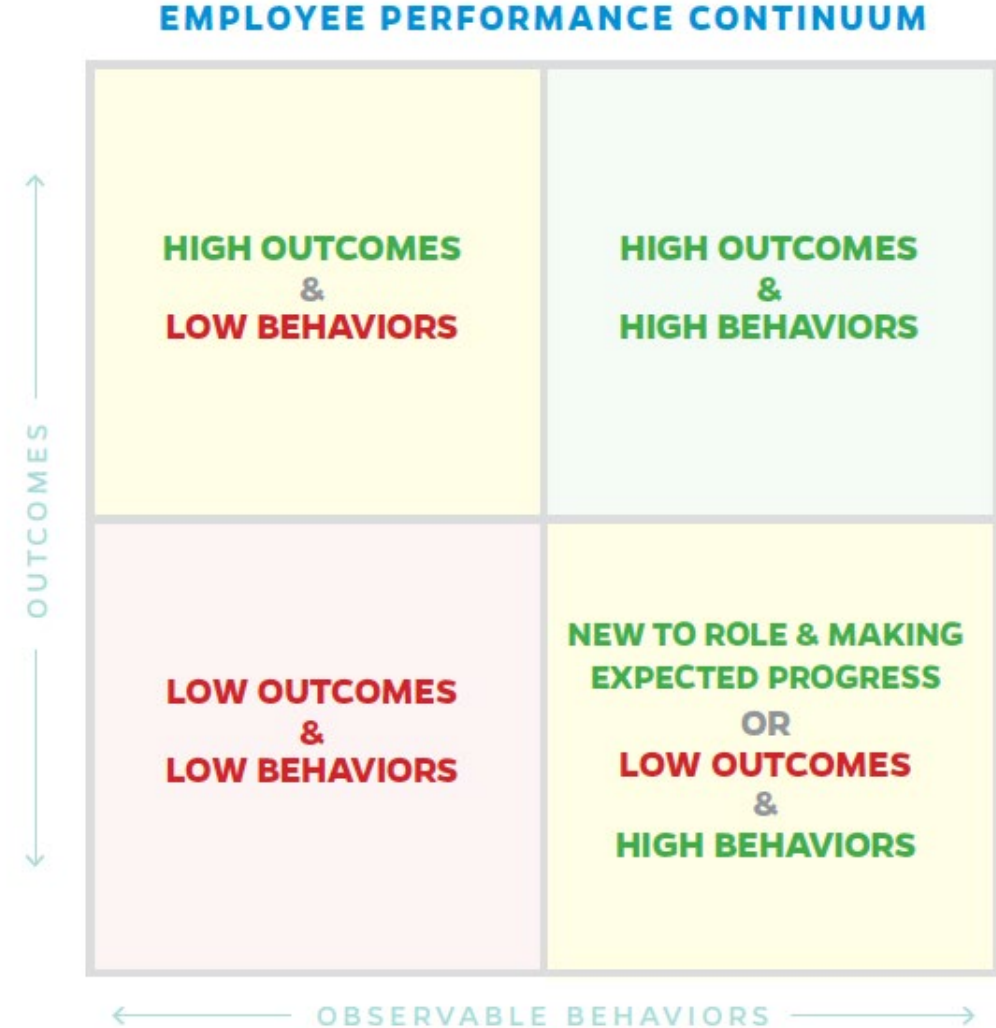


2024-2025 Pay Program

Allocating Rewards

It's helpful to view a combination of outcomes and behaviors which can be assessed using four quadrants:

- High Outcomes – Low Behaviors
- High Outcomes – High Behaviors
- Low Outcomes – High Behaviors
- Low Outcomes – Low Behaviors



2024-2025 Pay Program

- **High Outcomes – Low Behaviors**

- Employees in this quadrant have achieved desirable outcomes but demonstrate behaviors that have a negative impact
- May produce positive outcomes, behavior may be disruptive
- Departments should be cautious when determining salary increases
- Be misinterpreted as positive reinforcement for demonstrating negative behaviors
- Lead to perceptions of unfairness by coworkers
- Departments may choose not to provide an increase



2024-2025 Pay Program

- **High Outcomes – High Behaviors**
 - Employees in this quadrant are top performers
 - Achieve high-value outcomes while exhibiting positive behaviors
 - Departments should ensure that individuals receive increases that reflect their valuable contributions



2024-2025 Pay Program

- **Low Outcomes – High Behaviors**

- Employees have not yet achieved performance objectives but demonstrate positive behaviors
 - May include individuals new to the organization, new to a role, or recently promoted
 - 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




2024-2025 Pay Program

- **Low Outcomes – Low Behaviors**
 - 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
 - Misinterpreted as positive reinforcement for poor performance and for demonstrating negative behaviors
 - Can lead to perceptions of unfairness by coworkers
 - Departments may choose not to provide salary increases to employees
 - Modest increases may be provided based on department or college guidelines



2024-2025 Pay Program

- **Implementation Timeline**

- Monday, September 2 – Friday, September 13: Raise Review File available to managers and college departmental administrators to enter faculty and staff raises
 - Monday, September 16 – Friday, September 20: Raise Review File available to only college department administrators
 - Monday, September 30: Increases viewable in myUFL
 - Friday, October 18: First paycheck with salary increases
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2024-2025 Pay Program

- **Additional Materials**

- 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
- Feel free to contact Classification & Compensation with questions via email at salaryincrease@ufl.edu



Strategic Initiatives

Mimi Gonzalez



Human Resources

Superior Accomplishment Awards

Nominate a Colleague Today!

- Each year, the UF community celebrates faculty and staff who have contributed exceptional service in their fields.
- This program recognizes faculty and staff members who contribute outstanding and meritorious service, efficiency and/or economy, or have created an impact on the quality of life provided to students and employees.
- Beginning this year, nominations will be based on contributions during the last fiscal year, which runs from July 1, 2023 to June 30, 2024.
- Nominations close on **October 10th**
- Visit: <https://go.ufl.edu/saa2025>



Nominations & 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.



Division-level winners of the Superior Accomplishment Awards receive **\$200** along with a certificate of appreciation and University memento.



Each division winner is then eligible for one of nine university-level awards of **\$2,000** or one of six Special Recognition Awards of **\$1,000**.

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

Training & Organizational Development

Shannon Powell



Human Resources



Career Catalyst: Building your Professional Journey at UF

Career development webinar series



“Charting Your Career Success,” a 3-part series

Part 2 – *Defining Where I Want to Go*

Presented by Audrey Gainey, Director of Talent Acquisition & Onboarding

Focus:



Job Search

Utilizing your career portfolio



Career Portfolio

Value-added tool in your career journey



Growing at UF

Using your portfolio for internal job growth

Sept. 10 at noon

Register by Sept. 6

**Learn more
and Register**



GBAS 2024 Fall Workshop

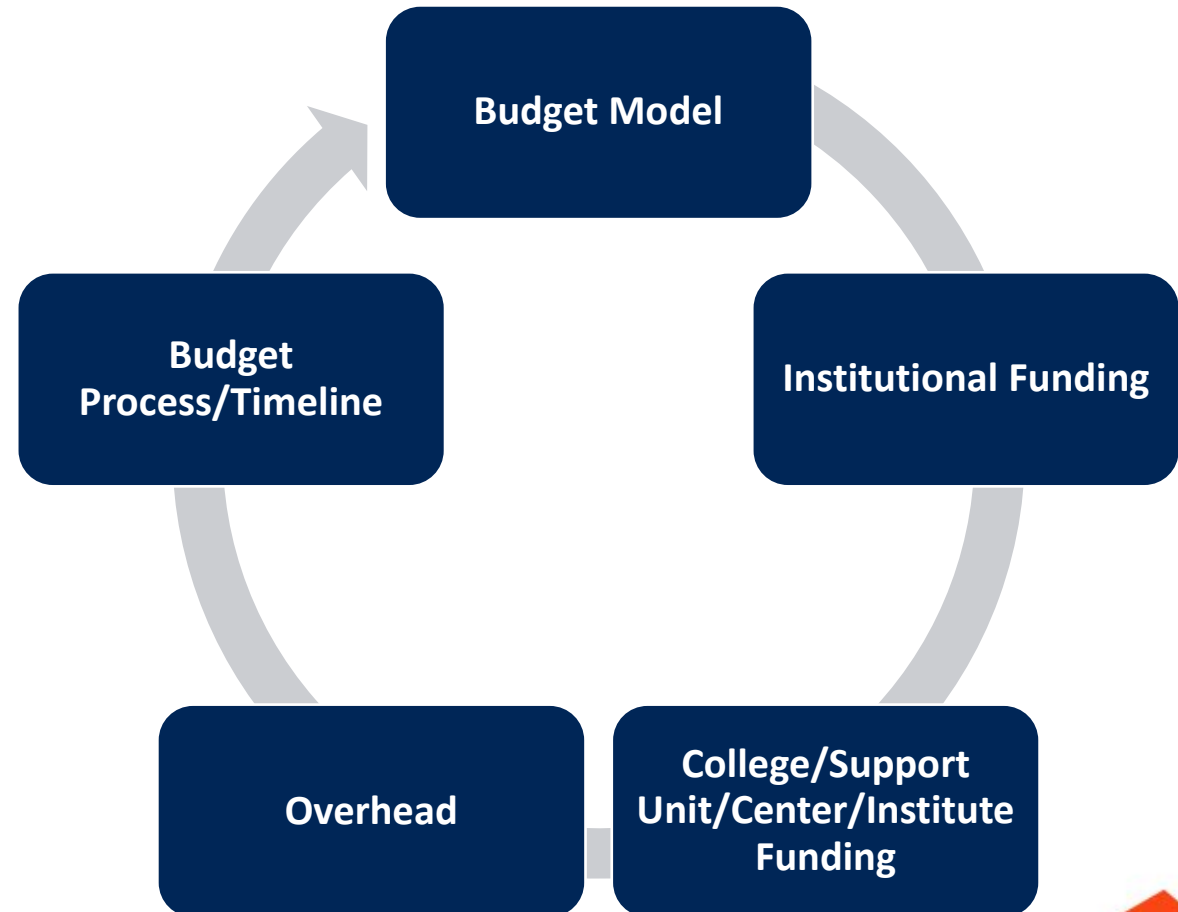


UF Budget Model 4.0: Understanding the New Landscape

Presented by
George Kolb & Kevin Lintner

Sept. 27 at 9am

Register by Sept. 23





Important Dates

September 10 • Career Catalyst Webinar

September 19 • Benefits Lunch & Learn (12pm-1pm)

Topic: *Preparing for Retirement with SHINE*

September 27 • GBAS Fall Workshop

October 2 • HR Forum

October 10 • Nomination Deadline for Superior Accomplishment Awards

October 11 • Benefits & Wellness Fair (9am-2pm)

October 14-November 1 • Open Enrollment

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