



UFHR Forum


October 2, 2024

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



Human Resources

AGENDA

A background image of two young children sitting on a wooden chair. The child on the left is holding a white sheet over their face, while the child on the right is holding a large, orange, smiling pumpkin mask. The scene is set indoors with a window and curtains in the background.

UF International Center | **Paloma Rodriguez**
Benefits & Leave | **Shannon Edwards**
Classification & Compensation | **Kenya Williams**
Strategic Initiatives | **Mimi Gonzalez**
UF Engaged | **Bob Parks**
Training & Organizational Development | **Shannon Powell**
Higher Education Opportunity Scholarship | **Verlissa Ford**
Important Dates



UF International Center

Paloma Rodriguez



Human Resources



COIL/ International Virtual Exchange for Staff


Paloma Rodriguez,
Director of Office of Global Learning
UF International Center

Virtual Exchange: Global Classrooms


VIRTUAL EXCHANGE
COMPARATIVE PERSPECTIVES
ON COMMUNICATING
SOCCER

UF International Center
Office of Global Learning
UNIVERSITY of FLORIDA


INSTRUCTORS



Roxane Coche
Media, Production,
Management, and
Technology, UF



Eric Esterline
Sports Journalism and
Communication,
UF



Owen Evans
School of Sport and
Service Management,
University of Brighton

STUDENT QUOTE

“
THOUGH WE LIVED IN ENTIRELY
DIFFERENT PARTS OF THE
COUNTRY AND WORLD IT WAS
AMAZING TO SEE THE
SIMILARITIES AND PASSION FOR
SPORTS COME TOGETHER.
”

TOPIC


How sports reporting and soccer
in particular differs between the
U.S. and the U.K.

DELIVERABLES

Students worked together to create
collaborative multimedia projects.

PARTNER INSTITUTION

University of Brighton,
United Kingdom

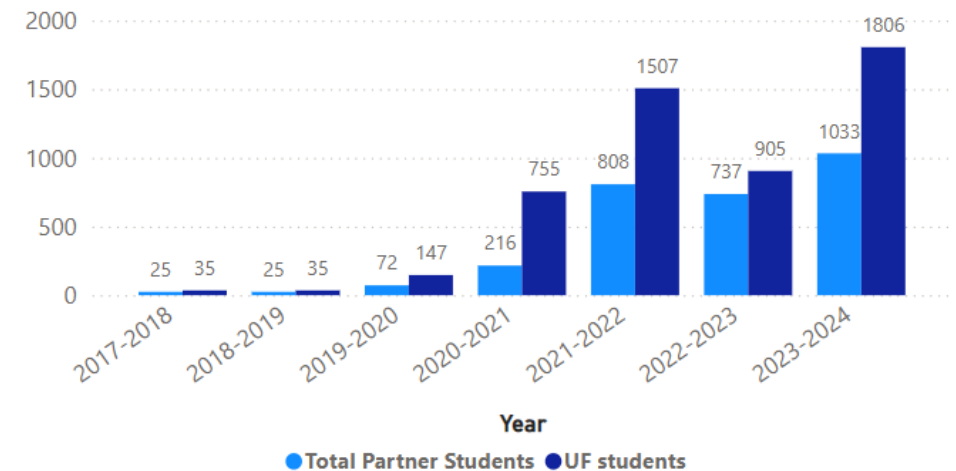


PARTICIPANTS

17 University of
Florida students

32 University of
Brighton students

Students Participating in courses with Virtual Exchange Modules



Virtual Exchange for Staff

- Between UF and CEU Cardenal Herrera University in Valencia (Spain)
- Paired with professional counterparts
- 8 virtual sessions - 4 months Spring 2024
- Outcomes:
 - 100% agreed the program enhanced their professional development
 - 100% agreed they would recommend it to others



Outcomes & Outputs



Learn more: [Developing Professionals to Meet the Needs of the Global Campus through Virtual Exchange for Staff](#)

- Helped them acquire new abilities they could apply to their jobs
- Provided them with new perspectives and points of view they had not considered before.
- Enhanced intercultural communication skills.
- Developed expertise using new office tools



Meet the participants from UF and Spain

RSVP:

<https://docs.google.com/forms/d/e/1FAIpQLSdDWuPUIn4HBlymYLQ6700hE9cC6Ct8PrFcvOpDBRzXdxZFVA/viewform>

You're invited to the **COIL for Staff Showcase Luncheon!**

Join us in welcoming a delegation from CEU Cardenal Herrera University in Valencia (Spain) to learn about the **Collaborative Online International Learning (COIL) for Staff Program**.

Come and hear from the CEU and UF staff members who participated in this innovative 8-week virtual exchange and learn about the professional growth and global perspectives gained through this unique experience.

Discover how you, too, can participate in future COIL opportunities!

Date: Wednesday, October 30, 2024

Time: 11:00 a.m. to 1:00 p.m.

Location: Reitz Union, Room 3315

We look forward to seeing you there!

To RSVP, visit <https://tinyurl.com/4khu9896>

UF | International Center
UNIVERSITY of FLORIDA

UF | CWC
Counseling & Wellness Center

UF | College of Dentistry
UNIVERSITY of FLORIDA

UF | UNIVERSITY of
FLORIDA
English Language Institute

UF | Human Resources
UNIVERSITY of FLORIDA



Benefits & Leave

Shannon Edwards



Human Resources

2025 Open Enrollment

Monday, Oct 14 at 8:00am EST to Friday, Nov 1 at 6:00pm EST

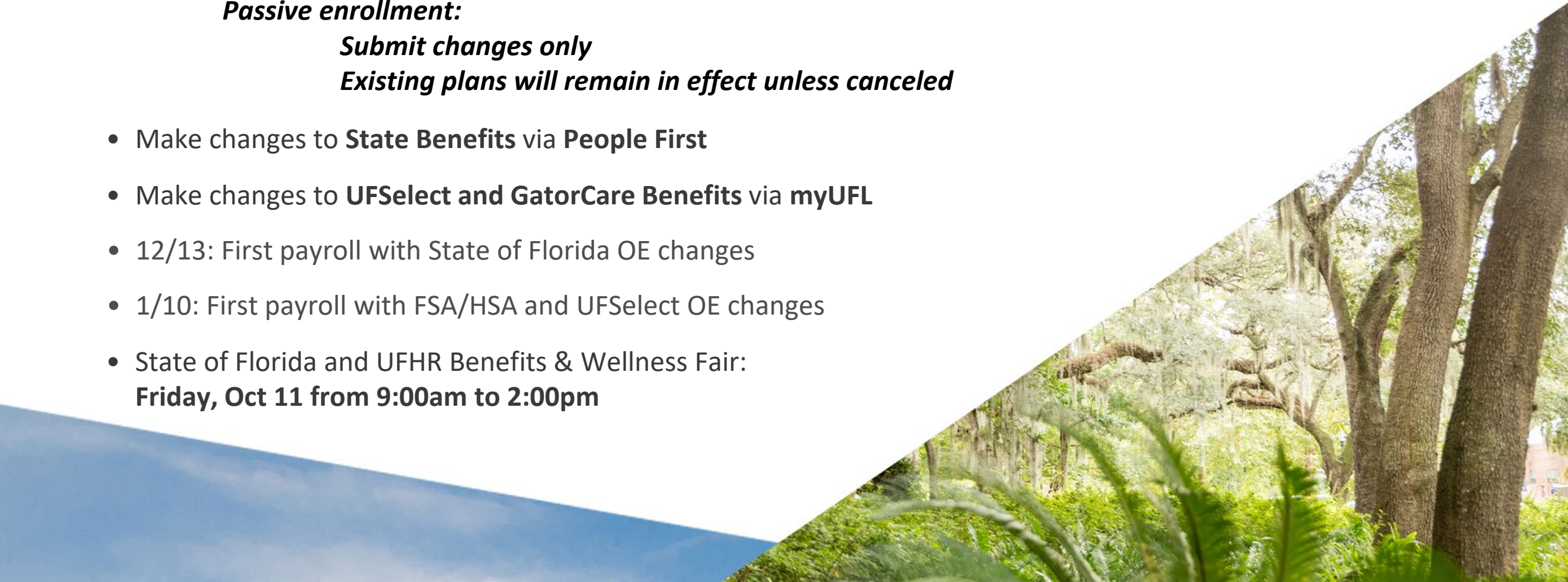
- Open Enrollment is your opportunity to make benefits changes for 2025

Passive enrollment:

Submit changes only

Existing plans will remain in effect unless canceled

- Make changes to **State Benefits** via **People First**
- Make changes to **UFSelect** and **GatorCare Benefits** via **myUFL**
- 12/13: First payroll with State of Florida OE changes
- 1/10: First payroll with FSA/HSA and UFSelect OE changes
- State of Florida and UFHR Benefits & Wellness Fair:
Friday, Oct 11 from 9:00am to 2:00pm



What IS changing in 2025?

UF Select Voluntary Life & Disability The Standard

- Employees are eligible for \$300,000 guaranteed issue life insurance with no medical questions asked (even if previously declined)
- Spouses are eligible for \$50,000 guaranteed issue life insurance with no medical questions asked (employee must be enrolled in employee life to enroll in spouse life)
- Any life amounts over the guaranteed issue will require medical questions
- Employees may enroll in a 30-day or 90-day disability plan with no medical questions asked (even if previously declined)
- These exceptions are only for Open Enrollment 2025



What IS changing in 2025?

Health Savings Accounts

- Maximum contribution increase
- Only available for those enrolled in the State HDHP
- \$4,300 limit for individual coverage (\$150 increase) includes State contribution amount of \$500/year
- \$8,550 limit for family coverage (\$250 increase) includes State contribution of \$1000/year
- \$1000 additional amount for 55+



What IS changing in 2025?

Weight Management Program & Diabetes Management Program

- Must have been enrolled in the State PPO or HMO plan during 2024 and will be enrolled in 2025
- Limited to the first **2800** applicants for Weight Management and **2000** for Diabetes Management
- Application Period: **October 28 – November 17**



What IS changing in 2025?

Graduate Assistants Benefits

- Rate increase for employee only coverage and rate decrease for dependent coverage
- Minor plan design changes to GatorGradCare plan to include out of network coverage
- GAs can now enroll in UFSelect Eagles Dental and Humana Vision – 100% employee paid plans



What IS NOT changing in 2025?

- NO INCREASE to full-time employee state health insurance premiums or GatorCare premiums (except GatorGrad Care)
- NO CHANGE to any of the plan designs for all medical, dental, and vision plans (i.e. networks, deductibles, copays, etc.) with the exception of the HDHP deductibles going up from \$1600/\$3200 to \$1650/\$3300 per IRS requirements



What IS NOT changing in 2025?

Premium rate change for all participants effective December 2024 for January 2025 coverage.

Subscriber Category/Contribution Cycle		Coverage Types	PPO/HMO Standard			PPO/HMO HDHP		
			Employer	Enrollee	Total	Employer ⁽⁴⁾	Enrollee	Total
Career Service/OPS	Monthly Full-Time Employees ⁽¹⁾	Single	844.82	50.00	894.82	844.82	15.00	859.82
		Family	1,834.20	180.00	2,014.20	1,834.20	64.30	1,898.50
		Spouse	1,984.20	30.00	2,014.20	1,868.52	30.00	1,898.52
	Bi-Weekly Full-Time Employees ⁽¹⁾	Single	422.41	25.00	447.41	422.41	7.50	429.91
		Family	917.10	90.00	1,007.10	917.10	32.15	949.25
		Spouse	992.10	15.00	1,007.10	934.26	15.00	949.26
SES/SMS	Monthly Full-Time Employees ^(1,2)	Single	886.48	8.34	894.82	851.48	8.34	859.82
		Family	1,984.20	30.00	2,014.20	1,868.50	30.00	1,898.50
	Bi-Weekly Full-Time Employees ^(1,2)	Single	443.24	4.17	447.41	425.74	4.17	429.91
		Family	992.10	15.00	1,007.10	934.25	15.00	949.25
COBRA (Non-Medicare)	Monthly ⁽³⁾	Single	0.00	912.72	912.72	0.00	834.52	834.52
		Family	0.00	2,054.48	2,054.48	0.00	1,851.47	1,851.47
Eligible Former Employees	Monthly	Single	0.00	813.46	813.46	0.00	736.80	736.80
		Family	0.00	1,831.08	1,831.08	0.00	1,632.05	1,632.05
Early Retirees	Monthly	Single	0.00	813.46	813.46	0.00	736.80	736.80
		Family	0.00	1,831.08	1,831.08	0.00	1,632.05	1,632.05
Over-age Dependents		Single	0.00	813.46	813.46	0.00	736.80	736.80

December Vacation Leave Cash-out



TEAMS employees may cash out up to **16 hours (per FTE)** of vacation leave between Monday, October 28th and Thursday, November 7th



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 15th 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

Sick Leave Pool (SLP) 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/>



Classification & Compensation

Kenya Williams



Human Resources


Florida Minimum Wage Update

- Effective September 30, 2024, the minimum wage increased to \$13 per hour
- This increase predominately impacts non-exempt OPS, student assistants, and federal work-study positions
- The cost, including fringe, of increasing the population to the new minimum wage was approximately \$1.3M

Questions? Classification & Compensation - compensation@ufl.edu




2024-2025 Pay Program Update

- 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
 - The union has ratified and awaiting final approval of the collective bargaining agreement by the Board of Trustees
 - Salary increases for employees in a bargaining unit are subject to union negotiation
- 

2024-2025 Pay Program Update

- **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
 - Tuesday, October 1: Staff increases viewable in myUFL
 - Friday, October 18: First paycheck with salary increases
- 



Strategic Initiatives

Mimi Gonzalez



UF

Human Resources



Superior Accomplishment Awards

Nominate a Colleague Today!

- This program recognizes faculty and staff members who contribute outstanding service, efficiency, or have impacted the quality of life for students and employees.
- Nominations close on **October 10th**
- Visit: <https://go.ufl.edu/saa2025>

Nominations and Awards Types

Individual Employee Performance

Rookie of the Year

- Designed to recognize newcomers who have been at UF for less than two years, successfully passed their probationary period, excelled, and made a positive impact early in their role at UF.

Team Collaboration

- Team of employees (maximum of 6) who work together to accomplish great things for the institution and its future.

Sustained Excellence

- Designed to recognize employees whose exceptional performance, contributions, and successes span several years (minimum of three 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



UF Engaged

Bob Parks



Human Resources

UF Engaged Deadline

- The updated UF Engaged process was launched at the beginning of September.
- UF Engaged evaluations for this semi-annual cycle need to be completed by Oct. 31.
- An information session recording and updated resources are available on the UF Engaged Toolkit website: <https://hr.ufl.edu/professional-development/toolkits/uf-engaged-toolkit/>
- If you have questions or need assistance, please email UFEngaged@hr.ufl.edu.





Training & Organizational Development

Shannon Powell



UF

Human Resources

Career Catalyst: Building your Professional Journey at UF

Career development webinar series



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

Part 3 – *Strategic Planning: Mapping Out How to Get There*

Presented by Talent Acquisition & Onboarding:

Audrey Gainey, Director

John Sun, Associate Director

Mackenzie Burkett, HR Manager

Special Guest

Focus:



Leverage your Unique
Value Proposition (UVP)
and Personal Brand



Crafting a resume and
cover letter that
showcase your UVP



Branding yourself in
interviews to stand out

Oct. 8 at noon

Register by Oct. 4

**Learn more
and Register**



Save the date!

GBAS 2024 Fall Institute New World of Work

When: November 21, 2024

Where: Emerson Alumni Hall or Zoom

Registration Coming Soon!
Stay tuned for details



A young man and woman are standing in a library, looking at a book together. The man is holding the book, and the woman is pointing at it. They are both smiling and appear to be engaged in a conversation. The background shows bookshelves filled with books.

HEO Scholarship

Verlissa Ford

UF

Human Resources

Higher Education Opportunity (HEO) Scholarship

- HEO scholarship provides tuition assistance for children of full-time (1.0 FTE) TEAMS and LEON employees.
- Covers up to 132 undergraduate hours at UF or a public Florida college (i.e., SF College) or community college, if the child is not accepted to UF.
- Up to 150 eligible children are selected annually.
- The program is not limited to incoming freshmen only.
- UF Admissions application deadline extended to January 15 for **child only**.

HEO Drawing applications now open!

Due 11:59PM November 1, 2024

TEAMS (parent) HEO drawing applications will not be accepted after 11:59PM, 11/1/24

Questions? Contact HEO Coordinator - heo@admin.ufl.edu or 352-273-0149
<https://hr.ufl.edu/benefits/higher-education-opportunity/>



Important Dates

October 8 • Career Catalyst Webinar

October 10 • Nomination Deadline for Superior Accomplishment Awards

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

October 14-November 1 • Open Enrollment

November 6 • HR Forum

November 21 • GBAS 2024 Fall Institute



Human Resources

