



Human Resources
UNIVERSITY of WEST FLORIDA

HR BULLETIN

WHAT'S NEW IN UWF HUMAN RESOURCES

January 2024

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Professional Development Survey – Coming This Month!

Organizations must respond to the changing needs of the workforce by reskilling, upskilling or cross-skilling their employees. Raymond Lee, founder and CEO of outplacement company CareerMinds noted that the World Economic Forum forecasts that [97 million new jobs may emerge by 2025, even as 85 million jobs will be eliminated through automation.](#)

Upskilling is when you deepen a skill set within a particular job. Reskilling involves learning to use skills in a different way. Cross-skilling involves you developing new skills that apply across different functions.

In support of professional development and best practices to deliver training needs, UWF will be sending a professional development survey to all Faculty and University Work Force employees this month.

Please be on the lookout for the survey, and please take time to complete it providing as much detail as possible.

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In addition to the formal survey I encourage all supervisors to have “Career Conversations” with their direct reports. A simple conversation starter might be, “What would you like to be doing two years from now?”

If you would like more information about professional development, please reach out to [Lynne Randall](#), Employee Relations Manager by email or at 850.474.2292.

Your development is important to us! You matter, and we care!

Graduating Student Employees

Departments with student employees who will be graduating in the Fall 2023 semester should send in Personnel Action Forms to end their student positions. If you wish to have your graduated student employee(s) continue working in your department they must be converted to OPS Staff employees. This will require a background screening and additional documentation to be completed prior to them working in an OPS Staff capacity. If you have any questions, please contact [Sheri Jernigan](#) at 850.474.2884 or [Nicole Zamarly](#) at 850.474.2608.

Non-UWF Student Employees

Departments with student employees who are enrolled at an institution other than UWF are classified as Non-UWF student employees. Documentation of enrollment/status is required and must be updated each semester. The deadline to turn in proof of enrollment and fee payment is the last day of Drop/Add for the institution in which the student is enrolled. Please make sure all Non-UWF student employees in your department understand these requirements. If you are

unsure whether documentation for your student employee is current, please contact [Deborah Baker](#) at 850.474.2605 or [Lori Werdann](#) at 850.474.2205.

Opioids, Overdose, and Other Drugs – Get the Facts

Join your UWF colleagues from 11:30 -12:30 Tuesday, March 12, 2024, for this yearly online and instructor-led training. Participants will gain a better understanding of substance abuse in the workplace and how it affects everyone. Facilitator Denise Manassa, Director of Community Prevention, CDAC Behavioral Healthcare, will present and discuss popular workplace drug trends, signs, and symptoms.

In-person attendees will receive NARCAN to assist with emergency Opioid overdose (based on availability).

Challenge your team to attend. One lucky team will be awarded with an April Alcohol and Drug Free Workplace cookie and tea party! Stay tuned for more info!

[Register today!](#)

Have questions, reach out to [Lynne Randall](#), Employee Relations Manager by email or by calling 850.474.2292.

Staff, Take a Deep Dive Into LinkedIn Learning in 2024

Join LinkedIn Learning's dedicated Senior Customer Success Manager Rebekah Allred on January 23rd during the lunch hour, 12-1 p.m., for a **deep dive into LinkedIn Learning** - a professional development resource provided free for staff and faculty at UWF. Learn how LinkedIn Learning may be used for personal and professional development, as well as resources for managing stress, burnout and wellbeing. Discover time-saving tips and tricks for getting started with LinkedIn Learning along with personalized recommendations and resources, and answers to all your questions.

[PageUp Registration Link](#) - Virtual and In-Person registrations available.

Contact [Lynne Randall](#), Employee Relations Manager, at ext. 2292 with questions.

Health Insurance Tax Form 1095-C

People First is responsible for generating and providing 1095-C forms to employees by January 31, 2024. These will be available online by logging in to People First, but employees have a choice as to whether or not they would also like the form mailed to them in hard copy. In order to update your preferences, you may log in to [People First](#) and click the “Contact Information” Quick Link then review the “Notification Email” settings.

If you have any questions, please contact [Adrian Rowley](#) at 850-474-2604 or [Elsie Rivera](#) at 850-474-2921.

Insurance Elections for 2024: Deduction Updates

Employees who made flexible spending account changes for the new year should verify deduction updates on the January 12, 2024 paycheck. Carefully review changes to pay details and report any discrepancies to [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) at 850.474.2921.

For individuals electing new health plans, identification cards should be received by mid-January 2024. OptumRx Prescription Plan cards will arrive separately for all those who have health insurance.

Employee Tuition Fee Waiver for Spring 2024

Eligible employees may apply to use credits for themselves or to assign credits to dependents at this time. Requests should be submitted at least one week before the first day of classes.

If you have any questions, please contact [Elsie Rivera](#) at 850.474.2921 or [Adrian Rowley](#) at 850.474.2604.

Shared Savings Program - Three Ways to Save

Get rewarded for shopping! Use your rewards towards your next healthcare out-of-pocket expense. Check out the State Group Insurance FREE voluntary Shared Savings Program that could keep your hard-earned cash in your pocket!

By utilizing the Shared Savings Program, you can earn tax free money to pay for out-of-pocket medical, dental, vision, and prescription costs through the Shared Savings Program. The Shared Savings Program is available to all State Group Insurance health plan enrollees and their dependents via Shared Savings vendors, Healthcare Bluebook, and SurgeryPlus.

Healthcare BlueBook - Members can earn rewards by searching online and having their medical procedure completed at a high quality, low cost facility. To learn how, visit the [Shared Savings Program](#) page on the myBenefits site.

Download the Healthcare Bluebook Mobile app on the AppStore or GooglePlay! Access code: SOF

SurgeryPlus - Having a planned, non-emergency surgery? By using SurgeryPlus for your procedure, you can earn a reward and collect your share of the state's savings.

To learn more about the Shared Savings Program, employees can visit the [State of Florida MyBenefits](#) website or the Human Resources [Shared Savings Program Benefit Topic](#). A [video training](#) is also available for employees wishing to learn more.

If you have any questions, please contact [Adrian Rowley](#) at 850-474-2604 or [Elsie Rivera](#) at 850-474-2921.

Staff Applicant Eligibility Certification Form Completion and Submission Process

The [Staff Applicant Eligibility Certification Form](#), which is also known as a staff certification form, must be completed for all University Work Force recruitments. The hiring department must list the minimum qualifications for the classification, not the position qualifications, and these can be found on the posting or in the [University Work Force Class Specifications](#) document. The hiring manager must verify the candidate meets the minimum qualifications for the position, which may include the full-time equivalent of relevant work experience, and use the staff certification form to list the verified information. Only the details that were verified to meet the minimum qualifications are required to be listed. Please note that the finalist of the recruitment is required to request official transcripts for the certification process and personnel file if a degree is required for the position. They are asked to send official, sealed transcripts to Human Resources via mail or have eTranscripts sent to jobs@uwf.edu.

All positions requiring a staff certification must complete the Staff Applicant Eligibility Certification Form prior to routing the contingent offer via PageUp. The completed, signed form must be attached as a PDF file and submitted with the contingent offer for review in PageUp. If you choose to submit references in lieu of the completed form, the references from supervisors documenting the minimum required full-time experience must be attached and submitted with the contingent offer letter in PageUp. These items will be reviewed prior to Human Resources sending the contingent offer letter to the recruitment finalist.

Thank you for your assistance in this effort to complete the staff certification process as quickly as possible. Please contact Kris Keating at jobs@uwf.edu with any questions about this process.

Nominate a Coworker for the 2024 Employee Recognition and Awards Program!

Each year our campus community has the opportunity to recognize and honor fellow team members for excellence, outstanding performance, and a commitment to professionalism. You may nominate a colleague by completing the nomination form and uploading the required two letters of recommendation.

Visit our [ERAP website](#) for more details.

Save the date April 4, 2024, from 9 to 10:30 a.m. to join us for food, fun and fanfare at our Employee Recognition and Awards Program!

Supervisor Strength - Start the New Year Building Team Psychological Safety

January 2023, I shared information on Psychological Safety in the workplace. **As it is the single most important factor in determining team performance**, I wanted to share the information once again.

Psychological Safety means that the members of a given group can ask questions, make mistakes, and challenge each other without fear of negative interpersonal consequences. According to a [Pew Research Center survey](#), 89% of adults say it is essential for today's leaders to create a safe and respectful workplace.

If you would like to learn more about this topic and the P.H.E.W. method for creating this culture, read the [University of Colorado Ombuds office November 2022 blog](#) for ideas to help.

If you would like more resources on creating psychological safety for your team, please send a note with your request to [Lynne Randall](#) your Employee Relations Manager or call 850.474.2292.

Also, if you would like to join my Supervisor Strength email group and receive additional resources to grow your supervisory skills, please reach out with your request.

PageUp Performance POE Update

University Work Force employees who complete their POEs between July 1, 2023, and December 31, 2023, will have a 23-24 Abbreviated Annual Review. This review is designed to provide feedback on 6 months of performance (or more) remaining in the current fiscal year.

Employees who complete their POE year between January 1, 2024, and June 30, 2024, will not have a 23-24 abbreviated review. Supervisors are encouraged to provide bi-monthly (or more) documented feedback to their direct reports during that six-month period.

All employees who complete their POE during the 23-24 fiscal year will have a 24-25 Annual Review launched with a July 1, 2024, start date.

If you have any questions, or if you are a supervisor and would like feedback resources, please reach out to [Lynne Randall](#), Employee Relations Manager, by email or at 850.474.2292.

Healthier U and EAP Collaborate for Spring Wellness Wednesdays

This spring celebrate workplace wellness by attending one or all eleven of our virtual, instructor-led **Wellness Wednesdays** 12:00-1:00 pm lunch and learn workshops.

1/17 - Organize Your Life

1/24 - Inflammation and the Role of Nutrition (11:30am-12:30pm)

1/31 - Wellness for Busy People

2/14 - Working Parents – Achieving Balance

2/28 - Caring for Aging Loved Ones

3/13 - Resilience

3/20 - Effective Communication at Work

4/3 - Coping with Anxiety

4/17 - Stress Management and Achieving Balance at Work and Home (Part 1)

4/24 - Nutrition and Menopause (11:30am-12:30pm)

5/1 - Stress management and Achieving Balance at Work and Home (Part 2)

Registrations are open on the PageUp Learning Library by searching Healthier U Wellness Wednesday.

Earn new Healthier U incentive items for completing workshops, including a Cooling Towel, a 6-Can Cooler Bag, or even a Happy Dude Phone Holder! For a complete list of incentive items and completion requirements, visit the [Healthier U website](#).



EAP Resources for Living Webinars – Click [here](#) to register for a webinar.

- 1/4 @ 2pm [Networking for Career Development](#)
- 1/9 @ 2pm [If Only: Coping With Regret](#)
- 1/18 @ 2pm [Just the Way You Are: Building a Healthy Body Image](#)
- 1/25 @ 2pm [Memory Improvement for Daily Life Skills](#)

Our Aetna Resources for Living EAP is available for you and your family. Explore the [website](#) for related resources. You'll be glad you did! (Username- UWF Password – UWF).

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