



Human Resources
UNIVERSITY of WEST FLORIDA

HR BULLETIN

WHAT'S NEW IN UWF HUMAN RESOURCES

May 2023

YOU ARE INVITED | 10•25•23

10TH ANNUAL Employee Relations Symposium

Think A.H.E.a.D.! **ADVOCATING HOLISTIC
ENGAGEMENT AND DEVELOPMENT**

In This Issue

Early Payroll Processing:
Memorial Day Holiday

Congratulations to our 2023
ERAP Winners!

Registration is now open for
our 2023 Employee
Relations Symposium
October 25, 2023.

Summer Camp Background
Requirements

Deadline
Approaching: Employee
Tuition Fee Waivers

Voluntary Self-Identification
of Disability Status Survey

Rockin the Red!

Benefit Program Updates
Due to Expiration of COVID-
19 National Emergency

Early Payroll Processing: Memorial Day Holiday

Due to the Memorial Day holiday being observed Monday, May 29, 2023, and the declared holiday observed being Friday, May 26, 2023, online timesheets and leave reports for the May 14, 2023 through May 27, 2023, pay period must be submitted electronically no later than 3:00 p.m. Wednesday, May 24, 2023 and approved no later than 10:00 a.m. Thursday, May 25, 2023.

If you have any questions, please call [Nicole Zmary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

Congratulations to our 2023 ERAP Winners!

[Private Financial Consultants](#)

[Sunshine Recruitment Search Committee Requirements](#)

[Ethical Employee Trainee – New Course in SCOOP](#)

[Review Your Beneficiaries](#)

[Supervisory Strength - Leadership and Management Belong Together](#)

[HR Required Vetting of All Departmental Faculty and Staff Professional Development](#)

[Nine Month Faculty Pay Over 12 Months Option](#)

[Employee Assistance Program \(EAP\) Webinars](#)

We hope you were able to join us on April 13th to celebrate our ERAP winners. If you weren't able to join us, please visit our [ERAP Webpage](#) to view a PDF of current year award recipients. You may also [click here](#) to view special photos from the event.

If you are a milestone service award recipient (5, 10, 15, etc. years), please remember to stop by HR, Bldg. 20E, to pick up your award by Wednesday, May 31st. Reach out to hr@uwf.edu if you need delivery assistance.



Registration is now open for our 2023 Employee Relations Symposium October 25, 2023. *
Visit our [ERS webpage](#) for more information and to register for in-person or livestream attendance. *Limited in-person seating available

Reach out to [Lynne Randall](#) at 850.474.2292 with questions or if you'd like a copy of our full, digital invite to share.



Summer Camp Background Requirements

All employees working a University of West Florida summer camp must have a valid level two background screening through Department of Children and Families (DCF). Please submit requests to Human Resources for summer camp screenings at least three weeks in advance of the camp start date.

Student employees working summer camp positions will only be required to have the DCF level two. A [background screening request dynamic form](#) can be submitted by the department for student employment positions.

All other positions (OPS, University Work Force Staff, Adjunct, Faculty) must have a level one screening through HireRight, DCF level two background check, and two reference checks (including one from a previous/current supervisor) and be hired through PageUp. For questions regarding the job posting/offer letter process in PageUp, please reach out to Kris Keating at jobs@uwf.edu.

HireRight level one screening costs begin at \$51.40 but prices will vary depending on the number of states the applicant lived in and various associated costs and fees depending on those states. DCF level two screenings needing fingerprinting that require fingerprinting cost approximately \$65.14 per screening. DCF level two screenings that are renewal only/the applicant has valid fingerprints on file can be as low as \$13.68. Please note all rates subject to change per third party vendors.

Please visit our [backgrounds webpage](#) for additional details. If you have any questions, please contact backgrounds@uwf.edu or call Kristin Masson at 850.474.2602.

Deadline Approaching: Employee Tuition Fee Waivers

Eligible employees who have not done so may apply for tuition waivers for the Summer 2023 semester at this time. Remember to allow a minimum of five business days for processing of waiver requests. For employees assigning waivers to dependents, allow additional time for the verification of dependent documentation by Human Resources.

If you have questions regarding your account, balances due, or particular course coverage under the tuition waiver, please contact the [UWF Cashier's Office](#) at 850.474.3035.

Voluntary Self-Identification of Disability Status Survey

The University of West Florida is a federal contractor subject to Sections 503 of the Rehabilitation Act of 1973 (as amended). The regulations require covered federal contractors to invite applicants and employees to inform the contractor if they are an individual with a disability. Employers must also issue the invitation to employees to self-identify every five years. Completing this form is voluntary but we hope you will choose to fill it out.

The information you provide helps our ongoing efforts to recruit, hire, promote, and retain individuals with disabilities. We want our workforce to reflect the communities we serve and to provide a workplace where individuals with disabilities can reach their fullest potential. These regulations allow us to collect and analyze workforce data so that we can measure how well we are doing. [Disability inclusion starts with you.](#)

For more information regarding the [Voluntary Self-Identification of Disability Status Survey](#), please see our [Voluntary Self-Identification of Disability Status Survey FAQs](#) or contact [Human Resources](#) at 850.474.2694.

Rockin the Red!

Thank you to all who supported our Wear Red day on April 19th supporting UWF's Alcohol and Drug Free Workplace. We appreciate you!!!



Benefit Program Updates Due to Expiration of COVID-19 National Emergency

On May 11, 2023, the previously-enacted COVID-19 National Emergency (NE) and Public Health Emergency (PHE) will end per the declaration of the federal government. Certain benefits that were offered and deadlines that were extended as a part of the NE and PHE will soon be assuming their previous status, or will otherwise be adjusted for any changes to the health plan policy that occurred during this time. More details may be found in an [Advisory](#) from the State of Florida Department of Management Services.

If you have any insurance-related questions, please contact [Elsie Rivera](#) at 850.474.2921 or [Tony Lindberg](#) at 850.474.2610.

Private Financial Consultants

Reminder: There are many private financial consultants that obtain through legitimate sources access to email accounts for state employees. They may solicit you to discuss financial matters and to assist with

Retirement related decisions. These advisors/consultants although legitimate businesses are NOT affiliated in most cases with the Florida Retirement System (Pension or Investment plans), the University of West Florida, the State Deferred Compensation Program, nor the Florida State University System Optional Retirement Program. You may ask them their affiliation before speaking with them and consider them an outside resource. You are under no obligation to communicate with them unless you have personally chosen to do so.

Human Resources Benefits Team (850.474.2694) can provide you with a list of contacts for University and State sponsored advisors. The MyFRS Guidance line is also an excellent source of related information and assistance at 866.446.9377.

Sunshine Recruitment Search Committee Requirements

All Sunshine Recruitments are required to have a search committee.

There must be a minimum of three individuals designated by the Hiring Official to establish the search committee. There is no requirement as to the number of different races or ethnicities, as long as all of the committee members are not the same gender, are not all the same race, and are not all the same ethnicity. An individual in the field of multi-cultural studies, diversity studies or an employee in the Equal Opportunity Office or a similarly focused department can serve on a search committee to provide race or ethnic diversity only, even if that individual is not racially or ethnically different from the other members of the search committee. The hiring department may add the committee members to the job posting request in PageUp prior to initiation and the committee membership will be reviewed when the job is posted by Human Resources. If the hiring department does not know the committee membership at that time the posting is initiated, please email the legal name and UWF IDs for each member to jobs@uwf.edu and reference the job posting/requisition number in the email. The full legal name, email address, state and country of residence must be provided for external committee members. Please wait to email committee membership to Human Resources until all minimum requirements for the committee membership has been met. Please note that search committee membership must be provided to and approved by Human Resources prior to the applicant pool being certified.

If you have any questions regarding this process, please visit the [Sunshine Recruitment page](#) for more information. Any additional questions should be emailed to jobs@uwf.edu and we will be happy to assist you.

Ethical Employee Trainee – New Course in SCOOP

Have you seen the **Ethical Employee Trainee** now required in SCOOP?

This 30-minute, foundational ethics course will help you discern the difference between right and wrong and act upon that knowledge. The course will share insights into competing pressures affecting your everyday actions, in addition to providing practice in overcoming common ethical obstacles.

Employees who previously completed “Tools for an Ethical Workplace” in 2021 or 2022 will not see the newly- renamed, required training post until two years from the date you completed the original “Tools for an Ethical Workplace” training.

Please reach out to [Lynne Randall](#) with questions by email or at 850.474.2292.

Review Your Beneficiaries

Employees are encouraged to review their beneficiary designations annually for all retirement, investment and life insurance coverage.

The following contact information may be helpful to you in this endeavor:

Retirement Plans:

- Florida Retirement System Pension, 844.377.1888 or <https://frs.fl.gov>
- Florida Retirement System Investment Plan, 866.446.9377 or <https://myfrs.com>

State University System Optional Retirement Plan, ORP Provider Companies:

- Equitable (formerly AXA): Weston Cramer 850.470.2424 / Reed Ganey 904.318.8968
- VOYA: Samantha Wells 850.291.5379
- TIAA: Howard Reiff 813.632.5109 / Barbara Vaught 813.632.5153
- Corebridge (formerly AIG/VALIC): Tom St. Clair 850.723.9713 / Jesse Wickham 850.418.3686

Local Contacts 403(b)/457:

- Nationwide: Gene Weaver 850.867.8586
- MetLife: Joseph Peterson 850.478.7955

Life Insurances:

- Securian Financial, 888.826.2756 or <https://www.lifebenefits.com/florida>
- Gabor Financial Services, 800.330.6115 or <https://www.gaborfs.com/university-of-west-florida>

If you have any questions, please contact [Elsie Rivera](#) at 850.474.2921 or [Tony Lindberg](#) at 850.474.2610.

Supervisory Strength - Mindfulness, Boundaries, and Kindness...What's This All About?

Addy Osmani, Google Chrome Engineer, Author, and Speaker shared [this image and a related post](#) on LinkedIn.

Do you focus on what you can control and let the other stuff just be?

Addy reminds us of three things (1) the benefits of mindfulness which teaches us the importance of being present in daily life, (2) setting boundaries and focusing on what can be controlled, and (3) speaking kindly to yourself.

As you start a new month, focus on what can be controlled and embrace mindfulness, set healthy boundaries, and most importantly, treat yourself with kindness!

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).

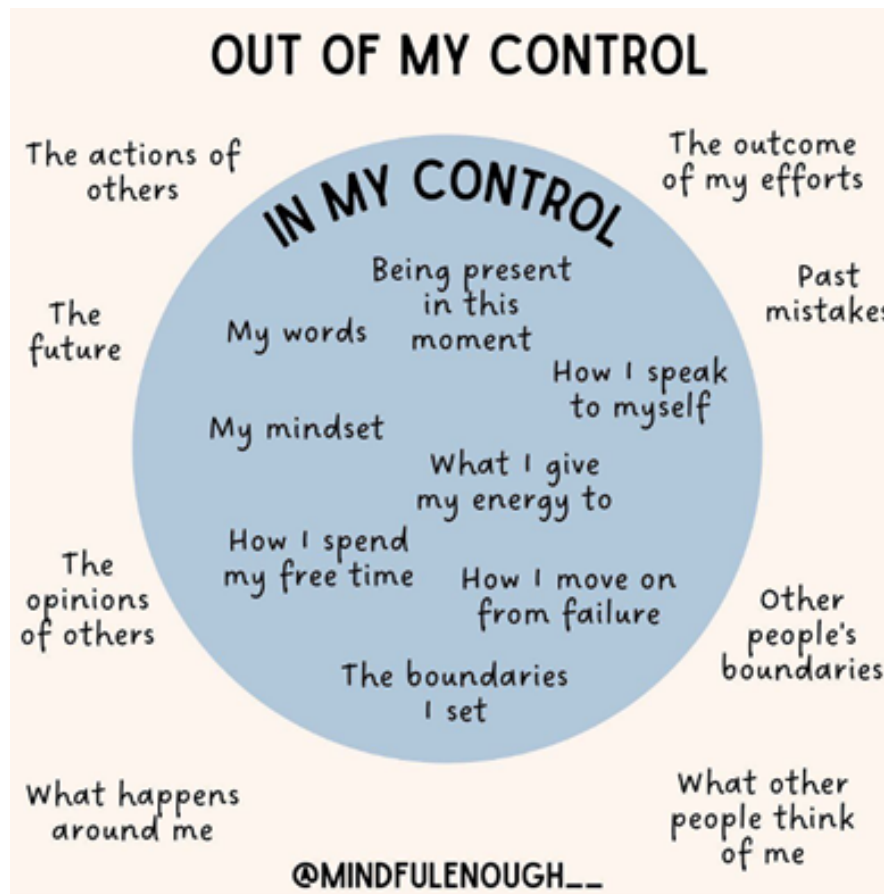


Illustration credit: Mindful Enough/Jacqueline Rae Legard

If you would like to join my Supervisor Strength email group and receive additional resources to grow your supervisory skills, please send a note with your request to [Lynne Randall](#).

HR Required Vetting of All Departmental Faculty and Staff Professional Development

Recently, several trainings have been promoted by departments to faculty and staff without going through the required Human Resources vetting process.

We would like to remind everyone in light of this, that Human Resources has a required professional development vetting process which supports departments making efforts to offer training.

The Human Resources professional development vetting process ensures the University is upholding expected standards of university behavior and also assists departments with adjustments to training title or content, not only to mitigate risk, but to ensure that the training is equitably available and valuable to all University stakeholders.

Please send class title and description, and content (including handout(s) and digital presentation(s) with speaker notes) for vetting to staffdev@uwf.edu with "Requested PD Vetting" in the subject line. You may also reach out to [Lynne Randall](#) at 850.474.2292 with questions.

Nine Month Faculty Pay Over 12 Months Option

Nine-month faculty have the option to have their pay deferred over 12 months. This option is voluntary. For information on the Nine Month Faculty Pay Over 12 Months option and how to enroll, please visit the Human Resources web page under News and Announcements. The enrollment dates for this year will be March 1, 2023 to June 30, 2023. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2023 and June 30, 2023. Enrollment and Termination forms must be sent to Human Resources Bldg. 20 East and received by close of business June 30, 2023.

If you have any questions contact [Jamie Sprague](#) at 850.474.2156 or [Billy Pollard](#) at 850.474.3025.

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

The Employee Assistance Program (EAP) offers monthly webinars on a variety of topics such as communication, stress management, coping skills, parenting, relationships, healthy living and more. Each webinar is one hour, which includes the presentation and allotted time for questions and answers. You may also click on the "Webinar Library" to view the training archive and print out a certificate of completion for webinars that you have already viewed. If you are interested in viewing the webinars from your desk, please sign up immediately at resourcesforliving.com. Your username is UWF and the password is UWF.

Seating for webinar participants is limited. Please register early to ensure availability. If you do not have access to a computer, Human Resources will arrange for you to view the webinar in the Human Resources training room upon availability.

Upcoming Webinars:

- 5/4 @ 2pm [Mental Health: Best Practices at Work](#)
- 5/11 @ 2pm [Twenty Minutes to Relaxation](#)
- 5/18 @ 2pm [Retirement: What Does it Mean for You?](#)
- 5/25 @ 2pm [Coping with Traumatic Stress](#)

Please visit www.resourcesforliving.com for more information about [these webinars](#) and to view the [Webinar Library](#). You may also contact [Lynne Randall](#) in Human Resources for additional assistance at 850.474.2292

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