



November 2023

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10th Annual Employee Relations Symposium Think A.H.E.a.D.!

Thank you to all who took time to attend our 10th Annual Employee Relations Symposium Think A.H.E.a.D.! We hope you enjoyed the speakers, food, and time together with colleagues. If you attended the symposium and have not yet completed the survey, please click on the QR code below to share your feedback. You may also access the survey through [this link](#).

The survey will close on November 7, 2023 at midnight.



New Insurance Cards to be Mailed

Employees enrolled in any of the State of Florida health plans will receive new insurance cards from OptumRx, our new pharmacy manager for the State Employees' Prescription Drug Plan. All members will need to present the new cards to their pharmacies to be sure the old CVS/Caremark information is replaced effective January 1, 2024 and claims processing can continue smoothly. Beginning November 10, 2023, our new OptumRx website will go live. See page 29 of the [2024 Benefits Guide](#) for more information.

Current Aetna members are also among those who will be receiving new cards in the mail in preparation for the new year. Be prepared for welcome packets from United Healthcare to arrive in mid-December. Phone numbers and websites for all companies can be found on the [Contact Information](#) page for any employees looking to inquire further about the specifics of a certain insurance provider company.

For assistance with Open Enrollment items, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) at 850.474.2921.

Check Your People First Confirmation Statements

Employees who have made changes during Open Enrollment should carefully review their two-page statements from People First that show the options and enrollments on record. These Confirmation Statements must be provided to UWF Human Resources for proper processing to avoid lapses in coverage. Please provide your Confirmation Statement by email, fax, or as a hard copy by November 7, 2023.

Employees not making changes for Plan Year 2024 are not required to provide a statement to Human Resources.

For assistance with insurance benefit questions, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) at 850.474.2921.

Dependent Eligibility Verification

People First will be requesting documents to confirm that an employee's newly added dependents are eligible for insurance coverage. This process applies to Open Enrollment as well as new hires, marriages, births and other life events during the year as allowed by a qualifying status change (QSC) event. All employees who add new dependents during these events will receive the documentation request. Documentation requests will be generated through People First and sent via email from the PeopleFirstNoReply@ngahosting.com email to the employee's notification email address in People First. Employees will submit documentation through the [People First website](#). [Instructions](#) for this process have been posted on the HR Insurances web page. View a list of eligible dependent categories, helpful forms, FAQs, and the Qualifying Status Change Matrix, on the State of Florida [MyBenefits website](#).

Employee Tuition Fee Waiver for Spring 2024

Eligible employees may apply to use credits for themselves or to assign credits to dependents beginning on or about November 27, 2023. Requests should be submitted at least one week before the first day of classes.

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

Annual Leave Rollover

Maximum rollover for annual leave accruing employees is 352 hours, except Executive Service - annual max equals 480 hours. All annual leave hours over 352 (480 for Executive Service) will be converted to sick leave effective January 1, 2024. To ensure accurate rollover processing, all outstanding timesheets and leave reports reporting hours and leave through December 31, 2023 should be submitted and approved prior to Tuesday, December 12, 2023.

Any outstanding leave reports must be submitted and approved to accurately reflect your leave balances in preparation for the year-end leave rollover. If you have leave reports that may be past the date to submit electronically, please contact [Nicole Zamary](#) at 850.474.2608 for assistance.

Employees with more than the year-end maximum of 352 (480 for Executive Service) hours should make plans to schedule use of annual leave, with supervisory approval, as soon as possible. The last day to use accrued leave before the Winter Holiday will be Wednesday, December 20, 2023. If you have questions regarding leave, please contact [Tony Lindberg](#) at 850.474.2610.

University Organizational Charts

Human Resources is responsible for housing updated organizational charts for the University. Please complete an updated organizational chart for your department and forward to [Human Resources](#). You may review your current organizational chart on the [UWF Organizational Charts webpage](#). If there is not a link attached to your department name on the page then there is no organizational chart on file for your department. When verifying or creating your organizational chart, the best practices are to:

- Start your organizational chart with the President of the University.
- Label with your Division, Department name, and date in the top right corner.
- Indicate the title and position number for each job in the Department (if including Student or OPS positions then only provide title). Please do not include employee names for security purposes.
- Save in PDF format, using Department and date indicated on the document.

Please email the updated organization chart to hr@uwf.edu; contact April Harvey at 850.972.2005 if you have questions.

Level 2 Background Screenings for Positions of Special Trust

The suspension on Level 2 background screenings for positions of Special Trust has been lifted. Individuals occupying a Position of Special Trust must undergo a successful Level 2 Background Screen (fingerprinting). This includes University Work Force, Faculty, Adjuncts, OPS Staff, Student employees, and volunteers that work with vulnerable populations.

These positions are considered Positions of Special Trust:

- Designated by President, Vice Presidents or designee to be a position of special trust or responsibility.
- Positions in these classifications: President, Vice President, Provost, or identified as Executive Service.
- Positions in the following departments (if not already covered by the Positions of Special Trust list): Aquatics, ASPIRE, Controller's Office, EEO/ADA, Enrollment Affairs (including Registrar, Admissions, Financial Aid, Argo Central), General Counsel, Graduate School, Human Resources, Institutional Research, Intercollegiate Athletics, Internal Auditing & Compliance, ITS, Parking Services, Pensacola Museum of Art, Post Office, Research Administration and Engagement, Student Accessibility Resources, Student Health Center, Title IX, UWF Foundation Inc., UWF Police Department, and UWF SBDC.
- As required by granting agencies for grants or contracts.
- As required by federal or state law.

Positions with the following types of responsibilities are also considered Positions of Special Trust at UWF:

- Works with minors, or other vulnerable populations, such as the elderly or those with disabilities.
- Access to, or control over, cash, checks, credit/debit cards, and financial account information, including accounts receivable.
- Assigned a Pcard.
- Updates, prepares, generates, or enters a transaction that will result in one of the following: refund, wire transfer, money transfers, fiscal and Pcard transactions or vendor changes.
- Control over fiscal operational processes either through functional roles or system security access (e.g., ability to process a payment, print or distribute checks, or process payroll corrections).
- Significant inventory control responsibilities, including the receipt and release of inventory.
- Persons authorized for a grand master or building master key and/or equivalent UWF building access.
- Access to sensitive, confidential, and personally identifiable information on students, faculty, staff, customers, research subjects or alumni (e.g., social security numbers, dates of birth, financial numbers, etc.). This includes anyone conducting surveys where personal data is collected.
- Work with hazardous or regulated materials. This includes medical and biohazardous waste/substances such as bodily fluids. Exception: Undergraduate laboratory assistants supervised by Level 2-approved graduate student or faculty instructors do NOT have to undergo Level 2 screenings.

Information regarding Positions of Special Trust and Level 2 background screenings is available on the [backgrounds webpage](#). Human Resources is reaching out to affected employees and departments to schedule fingerprinting.

Contact [Grace Giddens](#) by email, or at 850.474.3481, with questions.

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.

OPS Pay Plans

The 2023 OPS Student and OPS Staff Pay Plans have been posted to the HR web site. They can be found on the supervisor Staff Employment and Student Employment web pages. The documents have been revised to account for the September 30, 2023, UWF Minimum Wage Increase. If you have any questions, please contact [Nicole Zamarly](#) at 850.474.2608 or [Christine Dillard](#) at 850.474.2508.

Leave Reports

Supervisors should review and approve leave reports at the end of each pay period to ensure employees are paid properly and their leave balances are up-to-date and accurate. Employees have the ability to submit their leave reports after the pay period has ended, therefore, it is important to check all pay periods periodically for approval needs. The ability to approve leave reports electronically expires after one year. Supervisors can monitor their department's leave reports that need approval by using the Pending/In Progress Leave Reports (OHR0000068) report in Information Navigator. This report allows supervisors and office administrators to see what leave reports may be pending and require action for previous pay periods.

Effort and Leave Recaps: If a correction is needed, the supervisor should initiate an [Effort and Leave Recap via DocuSign](#) so Human Resources can make the necessary adjustments. When a correction is needed, the Effort and Leave Recap should be completed for the entire pay period (not just for the corrections) as a recap form is a replacement of anything reported online. Employees are required to sign the Effort and Leave Recap attesting to their hours worked. For more information, please contact [Nicole Zamarly](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

Employing International Students (F1 and J1 Visa) - Work Hour Limitations

Departments with international student employees (F-1 or J-1 status) are advised that these employees are limited to working 20 hours per week while school is in session (all positions combined) based on United States Citizenship and Immigration Services (USCIS) regulations. Working over the allowed hours could jeopardize their visa status.

However, they may be eligible to work additional hours per week during the Summer and semester breaks. (Note: UWF does not allow students to work 1.0 FTE and remain in a student position.)

Work authorization typically expires when these international students graduate and the student is no longer eligible to work for UWF. Additionally, any student who is graduating in a given semester cannot work past the last day of the semester listed on the University's Academic Calendar.

If you have any questions, please contact [Christine Dillard](#) at 850.474.2508 or [Nicole Zamary](#) at 850.474.2608.

ERAP 2024

Save the date April 04, 2024, from 9:00 am to 10:30 am to join us for food, fun, and fanfare at our Employee Recognition and Awards Program!

Each year our campus community has the opportunity to recognize and honor fellow staff members for excellence, outstanding performance, and a commitment to professionalism.

Beginning **Friday, December 1, 2023**, you may nominate a team member by completing the appropriate nomination form and uploading the required letters of recommendation.

This year we are only requiring two letters of recommendation instead of three, in addition to the official nomination form. *

Eligibility reports will be updated on or near Wednesday, November 15.

Deadline for complete nomination forms is Friday, February 16, 2024.

Please visit our [ERAP website](#) for details.

*Note: The nominator may not write an official letter of recommendation for their nominee.

Supervisory Strength

Can you define **Emotional Intelligence**?

It's a very necessary skill for leaders, and it's often misunderstood. If you don't have it, you will not succeed as a leader.

You might stay employed as a "boss," but you won't be viewed as a leader.

Read [Joshua Freedman's LinkedIn post](#) to gain insight into what it is and what it's not.

And, if you'd like additional information on E.I., reach out. I'd be happy to share resources for you and your team.

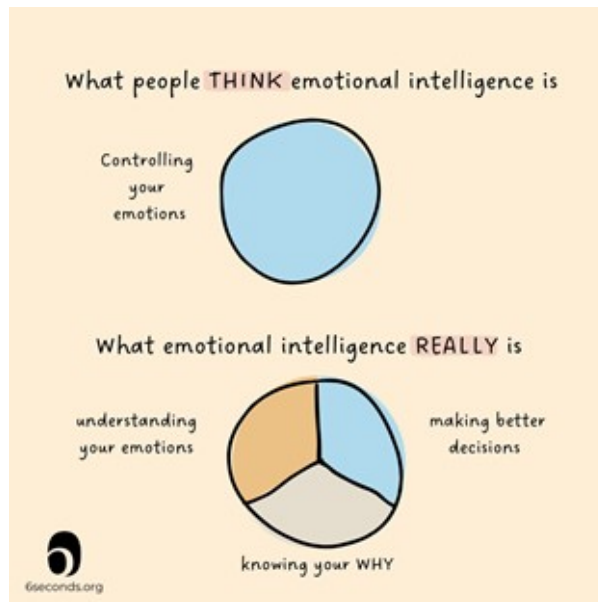


Photo credits to [6seconds.org](https://www.6seconds.org)

If you'd 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](mailto:lynne.randall@uwf.edu).

PageUp Performance

Position Orientation and Abbreviated Annual Review Update

University Work Force staff who have POE Reviews which end between 7/1/23 and 12/31/23 will automatically see an Abbreviated 23 – 24 Annual Review created near the POE end date.

Reach out to [Lynne Randall](mailto:lynne.randall@uwf.edu) in Human Resources if you have questions.

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

- 11/2 @ 2pm [Train Your Brain to Manage Your Thoughts](#)
- 11/9 @ 2pm [Where are My Keys? Tips to Getting Organized](#)
- 11/16 @ 2pm [Coping With Loss Due to Violence](#)
- 11/30 @ 2pm [Dollars and Sense: Teaching Your Kids Good Money 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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