



## July 2025

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## Student Minimum Wage Increase

Effective Sunday, July 6, 2025, the minimum wage for the University of West Florida OPS Student employees will increase to \$15.00 per hour. This will also include Federal Work Study student employees.

Human Resources will process pay increases for all OPS Student employees whose hourly wages are below that amount effective Sunday, July 6, 2025. Departments do not need to prepare Personnel Action Forms for these increases. If you have questions, please contact [Nicole Zarny](#) at 850.474.2608 or [Christine Dillard](#) at 850.474.2508.

## Graduate Assistantship Minimum Wage Increase

Effective Sunday, July 6, 2025, the minimum wage for student employees holding a graduate assistantship with the University of West Florida will increase to \$17.25 per hour.

Human Resources will process pay increases for all student employees holding graduate assistantships whose hourly wages are below that amount effective Sunday, July 6, 2025. Departments do not need to prepare Personnel Action Forms for these increases. If you have questions, please contact [Nicole Zarny](#) at 850.474.2608 or [Christine Dillard](#) at 850.474.2508.

# Updates To Our Flex Remote Policy

Human Resources has revamped the current Flex Remote Policy to keep in line with the University's strategic direction 6.1: Effective and timely business and operational services informed by best practices to drive operational excellence. In an effort to better streamline available resources and information on the program, we have also included tools and frequently asked questions on the program under [Flexible Work Arrangements](#) on our newly redesigned Human Resources Website that went live on May 12, 2025.

We encourage users to provide [Feedback](#) or ask any questions they may have regarding any applicable program changes. For more details on the Flex Remote Policy changes otherwise not answered in our new pages, please reach out to [Human Resources](#) by email, or at 850.474.2694.

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## Outside Activity and Conflict of Interests

**All Outside Activity Forms are due to Human Resources by August 15, 2025**

The University of West Florida encourages its employees to engage in activities supporting their professional growth, creating new knowledge and ideas, and furthering the University's mission of excellence in teaching, research, and service. University employees' primary professional obligation, however, is to act in the best interest of the University and to maintain the highest ethical and professional standards. A University employee's outside activities or interests, however, must not conflict, or appear to conflict, with their professional obligations to the University of West Florida. Accordingly, the **HR-23.02-04/22, *Outside Activities and Conflicts of Interest***, policy establishes standards and requirements to protect the University's financial well-being, reputation, and legal obligations and provides a system for identifying, reporting, and managing real or apparent conflicts. Disclosing outside activities fosters UWF's support of these efforts.

*Faculty covered by the United Faculty of Florida Collective Bargaining Agreement (CBA) should refer to Article 21 of the CBA, Conflict of Interest/Outside Activity, for information regarding reporting outside activities. Certain terms of the CBA differ from the information in this notice; in which case, the in-unit faculty should follow the provisions of the CBA.*

The outside activity form is due in Human Resources by **August 15, 2025**, for all Executive Service, Faculty, University Work Force, and OPS employees.

### OUTSIDE ACTIVITIES

An outside activity includes any activity, compensated or uncompensated, which is not part of the employee's assigned duties for the University and for which the University has provided the employee with no compensation. Employees must disclose outside activities on the appropriate outside activity-conflict of interest form.

### OUTSIDE ACTIVITIES REQUIRED TO REPORT

- Employment outside of UWF
- Private consulting, advising, and speaking
- Teaching and/or research appointments for an entity other than UWF
- Seeking an elected public office
- Serving as an expert witness or legal consultant
- Practicing as a licensed professional
- Service on a Board of Directors
- Presentation at professional meetings in which an honorarium is paid to the employee

- Professional activities provided in a foreign country, or directing the activities of others in a foreign country
- Activities involving more than incidental use of UWF facilities, equipment, or services
- Activities requiring the waiver or assignment of the employee's or UWF's rights or interests to any inventions or works that may be developed during the course of or from the activity
- Required use of books, supplies, equipment, or instructional resources at UWF when they are created or published by the employee or by an entity in which the employee has financial interest.

### OUTSIDE ACTIVITIES NOT REQUIRED TO REPORT

- Peer review of articles or research proposals
- Unpaid scholarly collaborations at another domestic academic or research institution
- Receiving an honorary degree from another institution
- Editorial services for educational or professional organizations
- Conducting workshops for professional societies
- Musical or other creative performances and exhibitions that are consistent with the faculty member's discipline

### CONFLICTS OF INTEREST

A conflict of interest generally means a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.

### WHEN MUST A FORM BE SUBMITTED

All employees (Faculty, Work Force, and OPS) must report as follows:

- Each year by August 15.
- Each time an employee plans to engage in a new activity requiring disclosure
- Any time there is a significant change in an activity which has previously been reported
- Where the uncompensated activity:
  - Creates or reasonably appears to create a conflict of interest
  - Interferes or reasonably appears to interfere with the full performance of the employee's responsibilities or other University obligations
  - Interferes with the employee's primary commitment of time, attention, and energies to the University

*Note: Students and Adjuncts only need to complete the outside activity form if they participate in the design, conduct, and reporting of research or other types of sponsored projects.*

### WHY DO I HAVE TO REPORT

- Florida Statute requires that all employees must report conflicts and outside activities (See Florida Statute 112.313, Code of Ethics for Public Officers and Employees, and Florida Statute 1012.977)
- University Policy requires it
- The policy and statute were instituted to create an environment of transparency and fairness to the citizens of the state
- To prevent abuse, including bribery, nepotism, and exploitation of employment

### USE OF UNIVERSITY FACILITIES, EQUIPMENT, AND SERVICES

- Any employee who wishes to request the use of University facilities, equipment, or personnel in conjunction with an outside activity or employment must submit a written request for such use using the appropriate [Request for Approval of Use of University Resources](#) form will need to be completed and approved. Failure to submit such a request constitutes specific lack of permission to use any University resources in conjunction with

an outside activity or employment. Each request will be evaluated on its own merits. The University is under no obligation to grant any such request.

- An employee engaging in an outside activity shall not use the facilities, equipment, or services of the University in connection with the outside activity without prior approval of the appropriate supervisory authority. Approval of the use of University facilities, equipment, or services shall be conditioned upon reimbursement of the costs related to such use. A form requesting approval for use of University resources must be completed and approved.
- Charges for the use of University facilities by employees for their outside activities shall be at the same rate as ordinarily charged to the general public.

### USE OF TEXTBOOKS

- Any employee who wishes to require a class that the employee instructs to use a textbook or other educational material that the employee wrote or prepared, must complete the Textbook Authorization form. This form must be completed and approved up through the Provost prior to requiring the use of the textbook or other educational materials.
- If you are an instructor reporting to a chair and you wish to require a class that you instruct to use a textbook or other educational material that you wrote or prepared, please use this [Dynamic Form](#).
- If you are the chair of a department or dean of a college and you wish to require a class that you instruct to use a textbook or other educational material that you wrote or prepared, please use this [Dynamic Form](#).
- In order to proceed to the form, you will be required to fill in the name(s) and e-mail address(es) of your Chair, Dean, or Vice President as applicable. Be sure to click on the blue floppy disk icon to save after you fill in this information.
- If you do not click “sign electronically,” but have saved your information, the form will be available for you to complete and the process by clicking “draft forms” on the dynamic forms starting page.

### ADDITIONAL REQUIREMENTS FOR FEDERALLY FUNDED RESEARCH

Federal regulations require that, when federal funds are allocated through a grant or contract, the University must examine conflicts and, where appropriate, report them to the federal agency. Federal regulations require that the University manage, reduce, or eliminate any actual or potential conflicts of interest that may be presented by certain compensated outside activities and other financial interests of persons involved in sponsored research projects funded by the federal government. The primary purpose of the federal regulations is to prevent bias in the design, conduct, or reporting of research projects.

### WHAT IF I DON'T REPORT

- An employee's failure to fully and properly report outside activities and other interests as required by this Policy or failure to follow any conditions imposed pursuant to the University's approval of such activities may be grounds for disciplinary action, up to and including dismissal.
- Where approval for an outside activity is based upon a report containing incomplete or inaccurate information provided by the employee, the approval is null and void.
- In accordance with Florida Statutes Section 1012.977, any employee engaged in the design, conduct, or reporting of research who failed to disclose an outside activity related to their UWF area of expertise or any financial interest shall be suspended without pay pending the outcome of an investigation which shall not exceed 60 days. Upon conclusion of the

investigation, the university may terminate the contract of the employee. Failure by an employee to comply with this policy or a conflict of interest monitoring or management plan may result in disciplinary action up to and including termination for just cause.

### PROCEED TO THE OUTSIDE ACTIVITY FORM

- If you have multiple outside activities, **each activity must be on a separate outside activity form.**
- Click the [Outside Activity Form](#) to proceed to the form
- When you click “NO” to “Do you have an outside activity?”, you will receive an email to sign the DocuSign form. In order to complete the process, you must respond to this email and sign the form. This will complete the process.
- When you click “YES” to “Do you have an outside activity?”, you will receive an email to complete additional questions before you sign the document. You must respond to this email in order to complete the process.
- Your routing for approval will be automatically populated. If the approval names are not correct or not available, you can manually change or input the correct names.
- You will need to check your email and review (open the pdf) your form to see if it was approved or declined.
- For additional guidance, the University of West Florida **HR 23.02-04/22, *Outside Activities and Conflicts of Interest***, policy provides guidance to employees seeking to engage in outside activities.

If you have any questions, please contact Jamie Sprague at [jsprague@uwf.edu](mailto:jsprague@uwf.edu) or 850.474.2156.

## The 2025-2026 University Work Force Annual Reviews have launched!

Please check to ensure a correct 25-26 annual review (non-supervisor, supervisor, or coach) launched for the University Work Force employee. \* If an incorrect review launched or a review is missing, please email [Jack Kolodziejski](#) or reach out by phone 850.474.2292 as soon as possible.

If you or your direct report has a 2025-2026 annual review, please notate these dates on your calendar or print this page for reference.

Step	Open Date	Due Date
2025-2026 Supervisor Creates Objectives	July 1, 2025	September 1, 2025
2025-2026 Employee Acknowledges Objectives	September 2, 2025 (or sooner if the supervisor creates objectives and advances the review)	October 2, 2025
Evaluating Period	Begins July 1, 2025	Ends June 30, 2026
Employee Self-Evaluation	July 1, 2026	July 31, 2026
Supervisor Evaluation of Employee	August 1, 2026 (or sooner if the direct report completes the self-evaluation and advances the review)	September 15, 2026
Employee Acknowledges Evaluation	September 16, 2026 (or sooner if the supervisor completes the employee evaluation and advances the review)	September 30, 2026

\* This timeline does not apply to employees in their Position Orientation Year, to Fall/Winter Coaches, Faculty, or to those who report to the University President, Vice Presidents, or General Counsel.

**2024-2025 Executive Service Memos have launched for employees who report directly to the University President, Vice-Presidents or General counsel.** If you have questions about these memos, please reach out directly to [Jack Kolodziejski](#), Employee Engagement Coordinator.

**Position Orientation Evaluations** cover the first year of a University Work Force employee's performance. If the POE review year ends on or after the new fiscal year annual reviews launch (July 1), the employee will not have an annual review initiated until the following July 1. To prevent this situation, if a University Work Force employee's POE review ends between July 1, 2025, and December 31, 2025, the Employee Engagement Coordinator will launch a **2025-2026 Abbreviated Annual Review**. Please email [Jack Kolodziejski](#) or reach out by phone at 850.474.2292. \*Note: This does not apply to executive service employees reporting directly to the University President, Vice Presidents, or General Counsel.

## 2024-2025 University Work Force Employee Annual Reviews – Remaining Timeline

Step	Open Date	Due Date
2024-2025 Employee Self -Evaluation*	July 1, 2025	July 31, 2025
2024-2025 Supervisor Evaluation of Employee**	August 1, 2025	August 31, 2025
2024-2025 Employee Acknowledges Evaluation	September 1, 2025	September 30, 2025

\*If an employee does not complete their self-evaluation by July 31, the Employee Engagement Coordinator will move the review to the Supervisor Evaluation of Employee step on August 1.

\*\* If a supervisor does not complete the evaluation for a direct report by August 31, the supervisor, the employee, and the 1-up supervisor will receive auto-generated, past-due emails until complete.

**Supervisors, please remember to add comments to substantiate each rating above or below 3 Stars.**\*

## Supervisor Performance Management Resources Available on Your PageUp Recruitment/Administration Dashboard

Resources include performance competency definitions, directions for setting objectives with SMART Goals, and PageUp performance FAQs. Reach out to [Jack Kolodziejski](#) with questions.

**Ratings Explanations (from HR-17.04-06/20 and PageUp Performance Rating Descriptions)**

### **Superior Performance**

Employee significantly exceeds position requirements. (This is the highest performance rating and should be used only when an employee consistently exceeds

the performance standards, goals and/or objectives set for the position. Additionally, the employee should be well above expectations in terms of completeness, timeliness, and independence. The employee should contribute to university goals and objectives beyond position requirements. The employee should require little supervision and be an exemplary employee with a strong potential for advancement.)

#### **Above Performance**

Employee consistently exceeds expectations and demonstrates the ability to surpass position requirements. (This rating indicates that the employee's performance is above the performance standards, goals and/or objectives set for the position. The employee's performance should be timely and embody a high degree of accuracy and independence. The employee should demonstrate initiative and innovation in performance of duties and responsibilities and require minimal supervision.)

#### **Satisfactory Performance**

Employee meets all position requirements. (This rating indicates that the employee satisfactorily performs the assigned duties and meets performance standards set for the position. The employee's work should be timely and efficient. The employee should require an average level of supervision.)

#### **Needs Improvement Performance**

Employee is not satisfactorily completing the assigned duties. (This rating indicates that the employee is not satisfactorily completing the assigned duties and needs to make improvement toward meeting performance standards. The employee requires more supervision than the average employee, and continued improvement in performance is required. Supervisors will be contacted by Human Resources upon submission of an employee evaluation with an overall rating of needs improvement.)

#### **Below Performance**

Employee is not meeting standards, goals, or objectives set for the position. (This rating indicates that the employee does not demonstrate the knowledge or ability needed to perform the assigned duties, and consistent supervision is required. The employee must show significant improvement toward satisfactory completion of performance standards or may be removed from the University in accordance with UWF policy. Supervisors will be contacted by Human Resources upon submission of an employee evaluation with an overall rating of below performance.)

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## **Job Search Documents Retention**

For PageUp job searches that close in, are withdrawn/canceled, or result in a hire in 2024 and 2025, Human Resources will ask for and retain the job search records for the required four-year retention period. For all searches that conclude in 2024 and 2025 (faculty, staff, OPS, student), the hiring official or designee must forward all search related documentation to Human Resources. This includes faculty and staff Sunshine Recruitments, closed searches that utilized an advisory committee, and those searches that only utilized the hiring official to make the hiring decision. Job search documents include the following:

- Hiring-related records
- Job advertisements
- Interview documentation (spreadsheets, rubrics, strengths and weaknesses)
- Interview questions



- Reference check notes
- Meeting minutes and agendas for recruitments conducted under the Florida Sunshine Law

Documents should be emailed to [jobs@uwf.edu](mailto:jobs@uwf.edu). Hiring officials are still required to retain search documents for job postings that were withdrawn/canceled or resulted in a hire prior to 2019. Please contact the [Employment Team](#) for assistance by email, or phone 850.474.2694.

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## OPS Employee Insurance Eligibility

**Did You Know?:** Each year, about 100 OPS employees become eligible for insurance due to expected hours of 30+ per week or an increase in hours. State stability rules ensure that once eligible, employees keep their coverage for the current and next plan year—even if their hours drop below 30. At Open Enrollment, hundreds of OPS employees may qualify, even if they are not full-time. The University's annual cost for employee health insurance ranges from \$9,000 to \$20,000, based on coverage level. OPS employees can hold multiple overlapping positions, and even one day of overlap can push their expected hours above 30, making them eligible.

The HR Benefits Team monitors eligibility to keep UWF compliant and assist employees; however, we do not recommend reducing hours or ending appointments based on insurance eligibility. While we may seek confirmation on certain employment situations, we do not notify departments for every newly eligible employee.

For any questions about a specific OPS employee's insurance eligibility, contact the HR Benefits Team—not the supervisor or department staff. Since eligibility is complex and based on a look-back measurement period, please reach out to [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) at 850.474.2921 for assistance.

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## Mandatory Anti-Harassment Associate Training

All employees are required to complete the Anti-Harassment Associate training within 30 days of their hire date and then every two years thereafter. To check the status of your training, go to [SCOOP](#) and look for Anti-Harassment Associate training. If you have completed the training, your training expiration date will be listed. If you have not completed the training or your training has expired, please complete it as soon as possible. If you have any questions or concerns, please contact [Candace Freeman](#), Equal Opportunity Coordinator, at 850-474-2602.

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## Hurricane Season Is Here! - Emergency Preparedness 101

Hurricane season runs from June 1 to November 30, 2025, and preparedness is crucial. To ensure the safety of our campus community, we have developed a quick checklist to help you plan for potential closures as we enter the peak months. Please review the following reporting steps to stay informed and ready:

- Please be sure to review your office procedures for closing and securing offices.
- Instructions for leave reporting for each emergency closing will be posted to the [Human Resources](#) webpage.
- Remember to submit all outstanding leave reports and timesheets prior to your departure.
- Be sure to print out a copy of your insurance contacts list, [Employee Assistance Program \(EAP\)](#) information, and [Report of Injury](#) form from the [Workers' Compensation](#) webpage.
- Be sure to read through the [Environmental Health and Safety](#) webpage to be familiar with our policies and procedures.



Essential personnel are required to confirm during any closures their contact information is up to date with their supervisor prior to departure and review the Emergency Worker's Compensation Injury reporting process for that period.

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## Timesheet and Leave Report Access Issues

In June 2024, Human Resources upgraded to the new Employee Self-Service Timesheet and Leave Report module, accessed via the Employee Dashboard. Shortly thereafter, we discovered that some users were experiencing issues accessing their timesheet/leave report if they were also acting as a proxy for another approver.

If a user acts as a proxy within the same session in which they open their own timesheet/leave report, their timesheet/leave report may become locked. In order to avoid this issue, users should ensure that they only perform one function at a time, without first logging out of their Employee Dashboard.

After a user has finished acting as a proxy, if they need to also complete their timesheet/leave report they should either:

1. Return to the "Proxy or Super User" page (accessed via the link in the upper right-hand corner) and in the "Act as a Proxy" dropdown field, select themselves and then click on the "Navigate to Time & Leave Approvals application" button in the bottom right-hand corner; or,
2. Log out of the Employee Dashboard by clicking on the person icon next to their name in the upper right-hand corner and then return in a new session to complete their remaining tasks.

HR is currently working with Ellucian to resolve this issue and will provide updates as they are made available. If you experience any issues with accessing your timesheet or leave report, please reach out to [Nicole Zmary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884 for assistance.

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## Benefit Highlight of the Month: A Smart Perk - How UWF Employees Can Access Free Tuition

Did you know that UWF offers an Employee Tuition Fee Waiver to full-time University employees who are not covered by a bargaining unit and to those employees who are covered by a bargaining unit that have negotiated this benefit with the University?

Employees covered by this policy are permitted up to six (6) credit hours of coursework at the University of West Florida per term (Fall, Spring and Summer) without payment of tuition. An employee may assign all or part of his/her six (6) credit hours to his/her dependents for an undergraduate program; however, the total for the employee's family cannot exceed six (6) credit hours per semester. An employee may assign no more than three (3) credit hours to dependents for a graduate program. More information can be found [Online](#) for your review. Part-time and OPS positions are not currently eligible for this benefit and the benefit does not include remedial courses conducted on the UWF campus by Pensacola State College.

The Employee Tuition Fee Waiver is authorized on a space available basis for degree and certificate seeking students. Students that are non-degree and not in a certificate program are ineligible to use the UWF Employee Tuition Waiver for programs or courses that are offered through Continuing Education.

If you have any questions, please contact [Human Resources](#) at 850.474.2694

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

- 7/10 @ 2pm [Adapting to Change at Work](#)
- 7/15 @ 2pm [Yes or No? Secrets of Sound Decision Making](#)
- 7/22 @ 2pm [Kids and Sports: How Parents Can Be Good Fans and Role Models](#)
- 7/31 @ 2pm [Are We Having Fun Yet? Putting Play Into Your Daily Life](#)

Our Aetna Resources for Living EAP is available for you and your family. Explore the [website](#) for related resources. You will be glad you did! ('Company log in/Register' then Username= UWF, Password = UWF).

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