



Human Resources
UNIVERSITY of WEST FLORIDA

HR BULLETIN

WHAT'S NEW IN UWF HUMAN RESOURCES

June 2025

In This Issue

Student Minimum Wage Increase

Graduate Assistant Minimum Wage Increase

Updates To Our Flex Remote Policy

OPS Employee Insurance Eligibility

Financial Planning Assistance Available

Hurricane Season Is Here! - Emergency Preparedness 101

Updating Applicant Statuses in PageUp

HR Required Vetting of All Departmental Faculty and Staff Professional Development

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 Zamarly](#) at 850.474.2608 or [Christine Dillard](#) at 850.474.2508.

Graduate Assistant Minimum Wage Increase

Effective Sunday, July 6, 2025, the minimum wage for the University of West Florida Graduate Assistant student employees will increase to \$17.25 per hour.

[Timesheet and Leave
Report Access Issues](#)

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

[Level 2 Background
Screenings for Positions of
Special Trust](#)

[Deadline
Approaching: Employee
Tuition Fee Waivers](#)

[Monthly Benefit Highlight -
Leave - Benefits That Work
For You!](#)

[Review Your Beneficiaries](#)

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

Human Resources will process pay increases for all Graduate Assistant 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 Zamary](#) 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.

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.

Financial Planning Assistance Available

For many of us, summer is a time of readjusting and goal-setting for a new academic year. Now might be a good time to reflect on your finances as well. If you did not have a chance to attend the Financial Planning Series workshops in February and March, or if you are simply interested in learning more, take a moment to review the [variety of resources](#) provided by MyFRS. You may watch any of the recorded seminars online at your own pace during a time that is convenient for you.

All employees are encouraged to take advantage of the opportunity to reassess financial goals and take steps towards achieving them.

If you have questions, please contact [Adrian Rowley](#) at 850.474.2604, [Elsie Rivera](#) at 850.474.2921, or [Tony Lindberg](#) at 850.474.2610.

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.

Updating Applicant Statuses in PageUp

A positive applicant experience is vital for a successful recruitment program. Maintaining timely and accurate applicant status updates is a crucial step in providing this experience. Instructions on how to update applicant statuses are located on the right-hand side of your PageUp Recruitment Dashboard.

The Hiring Official or designee is responsible for maintaining applicant statuses in PageUp for recruitments in their area. If an applicant does not meet the position required qualifications, it is best to inform the applicant that they were not selected for the position. Doing so allows the applicant to move forward with their career search and provides a positive experience with the University of West Florida employment process. All candidates that are selected for an interview should have their application status updated in the system. Tracking interviewees and applicant statuses throughout the selection process is necessary for the search history and allows all parties involved to know the progression of the recruitment.

We appreciate your assistance with this effort. Please contact the Employment Team via email at jobs@uwf.edu or by phone at 850.474.2694 with any questions.

HR Required Vetting of All Departmental Faculty and Staff Professional Development

This is a friendly reminder 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. This is required not only to mitigate risk, but to ensure that the training is equitably available and valuable to all University stakeholders. If you or a representative from your department would like to develop and deliver a professional development course for your area of expertise, please complete the Request for Professional Development Form, which is on the [HR webpage](#) under HR Forms and Resources.

If you have any questions or would like additional information, please contact the Employee Engagement Coordinator, [Jack Kolodziejski](#), at 850.474.2292.

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 Zamary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884 for assistance.

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. Information on the Nine Month Faculty Pay Over 12 Months option and how to enroll will be available on the [Human Resources web page](#) under News and Announcements beginning March 1, 2025. The enrollment dates for this year will be March 1, 2025 to June 30, 2025. Those who are enrolled and wish to discontinue must complete the termination form between March 1,

2025 and June 30, 2025. Enrollment and Termination forms must be sent to Human Resources, Bldg. 20 East and received by the close of business June 30, 2025.

If you have any questions contact [Tony Lindberg](#) at 850.474.2610 or [Billy Pollard](#) at 850.474.3025.

Level 2 Background Screenings for Positions of Special Trust

Human Resources is reaching out to affected employees and departments to schedule fingerprinting. Please respond back as soon as possible if you are contacted regarding a required fingerprinting appointment.

Individuals occupying a Position of Special Trust must undergo a successful Level 2 Background Screening (fingerprinting) prior to being hired, every five years, or when there has been a break in service longer than 90 calendar days. This includes OPS employees, student employees, and volunteers. Information about Positions of Special Trust and Level 2 background screenings are available on the [backgrounds webpage](#).

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, Controller's Office, Counseling and Psychological Services, Enrollment Affairs (including Registrar, Admissions, Financial Aid, Argo Central), General Counsel, Graduate School, Human Resources, Institutional Research, Intercollegiate Athletics, Internal Auditing and Compliance, ITS, Institutional Effectiveness, Office of Campus Culture and Access, 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 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.

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

Deadline Approaching: Employee Tuition Fee Waivers

Eligible employees who have not done so may apply for tuition waivers for the Summer 2025 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.

Monthly Benefit Highlight - Leave - Benefits That Work For You!

The University of West Florida (UWF) values our employees and believes in creating a healthy work-life balance. That is why full-time employees in University Work Force and 12-month Faculty positions start accruing annual leave right from day one—at an impressive rate of 7 hours per pay period!

Your accrued annual leave is yours to use as you wish (with supervisor's approval, of course). Plus, it is payable upon separation or retirement from UWF at your current hourly wage at the time of separation—up to a maximum payout of 352 hours.

But that is not all! Full-time University Work Force and Faculty also accrue sick leave, starting at 4 hours per pay period. As you build years of service at UWF, the accrual rate increases—and there is no maximum sick leave balance. After 10 years of service, up to 480 hours of your sick leave can be converted into pay, at your current hourly rate, at 1/4 of your total balance (maximum 1,920 hours) upon separation or retirement from UWF.

UWF in-unit Faculty and in-unit Law Enforcement Officers/Corporals should refer to their [Collective Bargaining Agreements](#) in place for proper guidance.

For more details on leave policies and how accruals work, please reach out to [Human Resources](#) by email, or at 850.474.2694.

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 / Karla McFarland 850.203.0901
- TIAA: Howard Reiff 813.632.5109 / Barbara Vaught 813.632.5153
- Corebridge (formerly AIG/VALIC): Jesse Wickham 850.418.3686 / Dexter Leger 850.477.0063

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 [Adrian Rowley](#) at 850.474.2604, [Elsie Rivera](#) at 850.474.2921, or [Tony Lindberg](#) at 850.474.2610.

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

- 6/3 @ 2pm [Learning the Art of Small Talk](#)
- 6/12 @ 2pm [Powerful Parenting](#)
- 6/19 @ 2pm [I'm Sorry for Your Loss: Ways to Console Someone Who is Grieving](#)
- 6/24 @ 2pm [Putting the Kids First: Co-Parenting With Your Ex](#)

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).

University of West Florida | hr@uwf.edu | 11000 University Parkway
Pensacola, FL 32514
Phone: 850.474.2694 | Fax: 850.857.6030

University of West Florida | 11000 University Parkway | Pensacola, FL 32514 US

[Unsubscribe](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!