

October 2024

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## Open Enrollment October 14-November 1, 2024

Employees wishing to make changes, cancel, or enroll in insurance plans should take advantage of this year's Open Enrollment opportunity beginning Monday, October 14 and continuing through Friday, November 1, 2024.

Any changes made as part of this event will take effect January 1, 2025. Details on specific items related to Open Enrollment may be found throughout this issue of the HR Bulletin:

- Open Enrollment Assistance Sessions - Schedule & Locations
- Benefits Fair October 22, 2024
- What's New for 2025
- Employees Making No Changes for Plan Year 2025
- Online Benefits Enrollment Information
- People First Website Tips

Employees must provide confirmation of any changes or enrollments made through People First to Human Resources (these may be emailed, faxed, mailed or hand-delivered). **Failure to send a copy of the confirmation statement of open enrollment changes to Human Resources prior to the end of the open enrollment period may result in inaccurate deductions and possible interruption in benefits.**

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

# Open Enrollment Assistance

Employees considering changes to insurance elections are encouraged to attend a scheduled assistance session in order to ask questions and/or sign up online for the 2025 plan year.

Assistance Sessions for help with Open Enrollment and the People First website will be held in the Library Classroom on the following days/times:

- Tuesday, October 15, 9:30-10:30 am
- Thursday, October 24, 2:30-3:30pm
- Friday, November 1, 9:30-10:30am

For each of these sessions, please sign up on the [Professional Development Learning Library](#) or by calling 850.474.2694.

Additionally, two Open Enrollment Assistance Days (please schedule an appointment by emailing [Elsie Rivera](#)) will be held at the Emerald Coast Campus on:

- Wednesday, October 16
- Thursday, October 31

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

## Benefits Fair Highlights

This year's Benefits Fair on Tuesday, October 22 is not to be missed!

Vendors will be on hand with giveaways and door prizes. Refreshments will be served. The following providers (and more!) will be in the Commons Conference Center from 9 a.m. to 2 p.m. to answer questions:

- Florida Blue and UnitedHealthcare
- State of Florida Employees' Prescription Plan (OptumRx)
- Gabor Financial Solutions
- Securian Financial
- AFLAC, Cigna, Colonial and New Era Supplemental Plans
- Humana Vision Plan
- Ameritas, Sun Life, Cigna, and Humana Dental Plans
- VOYA, TIAA, Corebridge (formerly AIG/VALIC), and Nationwide Retirement and Investments (Pre-Tax and Roth)
- Chard Snyder
- The Division of State Group Insurance
- People First

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

## What's New for 2025

The State of Florida has made their announcements for the 2025 plan year. The plan models and choices available for all plan types will remain the same this year. A few improvements have been added to some of our supplemental insurance plan options, and employer premium contributions are increasing (with COBRA rates therefore going up) for 2025. Though the announcements were limited in terms of plan changes to impact most employees, it is still recommended that employees review their Open Enrollment materials, which are being mailed in September and

October. Benefits Statements from [People First](#) should be dated September 23, 2024 and available online for review.

For a summary of the news items for this year, visit the [HR Open Enrollment page](#). Additionally, the [MyBenefits](#) website has published information, brochures, and plan documents for the new plan year at this time. We also have updated videos available on the State's [YouTube channel](#) that explain each of the employee benefits options.

If further assistance with benefits items is needed, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) 850.474.2921.

## Employees Making No Changes for 2025

This year's Open Enrollment is not an active enrollment, which means that, if eligible for 2025 coverage, employees' enrollments will automatically continue with the same elections next year. This could change for future years, so always be sure to read announcements regarding Open Enrollment. Human Resources does recommend looking over your Benefits Statement from People First in detail, and if you have a Health Savings Account (HSA) or Flexible Spending Account (FSA), pay close attention to make sure the annual elected amount correctly reflects your intentions for 2025. Employees NOT making any changes do not need to send Confirmation Statements to Human Resources.

## Online Insurance Enrollment Information

Employees wishing to make changes during Open Enrollment Monday, October 14 through Friday, November 1, 2024 please note that this is a two-step process.

### **Step 1**

After deciding which plans to enroll in, changes must be requested through the [People First](#) website (preferred) or by calling People First at 1.866.663.4735.

### **Step 2**

Next, it is imperative that employees provide information on their enrollment to Human Resources (the best way to provide this information is by printing out a copy of the Confirmation Statement and [emailing](#), dropping off or faxing it in to the secure fax line at 850.857.6030.

Anyone in need of information on how to use the People First website or basic login instructions should refer to the [Open Enrollment page](#) online. Here you will find various helpful tips on how to navigate the People First site.

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

## People First Website Tips

**User ID** – A six- or seven- digit number is assigned when an employee is first activated in the People First system. The number is listed on your benefits statements that come by mail from People First or can be obtained online by clicking “Forgot Login ID.”

**Password Reset** – On the website there is a “Forgot Password” link that will guide you through the process, which requires a verification code that can be sent via text or email. UWF Human Resources does not have access to passwords or capability to reset your password.

**Step-by-Step Assistance** – For additional help with the enrollment process, refer to our [People First Benefits Enrollment guide](#) or attend an [Open Enrollment Assistance session](#).

# Healthier U and EAP Wellness Wednesday Partnership Continues!

We are excited to announce the continuation of the Healthier U and EAP Wellness Wednesday partnership for fall and spring semesters 24-25. Working with our EAP, we identified workplace wellness hot topics for our faculty and staff. Pack a lunch or schedule a team lunch-and-learn. This year our lineup includes:

**Emotional Intelligence** – October 9

**Managing Emotions Under Pressure** – October 23

**Generational Differences in the Workplace** – November 13

**Mindful at Work – Nurturing Focus and Well-being** – December 11

**Effective Communication – Body Language & Email and Technology** – January 15

**Effective Communication – Getting Your Message Across & Listening Skills** – January 29

**Managing the Difficult Interaction** – February 12

**Learning About Your Conflict Management Style** – March 12

**Strengthening Work Relationships – Team Building** – April 16

**Time for You – Don't Be Part of the No Vacation Nation** – May 7

For a detailed description or to register, visit the [PageUp Learning Library](#) or Calendar today!

## At-Risk Mental Health – Mandatory Training, New Design!

**At-Risk Mental Health** training supports our commitment to student mental health and well-being. The training prepares faculty and staff to recognize students in distress and to connect them with appropriate resources.

Beginning September 1, 2024, this newly designed training auto-populates in [SCOOP](#) as required training for all new hire employees.

The training modules designed in Canvas include **Recognizing and Responding to Students in Distress, Mindfulness and Its Role in Wellness, Self-Care While Supporting Others, Suicide Awareness Prevention and Postvention, Well-being and Self-Care in the Classroom, and Adjusting Courses for Students with Leave.**

If you were hired before September 1, 2024, and wish to take the new training, you may access the training through the [PageUp Learning Library](#).

Thank you for your support and dedication to the well-being of our students!

## Departmental 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 Human Resources website. 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). For security reasons, please do not include

- employee names on the organizational chart.
- Save in PDF format, using Department and date indicated on the document.

Please email the updated organization chart to [Karen Mason](#); contact Karen at 850.474.2417 if you have questions.

## Celebrate Annual Ombuds Day Thursday, October 10

Ombuds – also known as ombudspersons, ombudsman, ombudsmen – are considered a valuable form of alternative dispute resolution (ADR) and provide significant benefits to UWF and its community. As **confidential, impartial, and independent** conflict management professionals, ombuds offer responsive and respectful services designed to aid problem solving, the development of options, and reduce the human and organizational costs of conflict. Ombuds work to informally address or resolve individual and systemic issues outside of and complementary to formal channels such as litigation, grievances, equal employment opportunity complaints, and more.

Ombuds are uniquely qualified to serve as a conduit for change through their ability to bring significant and/or repetitive issues to leadership’s attention in a safe and confidential way – particularly with controversial issues that might not otherwise come forward – and raising issues to leadership others cannot or will not discuss.

UWF has three ombuds to assist: a [Student Ombuds](#), a [Faculty Ombuds](#), and a [Staff Ombuds](#). Reach out for more information.

## Ombuds: Here to Hear You

## Updated Employment Posters Coming

Starting this month, new employment posters will be available and must be displayed in designated work areas across the UWF campus and sites. These posters include critical information regarding employee rights and workplace regulations such as:

- Minimum wage updates
- Anti-discrimination policies
- Safety requirements

These updates guarantee compliance with state and federal regulations and ensures all employees are informed of their rights.

Human Resources will be updating the current employment posters during the month of October. If you would like to request an employment poster for your department, contact [Jack Kolodziejcki](#) by email, or call 850.474.2233.

## PageUp Performance News

**Work Force Supervisors, please check your PageUp Team Performance Reviews to ensure a 2024-2025 Annual Review launched July 1 for each of your direct reports.** If you are missing a review, please reach out to [Lynne Randall](#), Employee Relations Manager, by email or by phone at 850.474.2292.

(Note: This does not apply to the University President, Vice Presidents, General Counsel, or Athletic Fall/Winter Coaches.)

Abbreviated 24-25 Annual Reviews will be automatically launched for employees completing their Position Orientation Evaluation year by December 31, 2024.

## New Compliance & Ethics Section Added to PageUp Performance

Beginning September 2024, a **Compliance & Ethics** section was added to Position Orientation Evaluations. During the Supervisor Evaluation of Employee step, the supervisor is asked to rate the employee on their familiarity with [University Policy HR-15.04 Employee Code of Conduct](#). This policy protects the University's financial well-being, reputation, and legal obligations and provides a system for identifying, reporting, and managing real or apparent conflicts.

**The supervisor will rate the employee 1 to 3 Stars as described below:**

**1 Star – Unknown.** I am unsure if the employee is familiar with University Policy HR-15.04 Employee Code of Conduct or if the employee meets or does not meet the standard's desired behaviors.

**2 Stars – No.** The employee is unfamiliar with University Policy HR-15.04 Employee Code of Conduct or does not meet or exceed the standard's desired behaviors.

**3 Stars – Yes.** The employee is familiar with University Policy HR-15.04 Employee Code of Conduct and meets or exceeds the standard's desired behaviors.

**Please note: This rating will not affect the overall performance review rating. At this time, it is for informational purposes only.**

Beginning 2025, all newly-launched Work Force performance reviews will contain the Compliance & Ethics section.

## Guest Speakers Help Employees Manage Money Matters

During October experts in various financial fields will provide an abundance of valuable information and answer questions, from the most basic to advanced. These sessions are free for faculty, staff, and their spouses. Visit the [Professional Development Learning Library](#) for more information and to sign up.

### Fall 2024 Financial Planning Series Workshops:

Provider Representative Panel - Investing 101: Tax-Deferred Annuities and the Optional Retirement Plan (ORP)

TIAA, Voya, Corebridge Financial (formerly AIG/Valic) and Equitable (formerly AXA)

Friday, October 4, 2024 - 1:30pm-3:30pm

Planning for Retirement with the FRS

Friday, October 11, 2024 - 1:30pm-3:30pm

If you have questions, please contact [Elsie Rivera](#) at 850.474.2921.

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

- 10/1 @ 2pm [Managing Depression](#)
- 10/10 @ 2pm [It's All Relative: Understanding Family Dynamics](#)

- 10/15 @ 2pm [Don't Get Duped: Scams and Scare Tactics](#)
- 10/24 @ 2pm [Navigating the Ups and Downs of Long-Term Relationships](#)

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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