

# UF Management Overview

UFCD Human Resources



UF Policies



Recruitment/Interviewing/  
Hiring/Onboarding



Leave/Attendance



Performance  
Management



Resources

# POLICIES

- ▶ [EEO](#)
- ▶ [Acceptable Use of Information Technology](#)
- ▶ [HIPAA](#)
- ▶ [Confidentiality Statement](#)
- ▶ [ADA Accommodation](#)
- ▶ [Breastfeeding in the Workplace](#)
- ▶ [Children in the Workplace](#)
- ▶ [Drug-Free Workplace](#)
- ▶ [Employment Reference Policy](#)
- ▶ [Other Personnel Services \(OPS\) Employment Policy](#)
- ▶ [Notice of Voluntary Resignation](#)
- ▶ [Political Activity](#)
- ▶ [Sexual Harassment](#)
- ▶ [Social Media Use Guidelines](#)
- ▶ [Tobacco Free Campus](#)
- ▶ [Workplace Violence](#)
- ▶ [Outside Activities](#)
- ▶ [Remote Work](#)
- ▶ [UFCD Code of Conduct](#)

# Equal Employment Opportunity (EEO)

- ▶ Illegal to make employment decisions (hiring, promotion, training, discipline) based on:
  - ▶ Age
  - ▶ Race
  - ▶ Color
  - ▶ Religion
  - ▶ Pregnancy
  - ▶ Veteran Status
  - ▶ Sex
  - ▶ Disability
  - ▶ National Origin
  - ▶ Marital Status
  - ▶ Genetic Information
  - ▶ Sexual Orientation
  - ▶ Gender Identity

# Americans with Disabilities Act (ADA) Accommodation

- ▶ The [Reasonable Accommodation Based on Disability Request Form](#) must be completed whenever an employee requests an accommodation based on a disability.
- ▶ Contact Amanda Phelps.

# Breastfeeding in the Workplace

- ▶ Responsible for making appropriate accommodations to allow employees the flexibility and privacy to express (pump) breastmilk, as needed.
- ▶ Upon returning to work after the birth of a child, nursing mothers may request an area to express (pump) breastmilk in the workplace during normal business hours.
- ▶ This activity requires a private location and short periods away from their duties, supervisors should make every effort to support their employee's request. Supervisors are to allow these employees the ability to flex their schedules during this transition.
- ▶ Lactation rooms are strongly encouraged to have, at minimum, the following accommodations:
  - ▶ An electrical outlet
  - ▶ A lockable door
  - ▶ A comfortable chair
  - ▶ A sink

# Drug Free Workplace



- ▶ The University of Florida is committed to providing a campus environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. The university has adopted and implemented programs that seek to prevent the illicit use of drugs and the abuse of alcohol by university community members.
- ▶ The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol are harmful and prohibited in and on property owned and controlled by the university or any other university.
- ▶ No employee or student is to report to work, class, or any university activity while under the influence of illegal drugs or alcohol.

# Employment Reference/Verifications Policy

- ▶ Truthful reference information can be provided without fear of liability if the information is factual and without malicious intent or discrimination if provided about former or current employees to a prospective employer at the prospective employer's request.
- ▶ Restrict your comments to those aspects of the employee's job performance about which you have specific and personal knowledge.
- ▶ Employment references for employees who have been involuntarily terminated from UF should be discussed with HR.
- ▶ You can also decline to provide a reference.
- ▶ UFHR also has a contract with The Work Number to provide employment verifications (dates of employment and salary only) for employees to whom prospective employers may be directed: [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-5690. The University's employer code is **13570**.



# Other Personnel Services (OPS) Employment Policy

- ▶ OPS hourly employees are employed “at-will” and have no expectation of continued employment, nor do they have grievance or layoff rights.
- ▶ Per UF regulation 1.100, OPS defines at-will temporary personnel.
- ▶ Total time worked by an OPS hourly employee cannot exceed 4,176 hours (2 years at 1.0 FTE).
- ▶ For more information: <https://hr.ufl.edu/working-at-uf/current-employees/temporary-employment-ops/>

# Notice of Voluntary Resignation

- ▶ Requires exempt employees to provide their departments with one month's notice.
- ▶ Non-exempt employees must provide at least two weeks' notice.
- ▶ Faculty must provide at least four months' notice.
- ▶ Employees are expected to give a written, signed letter of resignation/retirement with the effective date of their last day.



# Political Activity

- ▶ University employees may not participate in elective campaigns during their work time, use their offices to influence or interfere with an election, or solicit funds from other state employees to support or oppose a candidate in a coercive manner.
- ▶ UF employees who wish to run for public office must complete an Outside Activity, approved by their unit Dean, Director or VP.
- ▶ UF employees should not utilize their University communication systems for campaigning (email, website, etc).
- ▶ UF employees running for office should ensure that all of the time spent on their campaign activities is recorded as leave time and keep record of that for their files.
- ▶ UF employees who wish to assist or contribute to a campaign should do so on their personal time and not on University time. There is not a need for those individuals to complete an outside activities form unless they are playing an official role in the campaign.

# Social Media Use Guidelines



- ▶ During working hours, UF employees may not spend more than minimal work time on personal activities, including the use of social media. Use during breaks and meal period is permitted.
- ▶ UF employees may not use social media in ways that violate federal, state, local and, when applicable, foreign laws.
- ▶ Use of social media, even in a personal capacity, must comply with state and federal law concerning patient privacy, including, but not limited to, compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- ▶ Patient information may not be posted on social media.

# Sexual Harassment

- ▶ It is the policy of The University of Florida to provide an educational and working environment for its students, faculty, and staff that is free from sex discrimination and sexual harassment.
- ▶ In accordance with federal and state law, the University prohibits discrimination on the basis of sex, including sexual harassment.
- ▶ Sex discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action.
- ▶ The University encourages students, faculty, staff, and visitors to promptly report sex discrimination and sexual harassment.

# Workplace Violence

- ▶ Specifically, violent acts, threats (direct or implied), unlawful harassment, verbal or physical abuse, stalking, intimidation, and other disruptive behavior will not be tolerated and will result in appropriate university response including disciplinary action and criminal prosecution.

# UFCD Code of Conduct

- ▶ UFCD expects all of its employees to act ethically and to meet or exceed all legal obligations in the performance of their job duties.
  - ▶ Reminders: Behaving respectfully, no disruptive behaviors (shouting, demeaning communication)
- ▶ Signed off on annually.



# Disclosure of Outside Activities

All employees must fill out the disclosure of outside activities for any new activity and at the beginning of each fiscal year.

Common outside activities:

- ▶ Other employment
- ▶ Any compensated activities (pay, travel, lodging)
- ▶ Candidacy, election or appointment to a public office
- ▶ Service on board of directors
- ▶ Ownership interest in a business

**Note:** Faculty at .26 FTE and above, anyone listed in UFIRST as key personnel on a grant, and TEAMS manager level staff complete via UFOLIO. If not in this population, you would complete a PDF form <https://coi.ufl.edu/wordpress/files/2022/10/UF-Non-UFOLIO-Disclosure-of-Outside-Activities-and-Interests-Form.pdf>



# Remote Work Location

- ▶ Academic Personnel, TEAMS, USPS, and OPS employees are eligible to work at a remote location.
- ▶ Supervisors are not obligated to provide this arrangement and/or to terminate the arrangement at any time.
- ▶ An employee who chooses to work at a remote alternate location has the right to return to their former in-office work patterns at any time upon providing 14 calendar days' notice.
- ▶ Eligibility is contingent upon the employee's current position description and classification or assigned job duties. Working at an approved remote location cannot be permitted if the employee cannot perform all essential functions of their assigned duties.

## Considerations:

- ▶ Is the employee a good choice for working at a remote location given his or her ability to work autonomously, need for face-to-face communication, ability to control and schedule workflow, reliability concerning work hours, self-discipline regarding work, etc.?
- ▶ Will the working arrangement mutually benefit both the college/unit and the employee?

An electronic [Remote Work Location Agreement](#) must be completed and submitted for approval.

The conditions for working at a remote location are agreed upon by the employee, their supervisor, Director/Department Chair, and the Dean or Vice President.

# Recruitment Procedures

Work with department/unit administrator to:

- ▶ Fill out Request to Fill (RTF) Form
- ▶ Once Request to Fill is approved
  - ▶ Advertise
    - ▶ TEAMS Positions are required to be posted on [jobs.ufl.edu](https://jobs.ufl.edu)
    - ▶ OPS/Adjunct Faculty/Postdocs/Student Assistant Positions can be hired without posting
  - ▶ Interview
  - ▶ Pre Employment checks/Health Assessment, RISC if applicable
    - ▶ [Verification of all degrees/certificates listed on application/resume](#)
  - ▶ Offer by hiring manager
  - ▶ Recording actions of recruitment in system/Notification to all applicants on outcome

# Recruitment/Interviewing/Hiring



- ▶ [Jobs.ufl.edu](https://jobs.ufl.edu)
  - ▶ [Hiring Resources](#)
  - ▶ [Interview Guide](#)
    - Questions to Avoid
  - ▶ [Veteran's Preference](#)
  - ▶ [Onboarding Resources](#)
- 
- ▶ **Application, Applicant Review and Interview experience must be consistent across candidates.**

# Fair Labor Standards Act

- ▶ \$12/hour Florida Minimum Wage
- ▶ \$15/hour TEAMS minimum hourly wage
- ▶ Non Exempt
  - ▶ Hourly wage
  - ▶ Time reported hourly
  - ▶ Eligible for overtime pay/comp
- ▶ Exempt
  - ▶ Yearly wage
  - ▶ Time reported daily
  - ▶ Not eligible for overtime pay

# Salary Increases

Reasons Salary Increases can be requested during annual budget or in December each year:

- ▶ Additional Duties (Permanent)
- ▶ Additional Duties (Temporary, considered throughout the year)
- ▶ Position Reclassification
- ▶ Counter Offer (considered throughout the year)
- ▶ Salary Equity
- ▶ Superior Performance
- ▶ Fill out Request to Fill form if requesting position reclassification
- ▶ Fill out Special Pay Increase (SPI) form if requesting temporary/permanent SPI
- ▶ [UFCD Special Pay Increase \(SPI\) Policy](#)

# Leave

- ▶ [Attendance Policy](#)
- ▶ [Sick Leave](#)
- ▶ [Sick Leave Pool](#)
- ▶ [Vacation](#)
- ▶ [Holidays/Personal Leave Days](#)
- ▶ [FMLA](#)
- ▶ [Parental Leave](#)
- ▶ [Domestic Violence Leave](#)
- ▶ [Admin Leave](#)
  - Bereavement Leave (TEAMS only)
  - Official Emergency Closing
  - Jury Duty

# UFCD Attendance Policy

- ▶ Work Hours-Position Description
- ▶ Rest periods/breaks permitted when possible
- ▶ Tardiness
- ▶ Lunch Break
- ▶ Overtime
- ▶ Compensatory Leave (OT and Special Comp)
- ▶ Vacation Leave
- ▶ Sick Leave
  - Self or immediate family member
  - Call-in procedures

# Family and Medical Leave Act (FMLA)

- ▶ FMLA provides eligible employees with up to 12 workweeks of unpaid, job-protected leave a year for one or more of the following reasons:
  - For incapacity due to pregnancy, prenatal medical care, or childbirth\*;
  - Placement of a child with the employee for adoption or foster care, and to care for the employee's newly adopted\* child or a child newly placed in the foster care of the employee.
  - To care for the employee's family member with a serious health condition.
  - The employee's serious health condition.
  - Qualifying Exigency Leave (Military Leave)
- ▶ Employees are eligible once they have worked at least 12 months and also have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.
- ▶ An employee's spouse, children (son or daughter), and parents are immediate family members for purposes of FMLA.

*\*The university's leave policy guarantees six months of parental leave for eligible employees upon the birth or adoption of a child. The first 12 weeks are considered FMLA-qualifying.*



# Paid Family Leave

UF will provide 8 full weeks of leave over a 24 month period for qualifying events:

- ▶ **Parental:** to cover absences related to parental leave (birth, adoption, fostering)
  - ▶ Eligible upon start date.
- ▶ **Medical:** a personal illness/injury, or an immediate family member's illness/injury
  - ▶ Eligible after 12 months of employment.
  - ▶ Employee must be on continuous FMLA leave to qualify.
- ▶ The 8 weeks of Paid Family Leave is based on a 1.0 FTE.
- ▶ Note: USPS, OPS, Post Docs, Housestaff/Residents are not eligible for Paid Family Leave.

# Leave - Other

## ▶ Domestic Violence Leave

- ▶ Under Florida law, employers must provide employees up to 3 days of leave in a twelve-month period if the employee or a family or household member is a victim of domestic violence.
- ▶ The employee is required to use accrued leave.

## ▶ Admin Leave

- ▶ Bereavement Leave (TEAMS only)
  - ▶ Up to two days of leave upon death of an immediate family member (documentation required). Prorated by FTE.
- ▶ Emergency Closure
- ▶ Jury Duty
  - ▶ Employee must provide proof of jury duty

# Time Approval

- ▶ Time may be approved by the manager the day after it is entered.
- ▶ Time *must* be approved by the deadline set by payroll (usually by Friday at 10 a.m. after the pay period end, unless it is an accelerated payroll due to holidays). Payroll schedules can be found [here](#). **If time is not approved by the deadline, the employee will not be paid.**
- ▶ By approving an employee's time worked or leave taken, you are confirming the following:
  - You have reviewed the information.
  - You are satisfied that the information is complete and accurate.
  - You have had any questions pertaining to the transaction answered to your satisfaction.
  - You understand what you are approving.
  - You are accountable for the transaction and are willing to defend it.
- ▶ Once Approved, the status cannot be reverted back. Any corrections must be made retroactively during the following pay period.
- ▶ Time and Labor Instruction Guides
- ▶ [Approving Time and Leave Instruction Guide](#)

# Workers' Compensation

- ▶ If injured on the job:
  - ▶ Medical Emergency: Call 911
  - ▶ Non-Life threatening injury:
    - ▶ Contact AmeriSys by calling 1-800-455-2079 prior to obtaining treatment
- ▶ Exposure to Blood or Bodily Fluids
  - ▶ Call 1-866-477-6824 immediately
  - ▶ After evaluation/treatment contact AmeriSys at 1-800-455-2079



# IT Access/Distribution Lists

IT Ticket prior to start date for access including @dental email, shared drive, distribution list and any applications.

IT Ticket for termination/or if transferring to another dept/college to remove access.

## Guidelines for distribution lists:

### DN-Staff

- ▶ All TEAMS, USPS and OPS employees
- ▶ Limited Student Assistants (Note: It is up to the department/unit if they would like to add Student Assistants who contribute substantially to the college/department/unit)

### DN-Faculty

- ▶ All regular and adjunct faculty
- ▶ Limited Courtesy Faculty (Note: It is up to the department/unit if they would like to add selected Courtesy Faculty who contribute substantially to the college/department/unit)

### DN-Faculty-Regular

### DN-Faculty-Adjunct

### DN-Faculty-Courtesy

### DN-Residents

### DN-Pre-Postdocs

- ▶ All Pre and Postdoctoral Fellows, Postdoctoral Associates and Graduate Assistants.

# Performance Management



- ▶ UF Engaged
- ▶ Performance Feedback
- ▶ Progressive Disciplinary Process
- ▶ Terminations
- ▶ Employee Complaints
- ▶ Resources

# Performance Management



## ▶ Quarterly check ins

- ▶ Check-ins are quarterly structured discussions between employees and their leaders that are designed to support employee success through clear, timely, and meaningful feedback about performance.
- ▶ Based on employee anniversary date
- ▶ Available to supervisor 30 days prior to due date
- ▶ Once due date occurs check in is closed and can not be reopened



# Performance Management



- ▶ Probationary Appraisal during 6 month Quarterly Check In
  - ▶ Evaluation must be completed prior to an employee's 6 month anniversary date.
  - ▶ Discuss any performance issues with College HR Office prior to the end of the probationary period.
  - ▶ 3 month check in is crucial
- ▶ Performance Improvement Plan/Special Evaluation
  - ▶ Can still be initiated at any time.
  - ▶ Contact UFCD Human Resources.

# Performance Notes

*Documentation allows a leader to organize thoughts and be better prepared to deliver feedback. It also aids the memory so that you have a clear recollection of an event and the details surrounding it.*

## **Incident Log:**

- ▶ Tracks both highs and lows
- ▶ Should track trends
- ▶ Significant events-both successes or failures
- ▶ Use UF Engaged, notebook, calendar, electronic or paper file
- ▶ Have conversations with employee and document it

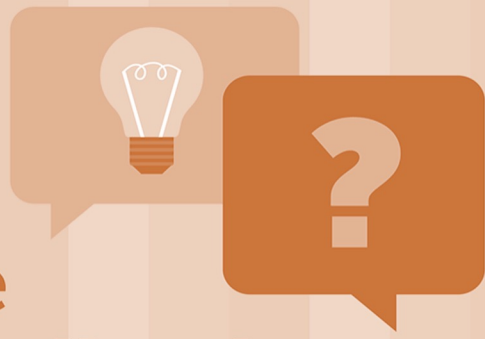
# Quarterly Check Ins

- ▶ Encourage employees to complete self assessment each quarter
- ▶ Schedule a meeting time
- ▶ Prepare and plan for your meeting
- ▶ Meet in a private location free of distractions
- ▶ Begin and end with a positive
- ▶ Encourage open discussion
- ▶ Remind employee to update/turn in any “Disclosure of Outside Activities”
- ▶ Record meeting in myufl
  
- ▶ **BEST PRACTICE:** Have the Quarterly Check-in conversation prior to submitting documentation in myufl. Please consider if any additional information should be added as a result of the Quarterly Check-in conversation.
  
- ▶ [Resources for UF Leaders](#)



# Performance Management

- ▶ Two Types of Feedback
  - ▶ **Reinforcement**-To get the behavior or outcome again
  - ▶ **Redirection**-To get a different behavior or outcome



# How to Give Effective Feedback

- ▶ Focus on observable acts, not attitude
- ▶ Specific
- ▶ Inquiring
- ▶ Timely
- ▶ Direct towards the future
- ▶ Goal oriented
- ▶ Supportive
- ▶ Continual
- ▶ **BEST PRACTICE:** Feedback should be continuous, do not wait until a quarterly check in to provide reinforcing or redirecting feedback.

# Progressive Disciplinary Process for TEAMS

- ▶ 1<sup>st</sup> Offense: Counseling Letter
  - ▶ Not considered disciplinary action
- ▶ Formal Disciplinary Action:



- ▶ No formal disciplinary action for OPS employees

# Termination of Employment

- ▶ Probationary Dismissal
  - ▶ TEAMS employees within first 6 months of employment
- ▶ Non-Renewal
- ▶ Layoff
  - ▶ Lack of funding
  - ▶ Reorganization
- ▶ Dismissal for Cause
  - ▶ Incompetence
  - ▶ Misconduct
  - ▶ Unsatisfactory Attendance

# Employee Inquiry and Complaint Procedures

- ▶ Informal Resolutions
  - ▶ At the college level
- ▶ Complaint Process
  - ▶ Official complaints filed with UFHR Employee Relations
- ▶ Grievance vs Complaint
- ▶ Confidential/Anonymous Hotline Complaints
  - ▶ UF Ethics and Compliance Hotline either by calling the hotline (1-877-556-5356) or by submitting a complaint online through the Web Reporting System
- ▶ [More Information](#)



# Resources

- ▶ [UFCD HR Site for New Employees](#)
- ▶ [UFCD HR Checklists, Forms & Instruction Guide](#)
- ▶ [UFCD Policies, Procedures and Guidelines](#)
- ▶ [UF Policies for Managers](#)
- ▶ [UF Onboarding Resources](#)
- ▶ [UF Engaged Resources for UF Leaders](#)
- ▶ [Manager Forms](#)
- ▶ [Name Change](#)
- ▶ [Alternative Work Location Agreement](#)
- ▶ [Disclosure of Outside Activities](#)
- ▶ [Employment of Relatives/Nepotism Agreement](#)
- ▶ [UFCD Exit Checklist](#)
- ▶ [UF Exit Checklist](#)
- ▶ [TEAMS Employee Handbook](#)
- ▶ [OPS Employment Application](#)
- ▶ [Disciplinary Process](#)
- ▶ [Employee Inquiry and Complaint Procedures](#)
  
- ▶ Citizenship Changes: No form, but proof of new status needs to be provided to HR

Questions?

