



HR BULLETIN

WHAT'S NEW IN UWF HUMAN RESOURCES

June 2023

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Employee Assistance Program (EAP) Webinars

Registration is now open for our 2023 Employee Relations Symposium October 25, 2023. *

Visit our [ERS webpage](#) for more information and to register for in-person or livestream

attendance. *Limited in-person seating available

Reach out to [Lynne Randall](#) at 850.474.2292 with questions or if you'd like a copy of our full, digital invite to share.



Private Financial Consultants

Reminder: There are many private financial consultants that obtain through legitimate sources access to email accounts for state employees. They may solicit you to discuss financial matters and to assist with Retirement related decisions. These advisors/consultants although legitimate businesses are NOT affiliated in most cases with the Florida Retirement System (Pension or Investment plans), the University of West Florida, the State Deferred Compensation Program, nor the Florida State University System Optional Retirement

Program. You may ask them their affiliation before speaking with them and consider them an outside resource. You are under no obligation to communicate with them unless you have personally chosen to do so.

Human Resources Benefits Team (850.474.2694) can provide you with a list of contacts for University and State sponsored advisors. The MyFRS Guidance line is also an excellent source of related information and assistance at 866.446.9377.

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 any questions, please contact [Elsie Rivera](#) at 850.474.2921, or [Tony Lindberg](#) at 850.474.2610.

PageUp Performance New Resources and Updates

Hiring managers may now access PageUp Performance resources directly from their [Hiring Manager Dashboard](#) within PageUp's recruitment module.

All supervisors and University Work Force staff may visit our HR [Performance Evaluations Webpage](#) for updated resources to help with University Work Force performance reviews.

***Performance Evaluations website resources updates are expected to be completed by July 1, 2023.**

2023-2024 Annual Evaluations for all Work Force Employees will launch July 1, 2023.

2022-2023 Executive Memos for employees who report directly to the University President, Vice-Presidents or General Counsel will launch July 1, 2023.

Below is a timeline with remaining 2022-2023 PageUp performance due dates:

Step	Open Date	Due Date
2022-2023 Employee Self -Evaluation	July 1, 2023	July 31, 2023
2022-2023 Supervisor Evaluation of Employee*	August 1, 2023	August 31, 2023
2022-2023 Employee Acknowledges Evaluation	September 1, 2023	September 30, 2023
HR Reviews and Approves Evaluation	October 1, 2023	October 31, 2023

This timeline does not apply to employees in their Position Orientation Year, to those who report to the University President, Vice Presidents, General Counsel, Faculty, or to OPS Part-Time Employees.

* If an employee does not complete their self-evaluation by July 31, I will auto-move the review to Supervisor Evaluation of Employee the first week in August (due on August 31). The supervisor and employee will continue to receive auto-generated, past-due emails until complete.

Supervisors, please note completing an evaluation on your employee is not optional and is part of your performance competencies.

Please refer to university policy [HR 17.04-06/20 Evaluation](#).

"1. Policy/Purpose:

The University of West Florida shall utilize employee evaluation programs to acknowledge performance, to communicate performance effectiveness, to aid in improving performance in assigned duties, and, when necessary, to develop a performance improvement plan to assist in correcting deficiencies. The evaluation program may also be used to identify recipients of financial rewards when designated by the President."

In addition, please note the additional supervisor competency which was added last fall to the 22-23 supervisor reviews.

This competency assures that a supervisor is aware of and complies with the responsibility to set objectives, provide regular feedback, foster employee development, provide reward and recognition, and complete the yearly performance review. This competency will be rated equally with the other nine existing supervisor competencies. Competency wording below.

10. Performance Management – Sets measurable objectives (quantitative and/or qualitative) for direct reports aligned with the department's (and university's) strategic plan. Provides regular feedback on performance as measured against objectives. Addresses performance issues promptly. Fosters direct report's learning and development opportunities. Provides public and private recognition of accomplishments. Completes all direct reports' performance reviews as assigned, including written feedback on competency scores above or below a rating of "3 Stars."

If you have questions or concerns, please reach out to [Lynne Randall](#) or by calling 850.474.2292.

Level One HireRight Background Process

All positions except some student positions must have the level one screening through HireRight. The background screening level one requirement for student positions depends on the department that the student will be employed by and the responsibilities of the job description. A [background screening request dynamic form](#) can be submitted by the department for student positions. After the dynamic form is received, the background screening will be sent to the student from backgrounds@uwf.edu. All other positions (Executive Service, University Work Force (staff), Faculty, Adjunct, and OPS) must be hired through PageUp and they must accept their offer in order to have access to the background screening form.

HireRight Steps:

- Applicants will need to complete their level one background form. The applicant will be entered into HireRight by Human Resources after their form is received.
- At that time, departments will receive a forwarded email from backgrounds@uwf.edu with the **HireRight invite notification** which signifies that the applicant has been entered into HireRight.
- Applicants will receive an email from HireRight that they must use to authorize the background in order for the screening process to start.
- After the applicant authorizes the screening in HireRight, departments will receive a forwarded email from backgrounds@uwf.edu with the **HireRight in progress notification** which signifies

that the applicant has authorized the screening in HireRight.

- The HireRight completion notification will be forwarded to departments after the screening has been reviewed by HR and any required pre-employment documents have also been received such as the controlled substance form and/or reference checks.

If you do not receive a forwarded HireRight email for the invite or the in progress notification, it likely means the applicant still needs to turn in their background form and/or authorize the screening. Please visit our [backgrounds webpage](#) for additional details. If you have any questions, please contact backgrounds@uwf.edu or call Kristin Masson at 850.474.2602.

Summer Camp Background Requirements

All employees working a University of West Florida summer camp must have a valid level two background screening through Department of Children and Families (DCF). Please submit requests to Human Resources for summer camp screenings at least three weeks in advance of the camp start date.

Student employees working summer camp positions will only be required to have the DCF level two. A [background screening request dynamic form](#) can be submitted by the department for student employment positions.

All other positions (OPS, University Work Force Staff, Adjunct, Faculty) must have a level one screening through HireRight, DCF level two background check, and two reference checks (including one from a previous/current supervisor) and be hired through PageUp. For questions regarding the job posting/offer letter process in PageUp, please reach out to Kris Keating at jobs@uwf.edu.

HireRight level one screening costs begin at \$51.40 but prices will vary depending on the number of states the applicant lived in and various associated costs and fees depending on those states. DCF level two screenings needing fingerprinting that require fingerprinting cost approximately \$65.14 per screening. DCF level two screenings that are renewal only/the applicant has valid fingerprints on file can be as low as \$13.68. Please note all rates subject to change per third party vendors.

Please visit our [backgrounds webpage](#) for additional details. If you have any questions, please contact backgrounds@uwf.edu or call Kristin Masson at 850.474.2602.

The Role of Advisory Groups for Non-Sunshine Recruitments

Advisory Groups may be utilized for the hiring process of any position below the Director level or the following faculty positions - visiting positions, adjunct, instructor, lecturer, or post-doctoral associate. The Hiring Official selects group members and an Advisory Group Chairperson (if deemed necessary).

Advisory Groups may include members of the hiring department or other departments, community members, or students who have relevant knowledge of the functions and requirements of the vacant position.

Advisory Groups do not have decision-making authority and cannot screen applicants or determine which applicants to reject from further consideration. They do not develop selection criteria, interview questions, rank applicants, identify interviewees, or select finalists. There are no requirements regarding public notice of meetings, interviews, minutes, etc. for Advisory Groups.

Advisory Groups only provide candidate strengths and weaknesses to the Advisor Group Chairperson and/or Hiring Official. They can neither make decisions nor have any open discussion regarding

candidates or recruitments.

Contact [Kris Keating](#) at 850.474.2601 with questions.

Recognition Really Does Matter!

Recognition is closely tied to employee engagement, productivity, connection, and retention. Workhuman defines Employee Recognition, also known as Social Recognition, as the act of publicly acknowledging employees for who they are and what they do. Through employee appreciation, workers recognize each other and make the workplace feel more inclusive and human. Read Workhuman's April 2023 blog [What Are the Benefits of Employee Recognition?](#) to discover what types of actions to recognize and why recognition is important.

According to Gallup and Workhuman, when recognition hits the mark, employees are:

- 73% less likely to “always” or “very often” feel burned out
- 56% less likely to be looking or watching for job opportunities
- 44% more likely to be “thriving” in their life overall
- 5X as likely to feel connected to their culture
- 4X as likely to be engaged
- 5X as likely to see a path to grow at their organization, and
- 4X as likely to recommend their organization to friends and family*

Our [Awardco](#) recognition platform is a **university-wide recognition platform** which allows *all* of our faculty and staff to see the significant contributions people are making each and every day in our University community.

Several divisions, colleges, and departments have their own recognition programs. While these are invaluable, they do not allow our entire University community to share in and celebrate each other's successes.

Kicking off July 1 and our new fiscal year, please make Awardco part of your regular recognition program. New features include the ability to upload a personalized photo with your recognition and to select a UWF Value demonstrated by the recognition recipient. Select the “Recognize” tab, search for the employee you wish to recognize, upload a photo or browse through available images, and tag a University value demonstrated by the recognition recipient.

*If you would like a copy of the complete Gallup/Workhuman report, please email [Lynne Randall](#).

Supervisory Strength

Local entrepreneur, businessman Quint Studer shared an article on May 8, 2023, [“What ‘Trust Building’ Looks Like in Action.”](#)

Building trust with your direct reports and also within your team is crucial for building healthy workplace relationships.

Quint shared a colleague's eight practical mindsets and actions to build strong, sustainable, and ultimately trusting relationships.

If you would 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](#).

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. For information on the Nine Month Faculty Pay Over 12 Months option and how to enroll, please visit the Human Resources web page under News and Announcements. The enrollment dates for this year will be March 1, 2023 to June 30, 2023. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2023 and June 30, 2023. Enrollment and Termination forms must be sent to Human Resources Bldg. 20 East and received by close of business June 30, 2023.

If you have any questions contact [Jamie Sprague](#) at 850.474.2156 or [Billy Pollard](#) at 850.474.3025.

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

- 6/8 @ 2pm [Stop to Smell the Roses: Finding Joy in Life](#)
- 6/15 @ 2pm [Increase Wellbeing: One Burst at a Time](#)
- 6/22 @ 2pm [Managing Worry in Worrisome Times](#)
- 6/29 @ 2pm [All Work and No Play: Avoiding Burnout](#)

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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