February 2018

Utilizing Human Resources Forms

When completing Human Resources (HR) related forms, please utilize forms located directly on the HR Forms and Resources page of the Human Resources web site. Forms saved to your computer may be older versions; and therefore, the form may not contain current information.

If you have any questions, please contact Carol Gentry, 474-2605 or Nicole Zamary, 474-2608.

Social Security Card Receipts

New hires are required to submit a copy of their Social Security card for Form W-4 purposes and may choose to present an original Social Security card as a List C document to support the Form I-9. Persons needing a replacement Social Security card should visit the local Social Security Administration office in order to request a new card and receive an official receipt. Persons who request replacement cards online will not receive an official receipt. A copy of a Social Security Administration email acknowledging an online request is not an official receipt. New hires may also choose to present an official Social Security card receipt as a temporary List C document to support the Form I-9 for up to 90 days from their hire date. The original replacement Social Security card must be brought to Human Resources for verification within the 90 days from their hire date in order to continue lawful employment with UWF.

The Social Security Administration Pensacola office is located at 411 W. Garden Street, Pensacola, FL 32502. Their phone number is 877-505-4550.

If you have questions, please contact Sheri.
Information Regarding the 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 program will be March 1, 2018 to June 29, 2018. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2018 to June 29, 2018. Enrollment and Termination forms must be sent to Human Resources Bldg. 20 East and received by close of business June 29, 2018.

If you have any questions contact Jeff Comeau at 474-2610 or Billy Pollard at 474-3025.

Professional Development Reservation Desk New Feature

The Professional Development Reservation Desk has a new feature. Starting Tuesday, February 1, 2018, when employees log into the Professional Development Reservation Desk app under the MyUWF Desktop page and click on "My Training History" they will be redirected to their SCOOP account where the employee will be able to independently view a listing of classes they have previously taken as seen in screenshot below.

For more information, contact LaBratta Epting at 474-2292 or email lepting@uwf.edu.

2018 Employee Recognition and Awards Program (ERAP)
Nominations for the 2018 Employee Recognition and Awards Program (ERAP) are now being accepted. Under this program, there will be four awards presented—Nautilus Excellence, Marion Viccars, Community Service and the Gabor award. Employees must have worked at UWF for three consecutive years, as of March 1, 2018, to be eligible.

The criteria and guidelines for the Nautilus Excellence, Marion Viccars, Community Service and Gabor awards are available on the Human Resources' ERAP website. The deadline for nominations is 5:00 p.m., Friday, March 02, 2018.

The awards ceremony will be held on Friday, April 6, 2018, from 9:00 a.m. - 10:30 a.m. at the UWF Conference Center, Building 22. All faculty and staff are invited to attend.

**Nautilus Excellence Awards**
Up to 21 eligible University Work Force will receive a $2,000 (gross) award and two OPS employees will receive $500 (gross) award. The Outstanding Employee of the Year recipient will be presented with an additional $3,000 (gross) award, a designated parking space and a plaque. University Work Force employees must have worked at UWF for three consecutive years and OPS employees must have worked at UWF for six months, as of March 1, 2018, to be eligible.

**Marion Viccars Award**
Employees at the director level and above and faculty administrators (including dean, associate and assistant deans, and chairpersons) and those retiring within the academic year are eligible to apply or be nominated for the award. The award recipient receives a $2,000 (gross) award and a certificate of appreciation. The award recipient will be selected based on outstanding job performance as well as service to the university and the community.

**Gabor Award for Excellence**
An award will be presented to one faculty member and one staff member. Each award recipient receives a $200 (gross) award and a certificate of appreciation. The honorees will be selected based on outstanding job performance as well as service to the university and the community.

**Community Service Award**
The Community Service Award recognizes University Work Force and Faculty employees (salaried, line item) for substantial contributions and outstanding service in the community. The award recipient receives a $500 (gross) award and a certificate of appreciation.

**Committee Discretionary Award**
The award selection committee is authorized to award one discretionary Nautilus Excellence Award to any nominee from any division.

Applications and additional information are available online at the Human Resources' Employee Recognition and Awards (ERAP) website.

Submit applications to Human Resources, Building 20E by 5:00 p.m.
Friday, March 02, 2018.

If you have questions, please contact LaBratta Epting at 474-2292.

**Employee Assistance Program (EAP) Webinars**

The Employee Assistance Program (EAP) offers monthly webinars on a variety of topics such as communication, stress management, coping skills, parenting, relationships, healthy living and more. Each webinar is one hour, which includes the presentation and allotted time for questions and answers. You may also click on the "Webinar Library" to view the training archive and print out a certificate of completion for webinars that you have already viewed. If you are interested in viewing the webinars from your desk, please sign up immediately at mylifevalues.com. Your user name is UWF and password is UWF.

Seating for webinar participants is limited. Please register early to ensure availability. If you do not have access to a computer, Human Resources will arrange for you to view the webinar in the Human Resources training room upon availability.

Upcoming Webinars:

- 2/8 Beating the winter blahs
- 2/15 Overcoming the fear of commitment
- 2/22 Kids and their techno-toys: Parenting in the age of technology
- 2/27 Don’t get duped: Scams and scare tactics

For more information about these webinars, please contact Human Resources at 474-2694.

**Request for Professional Development Form Available Online**

Human Resources is looking for ways to develop new professional development opportunities for the campus community. We are committed to providing professional development to help our employees learn necessary skills, become more efficient, and experience professional and personal growth. If you or a representative from your department would like to facilitate and develop a professional development course in your area of expertise and have the professional development advertised in the Human Resources professional development calendar, please complete the Request for Professional Development Form. This form should be completed no later than the 20th of each month in order to be advertised in the next month’s Professional Development Calendar. The form may be completed online under MyUWF or on the Human Resources website.

If you have any questions, please contact LaBratta Epting at 474-2292.

**Outside Activity and Conflict of Interest**

**OUTSIDE ACTIVITIES**

Outside activities are defined as activities, whether compensated or not, which are not a part of the employee’s assigned duties and for which the
University has provided no compensation.

**Examples include:**

- Employment outside the University
- Consulting
- Counseling
- Teaching
- Research
- Self-employment
- Independent contracting
- Service on boards for profit or non-profit agencies or businesses
- Candidacy for or holding public office

**CONFLICT OF INTEREST**

A conflict of interest arises when an individual's private interests (such as outside professional or financial relationships) might interfere with his or her professional obligations to the University of West Florida.

**Examples include:**

- Employee or his/her relative has a business that contracts to provide goods or services to UWF or provides funding for a UWF research project.
  - Husband works for Office Depot and Office Depot supplies the college with supplies.
  - Uncle provides funding for sponsored research that supports UWF, whether or not it directly benefits the employee.
  - Son works for a construction company that is building or renovating a UWF building.
- Employee has a consulting job that requires him/her to leave their work incomplete or leave UWF during assigned work times.
- Employee uses UWF facilities, equipment, supplies, or services for his second job:
  - holding regular meetings in your office
  - using UWF printer to print items for your outside activity on a regular basis.
- Employment or use of students, including research and teaching assistants, for other than UWF business:
  - Utilizing students to support a consulting position.

**WHEN MUST I COMPLETE AN OUTSIDE ACTIVITY OR CONFLICT OF INTEREST FORM**

The Outside Activity and Conflict of Interest forms must be completed:

- Each year by July 1st for non-academic employees and August 8th for academic employees for activities of a continuing nature;
- Each time an employee plans to engage in a new activity requiring disclosure; or
- Any time there is a significant change in an activity which has previously been reported.

**USING UNIVERSITY FACILITIES, EQUIPMENT, OR SERVICES**

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. In such instances, a Request for Approval of Use of University Resources in Conjunction with Outside Activity form must be submitted.

All employees, including those on any type leave, student employees, and OPS employees engaging in outside activities requiring disclosure must complete an Outside Activity or Conflict of Interest form during their employment with the University of West Florida.

An employee's failure to fully and properly report outside activities and conflict of interests 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.

For additional guidance, the University of West Florida Employee Code of Conduct Policy, HR 15.02-05/16, provides guidance to employees seeking to engage in outside activities and who may have a conflict of interest with the university. Employees in the Division of Academic Affairs should review the Academic Affairs Conflict of Interest policy - AC11.02-05/13. In accordance with both policies, employees are required to report their outside activities and conflict of interest to the University and obtain approval to participate in these activities prior to engaging in them. Employees should consult the applicable policy for guidance on what activities are required to be reported.

You may also visit the Human Resources website for additional definition, examples, and information regarding Conflict of Interest or Outside Activity requirements.

Please contact Jamie Sprague at 474-2156 or LaBratta Epting at 474-2292 if you have any additional questions.

Welcome Aboard New Employees!

Andrea Bufford
Office Administrator
CEPS Dean's Office

Sierra Hansen
Athletics Development Coordinator
Intercollegiate Athletics

Pamela Marg
Office Specialist
Student Involvement

Kerry Sandell
Division Communications Liaison
Division of University Advancement

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