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**Outside Activity and Conflict of Interest**

Outside activities are activities, whether compensated or not, which are not 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

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 time
• 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

The Conflict of Interest and Outside Activity 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.

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

An employee's failure to fully and properly report outside activities and other 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 Ethics Policy [HR 15.02-05/16](https://ui.constantcontact.com/rammap/emcf/email/view?flow=view&camefrom=view&campaign=fe1a30cb-7bd0-4c86-95b2-bf55dc54c38e) provides guidance to employees seeking to engage in outside activities. Employees in the Division of Academic Affairs should review the Academic Affairs policy - [AC11.02-05/13](https://ui.constantcontact.com/rammap/emcf/email/view?flow=view&camefrom=view&campaign=fe1a30cb-7bd0-4c86-95b2-bf55dc54c38e). In accordance with both policies, employees are required to report their outside activities to the University and obtain approval to participate in these activities prior to engaging in them.

You may also visit the Human Resources website for additional definition, examples, and information regarding [Conflict of Interest](https://ui.constantcontact.com/rammap/emcf/email/view?flow=view&camefrom=view&campaign=fe1a30cb-7bd0-4c86-95b2-bf55dc54c38e).
**Outside Activity** requirements.

**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.

Please contact Jamie Sprague at 474-2156 or LaBratta Epting at 850-474-2292 is you have any additional questions.

**Out-of-State Level 2 Background Screenings**
Due to recent developments regarding payment of out-of-state level 2 background screenings, Human Resources is asking that effective immediately, out-of-state applicants requiring level 2 background screenings, be referred to Candace Freeman, cfreeman@uwf.edu, 474-2205.

Human Resources will schedule the applicant's fingerprinting appointment and collect their required documentation. Please email Candace the applicant's name, hiring department, job title, and index number as soon as possible to expedite the process.

Once the appointment has been scheduled, the department will receive an email advising of the date and time of the applicant's appointment. The department will be charged back for the cost of the fingerprinting.

If you have questions, please contact Candace Freeman, at 474-2205.

**Changes to PeopleAdmin 7 Home Page**
HR has recently been made aware that there will be significant changes to the aesthetics of the PeopleAdmin 7 home page. After communicating with PeopleAdmin, it was relayed that revisions to the home page based on feedback will continue to be incorporated with the final version slated to go live the week of July 16th. Please stay tuned for further communication from HR regarding these updates. Current PA7 instructions will be updated and available on the HR webpage as soon as the final version is released.

Please contact Candace Freeman, cfreeman@uwf.edu, 2205, or April Harvey, aharvey@uwf.edu, 2606, with any questions.

**2017-2018 Annual Performance Evaluations**
for University Work Force Employees
The annual performance evaluation process is a method through which supervisors provide employees with feedback on their performance. An annual performance evaluation should be completed on all University Work Force employees that you supervise. The evaluation period is July 1, 2017 through June 30, 2018. **The deadline for submitting completed evaluations is October 1, 2018.**

Supervisors- if you have not reviewed your employee's 2017-2018 objectives with him/her and input them into PA7 for the employee to acknowledge (or) Employees- if you have not acknowledged your 2017-2018 objectives, please do so as soon as possible.

Please note that the Position Orientation Year evaluations are a separate process and should be completed at the end of the employee's first year at the university.

The evaluation is accessible electronically in PeopleAdmin 7 (PA7). To log into PA7, go to the "MyUWF" desktop page and type PeopleAdmin 7 in the search box and click on the yellow "click here to log in with SSO" link.

The employees should first complete the "Employee Self-Evaluation" and forward the evaluation to the supervisor. The supervisor should then complete the "Evaluation of the Employee" and the "Evaluation Review Meeting." Afterward, the employee will log back into PA7 and complete the "Employee Acknowledges Evaluation" process.

**Employees:** To complete the employee self-evaluation process, log into PA7 and go to the "Performance Management" site and click on "Go to University of West Florida Employee Portal" and click on the "Employee Self Evaluation" pending action. After you have met with your supervisor for the "Evaluation Review Meeting," you will log back into the "Go to University of West Florida Employee Portal" and click on the "Employee Acknowledge Evaluation" pending action.

**Supervisors:** To complete the evaluation of the employee, log into PA7 and go to the "Performance Management" site and click on "Go to University of West Florida Employee Portal," then click on the "Supervisor Evaluation of Employee" pending action. After you have completed the "Supervisor Evaluation of Employee," you may print or email the employee a copy to review prior to "Evaluation Review Meeting."

Objectives for the 2018-2019 year's evaluation should be reviewed with the employee during the "Evaluation Review Meeting" as well.

Additional instructions for completing the objectives are available in the performance management module on the [HR Website](https://ui.constantcontact.com/nmavmap/emcf/email/view?flow=view&camefrom=view&campign=fe1a30cb-7bd0-4c86-95b2-bf55dc54c38e).

**Training on the performance evaluation process will be offered on July 11, August 15, and September 12, 2018. Please register via the Professional Development Reservation Desk or call 474-2694.**

If you have any questions, please contact Daniela Casta at 474-2518 or LaBratta Epting at 474-2292.
**2018-2019 Performance Objectives**

Human Resources is currently in the process of reviewing performance software systems for managing and tracking performance evaluations. During this process, the 2018-2019 performance objectives will not be entered into PeopleAdmin 7 (PA7). However, supervisors will still need to create, review, and provide objectives to employees. Once the university has determined the new software package for performance management and it goes live, supervisors will be able to input the 2018-2019 performance objectives into the performance management software system. Estimated go-live time-frame is January 2019.

**The Wellness Wire**

The Department of Management Services is continuing to provide its monthly publication of The Wellness Wire, a resource for employees. The latest issue of the newsletter may be found on the [DMS website](https://ui.constantcontact.com/rnavmap/emcf/email/view?flow=view&camefrom=view&campaign=fe1a30cb-7bd0-4c86-95b2-bf55dc54c38e). This monthly publication provides calendars of events hosted by providers of Florida State Group Insurance and tips to improve your health and emotional well-being. If you have any questions, please contact Adrian Rowley at 474-2604 or Elsie Rivera at 474-2921.

**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 [resourcesforliving.com](http://resourcesforliving.com). Your user name is UWF and the 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:**

- 7/10 @ 2pm (CST) Surviving the adult dating scene
- 7/17 @ 12pm (CST) You are what you post: What's your online persona?
- 7/24 @ 2pm (CST) Caregiving: The personal challenges and rewards

Please visit [www.resourcesforliving.com](http://www.resourcesforliving.com) for more information about these webinars and to view the [Webinar Library](https://ui.constantcontact.com/rnavmap/emcf/email/view?flow=view&camefrom=view&campaign=fe1a30cb-7bd0-4c86-95b2-bf55dc54c38e) or you may contact Human Resources at 474-2694.

**To sit or to stand? That is the question. Or is it?**

The popular trend in work stations is either standing stations or sit-to-stand stations. Sitting and standing are both static positions and can be strenuous on the back, especially sitting unsupported. Neither position is good to maintain for extended times. If you insist on standing, the general recommendation is to sit for 45 minutes of every hour and stand for 15
minutes. This can be altered to an individual's tolerance.

Regardless of your sit/stand preference, we recommend taking micro breaks every 30 minutes. Postural muscles fatigue within 20 to 30 minutes, which can cause slouching. Slouching or poor posture is a good indication to change positions. If you find yourself leaning forward in your chair, then stand up. If you are standing and leaning on one leg with your hip out, it's time to sit.

The term micro breaks usually causes employers to get very nervous. There should be no cause for concern. A micro break is a short (30 to 60 second) break to move or change positions. Our bodies are meant to move. More and more research is being published about how important motion is on all our body parts: joints, muscles, nerves, etc. Micro breaks can be simple movements and/or changes to a routine. For example, when you are on a phone call and have a headset, stand up and walk around your chair. When you need something from a colleague, walk over to his/her desk instead of sending an email. Refill your water bottle and/or take a bathroom break. And, of course, our favorite: do some stretches.

The idea is to complete the stretches in the morning and at night. Throughout the day, complete one or two exercises during your micro breaks. Repeat each stretch five to six times. You should never experience pain with these exercises and are recommended to avoid them if you have medical issues that prevent you from completing them appropriately.

1. **Shoulder Squeeze:** Sit away from the back of your chair (or better yet, stand), pull your shoulders back and squeeze your shoulder blades together. Hold for a few seconds and repeat.

2. **Chin Tuck:** Pull your head straight back as if you are trying to align your ears with your shoulders. Don't look up or down; move your head straight back.

3. **Standing Extension:** Stand up, place your hands on your hips (if you can) and lean back. Keep looking to the horizon so as to not lose your balance; do not look up. This is a great micro break if you have been slouching or driving for a long time.

4. **Shoulder Depression:** Gently clasp your hands behind you and pull your shoulders down. Picture your shoulder blades gliding down your back. Hold for three seconds.

5. **Cervical Lateral Flexion:** Slowly lower the right ear toward the right shoulder. Keep your shoulders relaxed. You should feel the stretch on your left side. Hold for 10 seconds and repeat on the other side. To assist, grasp the bottom of a chair with both hands to keep your shoulders from hiking up.

6. **Scalene Stretch:** Slowly look down toward your right armpit. You should feel the stretch in your left upper back along between your spine and shoulder blade. Hold for 10 seconds and repeat on the other side.

7. **Overhead Reach:** Raise both arms overhead, then slowly bend your
elbows and make a light fist. Straighten your elbows out and open your hands and repeat. If you can’t get your shoulders overhead, try moving them forward instead.

8. **Overhead Scapular Mobilization:** Raise one arm overhead, then stretch that arm up more from the shoulder blade. Lower the shoulder and keep the elbow straight overhead. You should feel like you are stretching your armpit, not moving the elbow.

Now you should feel refreshed and ready to get back to work!

There are many benefits to moving and stretching more during your work day, including:

- Increased circulation - this helps to flush out waste products in our cells and increase nutritional flow throughout the body
- Relax overused muscles, joints, nerves
- Refresh the brain and refocus your thoughts and attention
- Reduce fatigue by the end of the day
- Make fewer mistakes and do overs

All of this leads to more productivity, happier employees and happier employers!

Author: Valerie Hoke, OTR, CHT, COMT, CEAS, Certified Ergonomic Assessment Specialist, WorkStrategies Coordinator with Select Medical

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Welcome Aboard New Employees!

**Ana Carrasquillo**  
Office Administrator  
College of Business Center for Student Engagement and Advising

**Colton Currier**  
Project Specialist  
Institutional Communications

**Johnnie DeBoe**  
HVAC Specialist  
Utilities Operations

**Heather Fletcher**  
Content Strategist/Copywriter  
Division of Continuing Education

**Jesse Hoek**  
Enrollment Services Coordinator  
Office of Registrar

**Jonathan Lee**  
Statistical Data Analyst

**Brittany Lopez**  
Coordinator  
Office of Financial Aid

**Ellie Meyer**  
Academic Advisor  
College of Business

**Jeremy Ochoa**  
Assistant Controller  
University Budgets, Accounting and Finance

**Shannon Preston**  
Licensed Mental Health Counselor I  
Counseling and Health Services