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Administrative Leave

Administrative Leave is a benefit available to Executive Service, University Work Force and Faculty employees. Administrative Leave counts as hours of pay, but does not count as hours of work for overtime purposes. Administrative Leave includes the following: bereavement, jury duty, court appearances, emergency closing, emergency response, military training (not active duty), voting, and volunteer service. More details on each of these types of Administrative Leave can be found in HR Policy 18.02 - "Hours of Work and Benefits" and on the HR Leave web page.

Hours missed should be recorded as Administrative Leave on the time sheet or leave report and the reason and date(s) should be noted in the comments section (i.e. Jury Summons, Bereavement, Emergency Closing, etc.) Documentation should be provided where noted in HR-18.02. In the event of a University Emergency Closing, be sure to check the News and Announcements section of our main Human Resources web page for specific details regarding reporting hours and completing time sheets. For more information, please contact Carol Gentry at 474-2605 or Nicole Zamary at 474-2608.

Benefits Dates - Mark Your Calendar for Open Enrollment and the Benefits Fair

The Human Resources Benefits Team is planning for this year’s Open Enrollment for the 2019 plan year. The window for making changes to State of Florida insurance plans begins October 15, 2018 and ends November 2, 2018. The annual employee Benefits Fair will be held on Tuesday, October 30, 2018. Make plans to join us in the Commons Conference Center between 10:00 am and 3:00 pm.
Leaders in each department may wish to explore options for office coverage that would allow all employees to attend this important event. Other information pertaining to the 2019 plan year will be published once it is available.

If you have any questions, please contact Adrian Rowley at 474-2604 or Elsie Rivera at 474-2921.

**Verify Updated Contact Information**
Employees can edit their address and phone number records any time in the MyUWF menu "Contact and Privacy Information". It is especially important to do so in advance of the upcoming Open Enrollment season. In order for Open Enrollment statements to be sent to the correct address, any updates must be made prior to September 30, 2018. In addition, you may wish to log in to People First to be certain your notification email address is up-to-date.

If you have any questions, please contact Adrian Rowley at 474-2604 or Elsie Rivera at 474-2921.

**Guest Speakers Help Employees Manage Money Matters**
During September and 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 spouses. Visit the Reservation Desk for more information and to sign up.

- Friday, September 14 - When Employment Income Fades: Social Security and Medicare
- Friday, September 21 - Using the Florida Retirement System to Plan for Your Retirement
- Friday, September 28 - A Different Kind of Savings Plan: Deferred Compensation
- Friday, October 5 - Protecting Your Family's Future: Estate Planning
- Friday, October 12 - Medicare Made Easy
- Friday, October 19 - Investing 101: Tax-Deferred Annuities & the Optional Retirement Plan (ORP)
- Friday, October 26 - Financing and Planning Your Benefits Transition to Retirement

All sessions will be held from 1:30 pm to 3:30 pm in the HR Training Room in Building 20 West - Room 156A.

If you have any questions, please contact Adrian Rowley at 474-2604 or Elsie Rivera at 474-2921.

**Workforce Staff Certifications:**
The onboarding process can be lengthy, from creating a job posting, to interviewing applicants, conducting background screenings, and finally submitting the onboarding documentation. One step for workforce staff that needs to be completed and submitted for their personnel file is the
Staff certifications protect the university by ensuring the selected candidate meets the qualifications for the position. The hiring official or designee must update the workflow statuses of applicants in PA7 and complete the staff certification verifying the minimum qualifications of education and experience have been met. A delegate of the hiring official can complete the staff certification but the applicant cannot verify their own credentials. If a degree is required as a minimum qualification, an official sealed transcript must be ordered and posted to Andrea Case in Human Resources. Contact Andrea Case at 474-2602 with questions.

**Completing Human Resources Forms**
Human Resources forms are frequently revised to reflect legal updates, policy changes or for other organizational reasons. It is best practice to not download or store paper copies of forms for future use or an update to a form may be overlooked. When completing forms for Human Resources, please visit the Human Resources website to ensure you are utilizing the most up-to-date versions. For more information, please contact Carol Gentry at 474-2605 or Nicole Zamary at 474-2608.

**Completing Job Description and Supervisor Updates in PA7**
On occasion, you may be tasked with updating your job description or changing your supervisor in PA7. For your convenience, guides have been created to walk you through these processes. These guides are located on the Human Resources Position Management webpage under PeopleAdmin 7 (PA7) Guides. If assistance is still needed after reading the guides, contact Candace Freeman, Employment Manager, at 474-2205 for additional help.

**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.

**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.

**Training on the performance evaluation process will be offered on September 20, 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 Employee Relations Symposium-"Building A Culture of Respect"**
You are invited to attend the 2018 annual Employee Relations Symposium! The Employee Relations Symposium will be held Friday, November 16, 2018, from 9:00 am - 4:00 pm, in the University Conference Center, Building 22 Ballrooms A, B & C. The Symposium is designed to provide supervisors and employees with proactive approaches and solutions for employee relations issues. Division and department heads are asked to encourage their supervisors and employees to attend.
Employee relations encompasses a broad range of concepts, transactions, practices, behaviors, and objectives that arise out of the relationships between supervisors and employees, and among the employees themselves. The University of West Florida is committed to promoting positive environments and relationships by focusing on good management practices and workplace behaviors. The University's goal continues to be a pro-active approach towards maintaining positive communication among employees and supervisors in order to minimize the occurrence of employee relations problems.

This year's theme is "Building A Culture of Respect." Participants will take-away the knowledge of knowing the importance of promoting trust and respect in the workplace and making everyone feel respected and cared for in order to minimize the risk of discrimination charges. A respectful work environment promotes productivity and helps keep employees motivated and engaged.

The topics to be presented are:

- **Respect Starts at the Top - Leading by Example**, Dr. Kimberly McCorkle, Vice Provost, Academic Affairs
- **Diversity Matters - Let's Learn From One Another**, Ms. Mikia Carter, Assistant Director, Equity and Diversity
- **Building Trust Within Your Team - Making Trust Pay Off**, Ms. Allison Williams, Attorney, Williams Law Group
- **Avoiding Discrimination and Retaliation Claims - Bulletproofing the Workplace**, Ms. Karen Rentz, Executive Director, Equity, and Diversity
- **Professional & Ethical Behavior in the Workplace - Making the Right Decisions**, Mr. Matthew Packard, Compliance Officer, Internal Auditing and Compliance

A copy of the facilitator's presentation will be emailed to everyone who has registered through the Reservation Desk by 12:00 pm on November 15, 2018. **Please do not forget to wear your name badge!** The webcast link will be provided for those employees who are unable to attend in person.

Sign up via the [Professional Development Reservation Desk](#) or call 850-474-2694. For more information contact LaBratta Epting at 474-2292 or Daniela Casta at 474-2518.

**Various Professional Development Tools**

Did you know there are many professional development courses available online to UWF employees through the UWF [Professional Development Reservation Desk](#)?

Hoonuit (formerly known as Atomic Learning) offers a multitude of online professional development courses covering such subjects as Microsoft Publisher, Excel, Word, and Access professional development for PC and
Mac users, Leadership skills, Lifestyle & Wellness, Writing & Presentation skills, and many more.

LawRoom provides online compliance professional development solutions on topics such as Anti-Harassment, Bloodborne Pathogens, Bullying in the Workplace, Injury & Illness Prevention, Accommodating Disabilities, Recognizing Drug & Alcohol Abuse, and Tools for an Ethical Workplace, just to name a few.

Online professional development such as FERPA (Knowledge Worker), PCard Cardholder, DisRep, Banner, Budgeting, DocuSign and more are all accessible through SCOOP via MyUWF.

And this month, courses in eLearning will be transitioning to Canvas. Look for our new Cross-Cultural Competency Certificate programs, as well as The Protection of Vulnerable Persons (Child Abuse) training, which is required for Specific Administrators based on classification.

For more information, please visit the Human Resources Professional Development web page or contact Daniela Casta at 474-2518 or LaBratta Epting at 474-2292.

**KEEP THOSE HANDS SAFE - From Cuts, Punctures & Lacerations**

Hands are injured on the job more frequently than any other body part. The workers most at risk for hand injuries are nursing assistants, heavy and tractor-trailer truck drivers, construction laborers, freight movers, janitors, and police officers. Hazards associated with heavy machinery top the list.

Common hand injuries include scratches and abrasions, minor cuts, puncture wounds (such as needle sticks), deep lacerations (sometimes involving nerve or tendon damage), and amputations. Typical causes of hand injuries in the workplace:

- Improper training
- No established safety procedures or enforcement of such procedures
- Taking shortcuts or rushing the job
- Poor lighting or reduced visibility
- Missing or improper use of protective equipment
- Misuse of tools or using the wrong tool for the job
- Poor housekeeping or excessive clutter or debris

Lacerations are of special concern, as they make up more than 40 percent of all hand injuries. In the 2017-2018 fiscal year, the state of Florida received 956 claims for Cut/Puncture/Scrape injuries across all agencies. Though these claims make up only 8% of the total workers' compensation claims in Florida, these types of injuries cause a great many lost work days.

*How can workers avoid hand injuries on the job?*

- Identify, report, and control laceration hazards
• Always wear personal protective equipment, such as gloves and long sleeves
• Use the proper tool for the job at hand
• Keep work areas clear
• When using a blade, keep it sharp (a dull blade requires more force when cutting than a sharp one)
• Cover or put away exposed blades when not in use

To report a Workers’ Compensation injury, complete the Report of Injury form and forward to April Harvey in HR or fax to 850-857-6030.

Reference:

**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. 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:

• 9/13 @ 2pm (CST) Are you ready? Emergency preparedness
• 9/20 @ 2pm (CST) Yes or no: Secrets of sound decision making
• 9/27 @ 2pm (CST) The power of introverts in a world full of extraverts

Please visit www.resourcesforliving.com for more information about these webinars and to view the Webinar Library or you may contact Human Resources at 474-2694.

Welcome Aboard New Employees!