Change to Eligibility for Student Classified Positions in Summer Semesters

Human Resources is making a change to the eligibility requirements to be hired into an OPS Student classified position in a Summer semester. Beginning Summer semester 2020, if an individual was an enrolled UWF student in the preceding Spring semester and will be continuing their UWF student status with enrollment in the upcoming Fall semester, but is not currently enrolled in the Summer semester in which they will be hired, they will now be allowed to be a new hire for the Summer semester in an OPS Student classified position. We will not require them to be hired in at an OPS Staff capacity. This is a change to our current practice that requires that a student who is not enrolled for the Summer semester must have worked during the preceding Spring semester in order to "continue" to work in student employment status over the Summer semester. Please be reminded that if the person is not enrolled for the Summer semester of which they are hired and was not an enrolled UWF student in the preceding Spring semester or graduated in the Spring semester, then they will be required to be hired for the Summer semester in an OPS Staff capacity.

For more information, please contact Sheri Jernigan at 850-474-2884 or Kris Ledbetter at 850-474-2601.

Telehealth & Immunizations

On March 26, 2020, Governor DeSantis issued Executive Order #20-85 directing the Department of Management Services to amend its state plan documents with its Health Maintenance Organizations (HMOs) and Preferred Provider Organization (PPO) contracts to allow for telehealth services and immunizations in retail pharmacies. These services are
available for the duration of the public health emergency period at no cost to the member (if network providers are used). More details are provided in the Letter to Members from the Department of Management Services.

If you have questions, contact Adrian Rowley at 474-2604, Elsie Rivera at 474-2921, or Jeff Comeau 474-2610.

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**Employee Tuition Waiver**
The 2020 Summer Semester will soon begin. Faculty/staff members wishing to use credits personally or to assign credits to dependents for this semester should submit their requests at least one week before the first day of classes per UWF policy. Additional information about the Employee Tuition Fee Waiver can be found on the HR website.

For more information, contact Elsie Rivera at 474-2921, Adrian Rowley at 474-2604, or Jeff Comeau at 474-2610.

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**University Organizational Charts**
Human Resources is responsible for housing updated organizational charts for the University. Please complete an updated Organizational Chart for your department and forward to Human Resources by April 15, 2020. You may review your current organizational chart on the Human Resources website. If there is not a link attached to your department name on the page then there is no organizational chart on file for your department. When verifying or creating your organizational chart, the best practices are to:

- Start your organizational chart with the President of the University.
- Label with your Division, Department name, and date in the top right corner.
- Indicate the title and position number for each job in the Department (if including Student or OPS positions then only provide title).
- Save in PDF format, using Department and date.

Please contact Mary Claridge at 474-2602 if you have questions.

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**Retirement Award Selection**
The University's Employee Recognition Program provides retiring employees with a choice of retirement mementos. Please make your selection by completing the retirement selection form within six (6) weeks (if possible) of your retirement date so that your selected retirement award may be ordered. If you have any questions about the Retirement Awards Program, please contact Mary Claridge at 474-2602.

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**Coping with COVID-19 webinar series**
It's normal to feel worried about safety when facing an unknown threat like the COVID-19 virus. Twice a week the Employee Assistance Program (EAP) will offer a webinar for these challenging COVID-19 times and the changes to our lives, including stress and anxiety. Each session will start with a 10-minute presentation, and the rest of the time will be devoted to
sharing thoughts and feelings with each other.

**Staying CALM to cope during COVID-19**
- **Tuesday, March 31, 3 PM (CST)**
- **Tuesday, April 14, 3 PM (CST)**

**Challenges for parents during COVID-19**
- **Thursday, April 2, 3 PM (CST)**
- **Thursday, April 16, 3 PM (CST)**

**Ways to stay connected during COVID-19**
- **Tuesday, April 7, 3 PM (CST)**
- **Tuesday, April 21, 3 PM (CST)**

**Ways to relieve stress during COVID-19**
- **Thursday, April 9, 3 PM (CST)**
- **Thursday, April 23, 3 PM (CST)**

For additional tips to keep in mind during this time please visit the [COVID-19 Resource Center](https://www.resourcesforliving.com).

For 24/7 EAP support, information, and resources call (800) 272-7252 or visit [resourcesforliving.com](https://www.resourcesforliving.com), Username: UWF, Password: UWF.

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**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](https://www.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:**

- **4/2 @ 2pm (CST)** Strengthening your relationship in today's tough times
- **4/9 @ 2pm (CST)** Breathe your way to less stress and better health
- **4/16 @ 2pm (CST)** Think yourself healthy
- **4/23 @ 2pm (CST)** Financial worries in the house
- **4/30 @ 2pm (CST)** Coping with job loss

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