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In This Issue

Nine Month Faculty Pay Over 12 Month Option

Gabor Special Open Enrollment

People First Planned System Downtime

Employee Tuition Waiver

Job Search Document Retention

Requirements for Volunteers

Wear Red and Join Us

Mental Health Support for Children and Teens

2022 Employee Recognition Award Program (ERAP) Winners

Build Your Supervisory Strength - Take Two

Employee Assistance Program (EAP) Webinars

Nine Month Faculty Pay Over 12 Month 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 webpage under News and Announcements. The enrollment dates for this year will be March 1, 2022 to June 30, 2022. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2022 and June 30, 2022. Enrollment and Termination forms must be sent to Human Resources Bldg. 20 East and received by close of business June 30, 2022.

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

Gabor Special Open Enrollment

UWF and Gabor Financial Solutions are pleased to announce a special open enrollment period in the following University plans:

- Group Disability Insurance
- Group Whole Life Insurance

To learn more or enroll please visit www.gaborfs.com/uwfoe

These Special Open Enrollments are being offered from February 7th to April 8th, 2022.

Additional enrollment information will be sent via campus email. Please contact Human Resources at 850.474.2694 if you have any questions.

If you need any assistance with enrollment contact Samantha Wells at 850.291.5379 or swells@gaborfs.com.

People First Planned System Downtime

The People First system will be unavailable on Saturday, April 2, 2022 and Saturday, July 9, 2022 starting each of these days at 8 a.m. CT, until approximately 5 p.m. CT, for system maintenance. During this time, employees will not be able to access their personal insurance election information online or use the gateways from this website to Chard Snyder or Securian. Individuals with Flexible Spending Accounts are encouraged to use the mobile app for Chard Snyder access.

If you have any questions, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) at 850.474.2921.

Employee Tuition Waiver

The 2022 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.

If you have any questions, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) at 850.474.2921.

Job Search Documents Retention

For PageUp job searches that close in, are withdrawn/canceled, or result in a hire in 2022, Human Resources will ask for and retain the job search records for the required four-year retention period. That means for job postings that close in or result in a hire in 2022, hiring officials are no longer required to retain search documents for the required four years. For all searches that conclude in 2022 (faculty, staff, OPS, student), the hiring official or designee must forward search related documentation to Human Resources. This includes faculty and staff Sunshine Recruitments, closed searches that utilized an advisory committee, and those searches that only utilized the hiring official to make the hiring decision. Job search documents include the following:

- Hiring-related records
- Job advertisements
- Interview documentation (spreadsheets, rubrics, strengths and weaknesses)
- Interview questions
- Reference check notes

Meeting minutes and agendas for recruitments conducted under the Florida Sunshine Law Documents should be emailed to backgrounds@uwf.edu. Hiring officials are still required to retain search documents for job postings that were withdrawn/canceled or resulted in a hire prior to 2019.

If you have questions, contact [Kristin Masson](#) at 850.474.2602.

Requirements for Volunteers

Occasionally, departments have individuals (who are not paid employees) donate their time and services to UWF. These volunteers must be at least 18 years of age or have parental consent and must review and agree to adhere to the UWF [Drug Free Workplace Policy](#) and [Fraudulent or Wrongful Acts Policy](#). A volunteer agreement must be completed for the volunteer and approved by Human Resources prior to allowing them to start. Please note that Human Resources is no longer accepting

paper volunteer forms and they must all be completed electronically. Please complete the [Volunteer Agreement](#) via dynamic forms and review the process below:

- The volunteer form must be initiated by the department contact.
- Once the department contact completes the applicable fields and signs the form, the volunteer will receive an email with instructions to complete their portion of the form and sign.
- After the volunteer and their parent (if under 18) signs the form, the supervisor will receive an email to sign the document.
- Lastly, HR will be prompted to sign after all other signatures are received (Dept. contact, volunteer, parent (if required), and supervisor).

In addition, some volunteers require a background screening, depending on the area, program, or population they will encounter during the course and scope of work and cannot begin volunteering until the department has been notified by Human Resources that the background is complete. Please review the [Background Screening Process and Information](#) page for more information.

Individuals may not volunteer when they are a potential new hire awaiting completion of pre-employment or new hire essential documents or when they have recently terminated from employment and wish to volunteer for the same position. For international students, there are restrictions regarding volunteer service.

Contact hr@uwf.edu or phone 850.474.2694 with questions.

Wear Red and Join Us for the April Celebration and Training for our Alcohol and Drug-Free Workplace!

On Wednesday, April 13, we will hold our annual Alcohol and Drug-Free Workplace Training from 11:30 to 12:30 in our HR Training Room (Building 20W, Room 156A). You may register for this training through our [Professional Development Learning Library](#) on MyUWF.

UWF is required to provide this yearly Alcohol and Drug-Free Workplace professional development. If you hold a supervisory role or work with Federal grants, you are highly encouraged to attend.

We also encourage everyone on campus to support our Alcohol and Drug-Free Workplace by wearing RED on the April 13th.

For more information about this professional development opportunity, please contact [Lynne Randall](#) by email or phone at 850.474.2292.

Mental Health Support for Children and Teens | Aetna Resources For LivingSM

YOUR FREE RESOURCES FOR YOUR FAMILY'S MENTAL HEALTH!

If your child or adolescent is struggling with depression, anxiety or other mental health issues, you're not alone.

The CDC reports:

- Approximately 4.4 million children between the ages of 3 and 17 have been diagnosed with anxiety and 1.9 million with depression.
- Attention deficit hyperactivity disorder, depression and anxiety are the most common mental health diagnoses in children and teens.

[Anxiety and depression in children: Get the facts.](#)

With our EAP, you can reach out for support with one call!

When you call Resources For Living, they connect you with professionals in your area. Your child can meet with a counselor face-to-face or by tele video, with you or individually. You and your children up to age 26, have 6 free sessions per person per year to help support and guide you toward better emotional wellbeing.

If you and your family can use support in the moment, one of their counselors will work with you over the phone, right then and there. There's no limit to the number of times you and your family can call for this in-the-moment support. *

Here are the ways you may use your family therapy sessions:

- Minors between the ages of 14 to 18 can be provided individual counseling sessions if approved by a parent or guardian.
- Minors between the ages of 8 to 14 can be provided family counseling sessions which would include the parent(s) or guardian(s) along with some possible 1:1 time with the child when needed.
- Under the age of 8 they refer out to more appropriate resources.

And if there's a mental health emergency:

- Text CONNECT to the crisis text line at 741741 to reach a crisis counselor 24/7.
- Call 1.800.273.TALK (8255) or go to the [National Suicide Prevention Lifeline](#) and connect with a crisis counselor anytime. For additional information and support, access the [Suicide prevention guidebook for parents](#).
- Go to the nearest emergency room or call 911. The emergency room staff will address the mental health crisis. They will do an evaluation and connect you to additional care and services.

Knowing how to help your children can feel overwhelming sometimes. We're in this together with our EAP resources to help! Call them 24/7/365. The call is free and confidential! 1.800.272.7252
Additional resources may be accessed on the [Resources For Living website](#). Username UWF Password UWF

* If your child is currently in a therapeutic established relationship with a counselor, they will be assessed for immediate risk and then referred back to their treating provider.

2022 Employee Recognition Awards Program (ERAP) Winners

This year's Employee Recognition Awards Program (ERAP) ceremony was outstanding! If you did not have a chance to attend in-person, we hope you watched via webcast. Congratulations to the awardees for their outstanding performance and commitment to promote service excellence and professionalism!

Human Resources sends a congratulations to this year's recipients!

Academic Affairs Nautilus Excellence

Ayesha Haider

Mary Holladay

Juanita Johns

Cherie Judd

Zully Raffo

Lloyd Randall

Marzia Ranson

Laura Sommers

Diane Sullivan

Valerie Taylor
Leslie Wyrosdik

Academic Engagement and Student Affairs Nautilus Excellence

Nina Barker
Kaley Devito
Ethan Henley
Vernon Watson

Finance and Administration Nautilus Excellence

Regina Bell
Sandra Bermejo
Sabra Cupples
Dora English
Phillip Etheridge
Bobby Glover
Dennis Solis

President's Division Nautilus Excellence

Alycia Grieco
Amy Robinson

University Advancement Nautilus Excellence

Lacey Berry
Elizabeth Gray

Employee of the Year Award

Dora English

Marion Viccars Award

Pat Crawford

Gabor Award

Nina Barker

Community Service Award

Jim Hammond



Build Your Supervisory Strength -Take Two

By Lynne Randall, Employee Relations Coordinator

In January I joined UWF as your **Employee Relations Coordinator**. It is my vision to support everyone serving in a supervisory position create a **“UWF Culture of Care”** where employees feel cared for and truly love working for UWF!

Last month, in our March HR Bulletin, I shared a supervisory best practice of [letting your direct reports know you care](#).

This month I want to share another best practice to build your strength. **You can create stronger relationships between you and your direct reports by “Relationship Rounding.”**

I'd like to use local businessman Quint Studer once again to share his best practice, how [“Relationship Rounding Helps Leaders Practice the Platinum Rule.”](#)

During relationship rounding you hold regular, one-on-one conversations with your direct reports to see what would make *their* lives better. You see how they're doing mentally and emotionally; you get to know them better as individuals and find out what matters most to *them*.

You can find out a LOT by being intentional to ask questions. You will never regret making the time to care for and invest in your direct reports!

Thank you to everyone who requested my supervisory strength emails!

If you would like to join this email group and receive regular emails to grow your supervisory strength, please send a note with your request to lrاندall1@uwf.edu.

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:

- 04/07 @ 2pm (CST) Kids and Sports: How Parents Can Be Good Fans and Role Models
- 04/14 @ 2pm (CST) Communication: It's More Than Just Talking
- 04/19 @ 2pm (CST) No Excuses! Getting Beyond the "Ifs" and "Buts" in Life
- 04/26 @ 2pm (CST) Ready, Set, Relax

Please visit www.resourcesforliving.com for more information about [these webinars](#) and to view the [Webinar Library](#) or you may contact Human Resources at 850.474.2694.

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