

## August 2024

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## Early Payroll Processing: Labor Day Holiday

Due to the Labor Day holiday observed Monday, September 2, 2024, online timesheets and leave reports for the August 18, 2024 through August 31, 2024, pay period must be submitted electronically no later than 3:00 p.m. Thursday, August 29, 2024 and approved no later than 10:00 a.m. Friday, August 30, 2024.

If you have any questions, please call [Nicole Zamarj](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

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## New Hires to Experience Revised New Employee Orientation Beginning This Month

As announced in our July Bulletin, New Employee Orientation (NEO) will now be featuring a new, hybrid model. Human Resources will no longer be hosting all-day in-person NEO. Instead, new hires will login to SCOOP and experience NEO on-line. Employees will be able to complete NEO Part 1 on their own schedules (within 30 days of hire). The HR Benefits Team will hold at least three follow-up working sessions (NEO Part 2)

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featuring hands-on enrollment assistance. Please direct new hires to sign up for these in the Professional Development Learning Library once they have completed NEO Part 1. More information can be found in the [NEO Details](#) document that is one of the Employee Acknowledgements that all new hires receive.

If you have any questions, please contact Human Resources at 850.474.2694.

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## Verify Updated Contact Information

Employees can edit their address and phone number records any time in the [MyUWF](#) menu “[Contact and Privacy Information](#),” but 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 addresses, any updates must be made by September 18, 2024. 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 850.474.2604 or [Elsie Rivera](#) at 850.474.2921.

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## Deadline Approaching: Employee Tuition Fee Waivers

Eligible employees who have not done so may apply for tuition waivers for the Fall 2024 semester at this time. Remember to allow a minimum of five business days for processing of waiver requests. For employees assigning waivers to dependents, allow additional time for the verification of dependent documentation by Human Resources.

If you have questions regarding your account, balance due, or particular course coverage under the tuition waiver, please contact the [UWF Cashier's Office](#) at 850.474.3035.

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## Faculty Premium Deductions Resume in September

Nine-month faculty will notice that insurance premiums are not being deducted from pay in the month of August. Beginning with the September 6, 2024 paycheck, these deductions will resume.

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

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## Healthier U and EAP Wellness Wednesday Partnership Continues!

We are excited to announce the continuation of the Healthier U and EAP Wellness Wednesday partnership for fall and spring semesters 24-25. Working with our EAP, we identified workplace wellness hot topics for our faculty and staff. Pack a lunch or schedule a team lunch-and-learn. This year our lineup includes:

**Talk Saves Lives** – September 18

**Emotional Intelligence** – October 9

**Managing Emotions Under Pressure** – October 23

**Generational Differences in the Workplace** – November 13

**Mindful at Work – Nurturing Focus and Well-being** – December 11

**Effective Communication – Body Language & Email and Technology** – January 15

**Effective Communication – Getting Your Message Across & Listening Skills** – January 29

**Managing the Difficult Interaction** – February 12

**Learning About Your Conflict Management Style** – March 12

**Strengthening Work Relationships – Team Building** – April 16

**Time for You – Don't Be Part of the No Vacation Nation** – May 7

For a detailed description or to register, visit the [PageUp Learning Library](#) or Calendar today!

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## Faculty Service Awards and Fall Faculty Forum

Faculty may pick up their 23-24 service milestone awards in Human Resources (Bldg. 20E) beginning August 13. Please bring an ID for award pick up. Awards not picked up by Friday August 30th will be mailed through campus mail. Please note that Human Resources is not responsible for damage to mailed awards.

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## Employing International Students (F1 and J1 Visa) - Work Hour Limitations

Departments with international student employees (F-1 or J-1 status) are advised that these employees are limited to working 20 hours per week while school is in session (all positions

combined) based on United States Citizenship and Immigration Services (USCIS) regulations. Working over the allowed hours could jeopardize their visa status.

However, they may be eligible to work additional hours per week during the Summer and semester breaks. (Note: UWF does not allow students to work 1.0 FTE and remain in a student position.)

Work authorization typically expires when these international students graduate and the student is no longer eligible to work for UWF. Additionally, any student who is graduating in a given semester cannot work past the last day of the semester listed on the University's Academic Calendar.

If you have any questions, please contact [Christine Dillard](#) at 850.474.2508 or [Nicole Zamary](#) at 850.474.2608.

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## OUTSIDE ACTIVITY AND CONFLICT OF INTERESTS

**All Outside Activity Forms are due to Human Resources by August 15, 2024**

The University of West Florida encourages its employees to engage in activities supporting their professional growth, creating new knowledge and ideas, and furthering the University's mission of excellence in teaching, research, and service. University employees' primary professional obligation, however, is to act in the best interest of the University and to maintain the highest ethical and professional standards. A University employee's outside activities or interests, however, must not conflict, or appear to conflict, with their professional obligations to the University of West Florida. Accordingly, the [HR-23.02-04/22, Outside Activities and Conflicts of Interest](#), policy establishes standards and requirements to protect the University's financial well-being, reputation, and legal obligations and provides a system for identifying, reporting, and managing real or apparent conflicts. Disclosing outside activities fosters UWF's support of these efforts.

*Faculty covered by the United Faculty of Florida Collective Bargaining Agreement (CBA) should refer to Article 21 of the CBA, Conflict of Interest/Outside Activity, for information regarding reporting outside activities. Certain terms of the CBA differ from the information in this notice; in which case, in-unit faculty should follow the provisions of the CBA.*

The outside activity form is due in Human Resources by **August 15, 2024**, for all Executive Service, Faculty, University Work Force, and OPS employees.

### OUTSIDE ACTIVITIES

An outside activity includes any activity, compensated or uncompensated, which is not part of the employee's assigned duties for the University and for which the University has provided the

employee no compensation. Employees must disclose outside activities on the appropriate outside activity-conflict of interest form.

### **OUTSIDE ACTIVITIES REQUIRED TO REPORT**

- Employment outside of UWF
- Private consulting, advising, and speaking
- Teaching and/or research appointments for an entity other than UWF
- Seeking an elected public office
- Serving as an expert witness or legal consultant
- Practicing as a licensed professional
- Service on a Board of Directors
- Presentation at professional meetings in which an honorarium is being paid to the employee
- Professional activities provided in a foreign country, or directing the activities of others in a foreign country
- Activities involving more than incidental use of UWF facilities, equipment, or services
- Activities requiring the waiver or assignment of the employee's or UWF's rights or interests to any inventions or works that may be developed during the course of or from the activity
- Required use of books, supplies, equipment, or instructional resources at UWF when they are created or published by the employee or by an entity in which the employee has financial interest.

### **OUTSIDE ACTIVITIES NOT REQUIRED TO REPORT**

- Peer review of articles or research proposals
- Unpaid scholarly collaborations at another domestic academic or research institution
- Receiving an honorary degree from another institution
- Editorial services for educational or professional organizations
- Conducting workshops for professional societies
- Musical or other creative performances and exhibitions that are consistent with the faculty member's discipline

### **CONFLICTS OF INTEREST**

A conflict of interest generally means a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.

### **WHEN MUST A FORM BE SUBMITTED**

All employees (Faculty, Work Force, and OPS) must report as follows:

- Each year by August 15.
- Each time an employee plans to engage in a new activity requiring disclosure
- Any time there is a significant change in an activity which has previously been reported
- Where the uncompensated activity:
  - Creates or reasonably appears to create a conflict of interest

- Interferes or reasonably appears to interfere with the full performance of the employee's responsibilities or other University obligations
- Interferes with the employee's primary commitment of time, attention, and energies to the University

*Note: Students and Adjuncts only need to complete the outside activity form if they participate in the design, conduct, and reporting of research or other types of sponsored projects.*

### WHY DO I HAVE TO REPORT

- Florida Statute requires that all employees must report conflicts and outside activities (See Florida Statute 112.313, Code of Ethics for Public Officers and Employees, and Florida Statute 1012.977)
- University Policy requires it
- The policy and statute were instituted to create an environment of transparency and fairness to the citizens of the state
- To prevent abuse, including bribery, nepotism, and exploitation of employment

### USE OF UNIVERSITY FACILITIES, EQUIPMENT, AND SERVICES

- Any employee who wishes to request the use of University facilities, equipment, or personnel in conjunction with an outside activity or employment must submit a written request for such use using the appropriate [Request for Approval of Use of University Resources](#) form will need to be completed and approved. Failure to submit such a request constitutes specific lack of permission to use any University resources in conjunction with an outside activity or employment. Each request will be evaluated on its own merits. The University is under no obligation to grant any such request.
- 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. A form for requesting approval for use of University resources must be completed and approved.
- Charges for the use of University facilities by employees for their outside activities shall be at the same rate as ordinarily charged to the general public.

### USE OF TEXTBOOKS

- Any employee who wishes to require a class that the employee instructs to use a textbook or other educational material that the employee wrote or prepared, must complete the Textbook Authorization form. This form must be completed and approved up through the Provost prior to requiring the use of the textbook or other educational materials.
- If you are an instructor reporting to a chair and you wish to require a class that you instruct to use a textbook or other educational material that you wrote or prepared, please use this [Dynamic Form](#).

- If you are the chair of a department or dean of a college and you wish to require a class that you instruct to use a textbook or other educational material that you wrote or prepared, please use this [Dynamic Form](#).
- In order to proceed to the form, you will be required to fill in the name(s) and e-mail address(es) of your Chair, Dean, or Vice President as applicable. Be sure to click on the blue floppy disk icon to save after you fill in this information.
- If you do not click “sign electronically,” but have saved your information, the form will be available for you to complete and the process by clicking “draft forms” on the dynamic forms starting page.

### ADDITIONAL REQUIREMENTS FOR FEDERALLY FUNDED RESEARCH

Federal regulations require that, when federal funds are allocated through a grant or contract, the University must examine conflicts and, where appropriate, report them to the federal agency. Federal regulations require that the University manage, reduce, or eliminate any actual or potential conflicts of interest that may be presented by certain compensated outside activities and other financial interests of persons involved in sponsored research projects funded by the federal government. The primary purpose of the federal regulations is to prevent bias in the design, conduct, or reporting of research projects.

### WHAT IF I DON'T REPORT

- An employee’s failure to fully and properly report outside activities and other interests as required by this Policy 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.
- Where approval for an outside activity is based upon a report containing incomplete or inaccurate information provided by the employee, the approval is null and void.
- In accordance with Florida Statutes Section 1012.977, any employee engaged in the design, conduct, or reporting of research who failed to disclose an outside activity related to their UWF area of expertise or any financial interest shall be suspended without pay pending the outcome of an investigation which shall not exceed 60 days. Upon conclusion of the investigation, the university may terminate the contract of the employee. Failure by an employee to comply with this policy or a conflict of interest monitoring or management plan may result in disciplinary action up to and including termination for just cause.

### PROCEED TO THE OUTSIDE ACTIVITY FORM

- If you have multiple outside activities, **each activity must be on a separate outside activity form.**
- Click the [Outside Activity Form](#) to proceed to the form
- When you click “NO” to “Do you have an outside activity?”, you will receive an email to sign the DocuSign form. In order to complete the process, you must respond to this email and sign the form. This will complete the process.
- When you click “YES” to “Do you have an outside activity?”, you will receive an email to complete additional questions before you sign the document. You must respond to this

email in order to complete the process.

- Your routing for approval will be automatically populated. If the approval names are not correct or not available, you can manually change or input the correct names.
- You will need to check your email and review (open the pdf) your form to see if it was approved or declined.
- For additional guidance, the University of West Florida [HR 23.02-04/22, Outside Activities and Conflicts of Interest](#), policy provides guidance to employees seeking to engage in outside activities.

If you have any questions, please contact Jamie Sprague at [jsprague@uwf.edu](mailto:jsprague@uwf.edu) or 850.474.2156.

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## Non-UWF Student Employees

Departments with student employees who are enrolled at an institution other than UWF are classified as Non-UWF student employees. Documentation of enrollment/status is required and must be updated each semester. The deadline to turn in proof of enrollment and fee payment is the last day of Drop/Add for the institution in which the student is enrolled. Please make sure all Non-UWF student employees in your department understand these requirements. If you are unsure whether documentation for your student employee is current, please contact [Deborah Baker](#) at 850.474.2605 or [Lori Werdann](#) at 850.474.2205.

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## Higher Education Administration Graduate Certificate Program

The School of Education (SOE) offers a [Higher Education Administration](#) graduate certificate program. This 9 credit certificate was created with employees who are newer to higher education/student development in mind. The following courses are required to complete the certificate:

- EDH6634 - Intro to College Student Affairs Admin - Fall semester
- EDH6045/6368 - Theories of Development OR Equity & Justice - Spring semester
- EDH6362 - Foundations of Supervision & Leadership - Summer semester

The fall and spring courses are taught in the evening and the summer course is online. These courses are eligible for the employee tuition waiver. These courses will count toward the College Student Affairs Administration (CSAA) M.Ed. should an employee decide to advance further. [Dr. Eric Kollar](#) is the point of contact.

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## PageUp Performance News

**PageUp Working Session – Supervisor Evaluation of Employee – August 5**



One summer working session remains. On August 5, 10:30 – noon, learn how to use the STAR method to provide substantiated feedback to rate your direct report aligned with competency metrics. Register for in-person or synchronous online attendance through the [PageUp Calendar](#) today.

### 2023-2024 University Work Force Employee Annual Reviews – Remaining Timeline

Step	Open Date	Due Date
2023-2024 Supervisor Evaluation of Employee**	August 1, 2024	August 31, 2024
2023-2024 Employee Acknowledges Evaluation	September 1, 2024	September 30, 2024

\*If an employee did not complete the self-evaluation by July 31, the review will move to the Supervisor Evaluation of Employee on August 1.

\*\* If a supervisor does not complete the evaluation for a direct report by August 31, the supervisor, the employee, and the 1-up supervisor will receive auto-generated, past-due emails until complete.

**[Supervisors, please remember to add comments to substantiate each rating above or below 3 Stars.\\*](#)**

The **STAR** method for performance feedback is one method to provide substantiated feedback. For more information on the STAR method, revisit the May 2024 [HR Bulletin](#) article “Supervisor Strength – PageUp Competencies, Ratings, and the STAR Method for Performance Feedback.”

**\*Supervisor Ninth Competency - Performance Management** – Sets measurable objectives (quantitative and/or qualitative) for direct reports aligned with the department’s (and university’s) strategic plans. Provides regular feedback on performance as measured against objectives. Addresses performance issues promptly. Fosters direct report’s learning and development opportunities. Provides public and private recognition of accomplishments. Completes all direct reports’ performance reviews as assigned, including written feedback on competency scores above or below a rating of “3 Stars.”

### Supervisor Performance Management Resources Available on Your PageUp Recruitment/Administration Dashboard

Resources include performance competency definitions, directions for setting objectives with SMART Goals, and documentation for performance feedback. Reach out to [Lynne Randall](#) with questions.

**[Ratings Explanations \(from HR-17.04-06/20 and PageUp Performance Rating Descriptions\)](#)**

### **Superior Performance**

Employee significantly exceeds position requirements. (This is the highest performance rating and should be used only when an employee consistently exceeds the performance standards, goals and/or objectives set for the position. Additionally, the employee should be well above expectations in terms of completeness, timeliness, and independence. The employee should contribute to university goals and objectives beyond position requirements. The employee should require little supervision and be an exemplary employee with a strong potential for advancement.)

### **Above Performance**

Employee consistently exceeds expectations and demonstrates the ability to surpass position requirements. (This rating indicates that the employee's performance is above the performance standards, goals and/or objectives set for the position. The employee's performance should be timely and embody a high degree of accuracy and independence. The employee should demonstrate initiative and innovation in performance of duties and responsibilities and require minimal supervision.)

### **Satisfactory Performance**

Employee meets all position requirements. (This rating indicates that the employee satisfactorily performs the assigned duties and meets performance standards set for the position. The employee's work should be timely and efficient. The employee should require an average level of supervision.)

### **Needs Improvement Performance**

Employee is not satisfactorily completing the assigned duties. (This rating indicates that the employee is not satisfactorily completing the assigned duties and needs to make improvement toward meeting performance standards. The employee requires more supervision than the average employee, and continued improvement in performance is required. Supervisors will be contacted by Human Resources upon submission of an employee evaluation with an overall rating of needs improvement.)

### **Below Performance**

Employee is not meeting standards, goals, or objectives set for the position. (This rating indicates that the employee does not demonstrate the knowledge or ability needed to perform the assigned duties, and consistent supervision is required. The employee must show significant improvement toward satisfactory completion of performance standards or may be removed from the University in accordance with UWF policy. Supervisors will be contacted by Human Resources upon submission of an employee evaluation with an overall rating of below performance.)

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## **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 their spouses. Visit the [Professional Development Learning Library](#) for more information and to sign up.

### **Fall 2024 Financial Planning Series Workshops:**

Medicare Made Easy

Friday, September 6, 2024 - 1:30pm-3:30pm

Protecting Your Family's Future: Estate Planning

Friday, September 13, 2024 - 1:30pm-3:30pm

A Different Kind of Savings Plan: Deferred Compensation 457:

Voya, Corebridge Financial (formerly AIG/Valic) and Nationwide

Friday, September 27, 2024 - 1:30pm-3:30pm

Provider Representative Panel - Investing 101: Tax-Deferred Annuities and the Optional Retirement Plan (ORP):

TIAA, Voya, Corebridge Financial (formerly AIG/Valic) and Equitable (formerly AXA)

Friday, October 4, 2024 - 1:30pm-3:30pm

Planning for Retirement with the FRS

Friday, October 11, 2024 - 1:30pm-3:30pm

If you have questions, please contact [Elsie Rivera](#) at 850.474.2921.

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## **EAP Resources for Living Webinars – Click [here](#) to register for a webinar.**

- 8/1 @ 2pm [Understanding Social Anxiety](#)
- 8/15 @ 2pm [Put Down the Gloves: Tips for Fighting Fair](#)
- 8/22 @ 2pm [Strengthening Your Relationship Through Life's Challenges](#)
- 8/29 @ 2pm [Becoming Your Own Best Friend](#)

Our Aetna Resources for Living EAP is available for you and your family. Explore the [website](#) for related resources. You'll be glad you did! (Username- UWF Password – UWF).

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