January 2020

### In This Issue

- **Completing Human Resources Forms**
  
  Human Resources forms are frequently revised to reflect legal updates, policy changes or for other organizational reasons. Do 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](http://www.uwf.edu/hr) 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.

- **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. 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 Kris Ledbetter at 850-474-2601 or Sheri Jernigan at 850-474-2884.

- **OPS Pay Plans Updated**
  
  The 2020 OPS Student and OPS Staff Pay Plans have been posted to the HR web site. They can be found on the Staff Employment, Student Employment and Position Management pages. The forms have been revised to account for the January 1, 2020 Florida Minimum Wage Increase. If you have any questions, please contact Carol Gentry at 474-2605 or Nicole Zamary at 474-2608.

- **Student Personnel Action Form Updated**
  
  The Student Personnel Action Form has been updated to reflect the modification in pay ranges due to the January 1, 2020, Florida Minimum
Wage increase. Please be sure to use the newly revised Student Personnel Action Form beginning January 1, 2020. If you have any questions, please contact Carol Gentry at 474-2605 or Nicole Zamary at 474-2608.

**Annual Leave Rollover**

The year-end maximum annual leave balance for leave accruing employees is 352 hours (except Executive Service - 480 hours). All annual leave hours over 352 will be converted to sick leave effective January 1, 2020. To ensure accurate rollover processing, all outstanding timesheets and leave reports reporting hours and leave through December 31, 2019 should be submitted and approved at this time.

Employees with more than the year-end maximum of 352 hours should make plans to schedule use of annual leave, with supervisory approval, as soon as possible. The last day that annual leave may be used for 2019 will be Sunday, December 22, 2019. Winter Holidays will be from Monday December 23, 2019 through Wednesday, January 1, 2020. If you have questions regarding leave, please contact Jeff Comeau at 474-2610.

Any outstanding leave reports must be submitted and approved to accurately reflect your leave balances in preparation for year-end leave rollover. If you have leave reports that may be past the date to submit electronically, please contact Nicole Zamary at 474-2608 for assistance.

**Insurance Elections for 2020: Deduction Updates**

Flexible spending account deductions begin with the January 3, 2020 paycheck. Carefully review changes to pay details and report any discrepancies to Adrian Rowley at 850-474-2604 or Elsie Rivera at 850-474-2921.

For individuals electing new health plans, identification cards should be received by mid-January 2020. CVS/Caremark Prescription Plan cards will arrive separately for all those who have health insurance.

**Employee Tuition Fee Waiver for Spring 2020**

Requests should be submitted at least one week before the first day of classes. If you have any questions, please contact Adrian Rowley at 850-474-2604 or Elsie Rivera at 850-474-2921.

**Kognito-At Risk Training**

Students today face increasing pressures that can lead to emotional distress, depression, anxiety, substance abuse, and even thoughts of suicide. As University of West Florida employees, we can take small steps that make a big difference.

The University of West Florida has partnered with Kognito to provide At-Risk Training, an online conversation simulation, to help us learn to notice signs of distress, use techniques to discuss our concerns, and, if necessary, refer students to appropriate resources. The At-Risk Training through Kognito will be available beginning November 8, 2019.

At-Risk Training lets you practice these challenging conversations at your own pace through role-play with virtual students. In a national study of
effectiveness, this simulation has been shown to increase the number of student referrals to counseling. It is also listed in the Suicide Prevention Resource Center's Best Practices Registry and under review for inclusion in the National Registry of Evidence-based Programs and Practices.

This At-Risk Training can be found on your MyUWF Scoop Page. It can be completed in multiple sittings and your progress will be saved.

All Employees (Faculty, Work Force, OPS and Students) are highly encouraged to complete the simulation by February 28, 2020.

If you have any questions or concerns, please don't hesitate to contact Human Resources at 850-474-2694.

Submit Your Nominations for the Employee Recognition & Awards Program (ERAP)

Award Nomination Requirements

Nautilus Excellence Award

- University Work Force employees must have worked at UWF for three consecutive years as of March 1, 2020 to be eligible.
- OPS staff employees must have worked at UWF for six months as of March 1, 2020 to be eligible.
- Employees who are classified as Director and above are not eligible.

Marion Viccars Awards

- Employees must have worked at UWF for three consecutive years as of March 1, 2020 to be eligible.
- This award is for employees at the Director level and above, and Faculty Administrators (Including Dean, Associate and Assistant Deans, and Chairperson).

Gabor Awards

- Employees must have worked at UWF for three consecutive years as of March 1, 2020 to be eligible.
- Will be awarded to one University Work Force employee and one Faculty employee.

Community Service Awards

- Employees must have worked at UWF for three consecutive years as of March 1, 2020 to be eligible.
- Will be awarded to one employee (either University Work Force or Faculty).

Please visit the Employee Recognition and Awards Program website for specific information and links to nomination forms.

The deadline for submission is March 6, 2020.

All award applications must be submitted on the official nomination form and include three signed letters of recommendation on letterhead. Previous awardees are not eligible for three (3) years. Nominations may be self-nominated or nominated by others. The selection committee members
may not submit a nomination(s) or recommendation letters.

**Nominations received after 5 p.m. on the deadline date of Friday, March 6, 2020 will be declared ineligible.**

Mark your calendar to attend the
**2020 UWF Employee Recognition and Awards Ceremony**
Friday, April 3, 2020 | 9 to 10:30 a.m.
UWF Conference Center

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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. 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:

- 1/9 @ 2pm (CST) Building a healthy body image
- 1/16 @ 2pm (CST) Simplify your life
- 1/23 @ 2pm (CST) Memory improvement for daily life
- 1/28 @ 2pm (CST) Pennywise: Everyday budgeting and saving

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

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**Welcome Aboard December New Employees!**

Nicholas Atkins  
Enterprise Systems Architect  
Florida Virtual Campus

Jennifer Biggs  
Office Administrator  
Earth and Environmental Sciences

Michelle Finley  
Head of Circulation  
Assistant Librarian  
University Libraries
Ekaterina Knapp  
Reg. Mental Health Intern  
Counseling and Psychological Services

Dakota Lee  
Athletic Marketing/Ticketing  
Intercollegiate Athletics

Dr. Christopher Levesque  
Professional Studies Librarian  
Assistant Librarian  
University Libraries

Andrea McArthur  
Stacks Manager  
University Libraries

Adam Pitts  
Project Manager  
Facilities Planning and Construction

Gregory Washington  
HVAC Maintenance Specialist  
Utility Operations

Keyarsten Williams  
Collections Manager  
Controller's Office

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