

July 2022

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Legislative Changes to the Florida Retirement System

During the 2022 session, the Florida Legislature passed House Bill 5007, which will become effective July 1, 2022. This bill was signed into law on June 2, 2022.

The employer contribution rates paid into members' Florida Retirement System (FRS) Investment Plan accounts will increase by 3% for all membership classes. For example, Regular Class members will see their employer contributions increase from 3.3% to 6.3%. A full listing of the current and new FRS Investment Plan employer contribution rates for each employee membership class may be found in the [Investment Plan Quarterly Newsletter](#).

At this time, there is no change to the required 3% contribution rate paid by employees into any FRS plan or other state-administered plan. Employer contributions into members' State University Optional Retirement Plan (SUSORP) accounts also remain the same.

In addition to changing FRS employer contribution rates, this bill also allows law enforcement officers in the Special Risk Class to participate in the Deferred Retirement Option Program (DROP) for up to 36 months beyond the 60-month period. The member must be a DROP participant on or after July 1, 2022, and must enter DROP on or before June 30, 2028. Note that DROP is only available to Pension Plan members and not Investment Plan members.

For more information about legislation impacting the Florida Retirement System (FRS), visit [MyFRS.com](#) and click "Legislation" under the "Recent News Articles."

Financial advising is available to members of the FRS Pension and FRS Investment Plan by calling the MyFRS Financial Guidance Line at 866.446.9377. Service hours are 7 a.m. to 5 p.m. Central time, Monday through Friday except holidays.

If you need further assistance, please contact [Adrian Rowley](#) at

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.

PageUp Performance Update - Important Information Including:

[2021-2022 Performance Review Remaining Timeline](#)

[2022-2023 Performance Review Added Supervisor Competency](#)

[2022-2023 New Performance Review "1-on-1" Feature](#)

[2022-2023 Performance Review Timeline](#)

2021-2022 Performance Evaluations are in process. The timeline remaining is detailed below:

Please note that this timeline is for University Work Force employees and does not apply to employees in their Position Orientation Year, to Coaches, to Faculty, to OPS Staff, or Employees reporting to the President, Vice Presidents, or General Counsel.

2021-2022 Supervisor Evaluation of Employee

Opens July 1, 2022 (or sooner if your direct report completed the self-evaluation)

Due July 31, 2022

(Note: Performance reviews will be moved from any prior step to Supervisor Evaluation of Employee on August 15, 2022, if not already advanced. They will be due by August 31, 2022*)

2021-2022 Employee Acknowledges Evaluation

Opens August 1, 2022

Due August 31, 2022

HR Reviews and Approves

Opens September 1, 2022

Due September 30, 2022

* If the employee does not complete the employee self-evaluation that was due on June 30 by July 31, I will auto-move the review to Supervisor Evaluation of Employee on August 15 (due on August 31). The supervisor and employee will continue to receive auto-generated, past-due emails until complete.

[Supervisors, please note completing an evaluation on your employee is not optional.](#)

[Please refer to university policy HR 17.04-06/20 Evaluation.](#)

"I. Policy/Purpose:

The University of West Florida shall utilize employee evaluation programs to acknowledge performance, to communicate performance effectiveness, to aid in improving performance in assigned

duties, and, when necessary, to develop a performance improvement plan to assist in correcting deficiencies. The evaluation program may also be used to identify recipients of financial rewards when designated by the President.”

In addition, please refer to our [Supervisor Standard Evaluation Competencies](#) which include:

“5. Initiative

Employee exhibits leadership, is resourceful and willing to do more than the minimum, strives to achieve goals, and seeks additional responsibility. Include in this rating, if applicable, the employee’s performance, supervision, updating job questionnaires, completing performance evaluations, and setting standards, goals, and objectives:”

If you have questions or concerns, please reach out to [Lynne Randall](#) by email or by calling 850.474.2292.

New (separate) Supervisor Competency Added to the 2022-2023 PageUp Performance Reviews

A new supervisor competency has been added to the 2022-2023 performance reviews. This will assure that supervisors are aware of and comply with their responsibility to complete their direct report(s) performance review(s). This competency will be rated equally with the other existing review competencies. Competency below.

10. Performance Management – Sets measurable objectives (quantitative and/or qualitative) for direct reports aligned with the department’s (and university’s) strategic plan. 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.”

If you have any questions about this competency (or resources to support the competency), please reach out to [Lynne Randall](#) in Human Resources.

PageUp “1 on 1” Feature

I have added the new “1-on-1” feature to our PageUp Performance Platform. This feature is available to employees and supervisors.

This feature, along with the “Journal” feature, allows regular, formal and informal, on-going discussions to review progress toward goals and objectives. With the 1-on-1 feature you may upload a document to compliment your entry. Previously employees could record a Journal Entry but were unable to link a document during the evaluation period. With the 1-on-1, you may now link supporting documentation throughout the year.

You may complete 1-on-1 entries by clicking on 1-on-1 under “About me.” You may review your 1-on-1 entries by clicking on “Journal” under “About me.” If you want to title a 1-on-1 entry, reopen the entry after saving it and enter a title. Both Journal and 1-on-1 entries are only seen by you unless you link the entries to your review.

Supervisors, please note that if you are using the Journal or 1-on-1 feature to capture notes related to an employee, be sure to include the employee’s name in the comments of the entry to aid in future searches.

If you have additional questions about the new 1-on-1 feature, please reach out to [Lynne Randall](#) in Human Resources.

2022-2023 Performance Evaluation Timeline

New performance reviews opened on July 1, 2022, for University Work Force employees. Included in these reviews were employees who completed their Position Orientation year by June 30, 2022. Memos were opened for employees reporting directly to the President, Vice Presidents, and

General Counsel. Included in these memos were employees who were hired by March 31, 2022. If you have any questions about this date, please reach out to [Jamie Sprague](#) or [Lynne Randall](#) in Human Resources. **Supervisors, please check to make sure all of your full-time, workforce, direct reports' reviews were created. If you see anyone missing, please reach out to [Lynne Randall](#).**

Please note that this timeline does not apply to employees in their Position Orientation Year, to fall/winter Coaches, to Faculty, to OPS Staff, or Employees reporting to the President, Vice Presidents, or General Counsel.

2022-2023 Supervisor Enters Objectives

Opens July 1, 2022

Due August 30, 2022

2022-2023 Employee Acknowledges Objectives

Opens August 31, 2022

Due September 30, 2022

2022-2023 Evaluation Period

Opens October 1, 2022

Ends June 30, 2023

2022-2023 Employee Self-Evaluation

Opens July 1, 2023

Due July 31, 2023

2022-2023 Supervisor Evaluation of Employee

Opens August 1, 2023

Due August 31, 2023

2022-2023 Employee Acknowledges Evaluation

Opens September 1, 2023

Due September 30, 2023

2022-2023 HR Reviews and Approves

Opens October 1, 2023

Due October 31, 2023

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:

- 07/07 @ 2pm (CST) Learning for Life
- 07/12 @ 2pm (CST) Learning the Art of Small Talk
- 07/21 @ 2pm (CST) Understanding Learning Styles

- 07/28 @ 2pm (CST) Financial Worries in the House: What Do We Tell the Kids?

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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