

March 2022

In This Issue

Nine Month Faculty Pay Over 12 Month Option

Gabor Special Open Enrollment

People First Planned System Downtime

Financial Planning Series

Campus Climate Survey

2022 ERAP Announcement

Build Your Supervisory Strength

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.

Financial Planning Series

Following are the remaining workshops in our Financial Planning Series. More details may be found online in the full brochure. All sessions will be from 1:30pm to 3:30pm via ZOOM.

Visit the Professional Development Learning Library for more information and to sign up.

- Friday, 03/04/2022 - Provider Representative Panel - Investing 101: Tax-Deferred Annuities and the Optional Retirement Plan (ORP)
- Friday, 03/11/2022 - Planning for Retirement with the FRS
- Friday, 03/25/2022 - Financing and Planning Your Benefits Transition to Retirement

If you have any questions, please contact [Adrian Rowley](#) at 850-474-2604 or [Elsie Rivera](#) at 850-474-2921.

Campus Climate Survey

From 2/21/22 through 3/21/22, University of West Florida will facilitate a campus-wide diversity climate study. We have contracted with an outside vendor, Campus Climate Surveys, LLC to administer the surveys. The surveys will be online and will be accessible for those who need accommodations. Understanding our campus's climate is an important step toward ensuring our institution's future success and that of all our students and employees.

The survey results will be used to identify strengths and opportunities related to diversity, equity, and inclusion for our campus community. All employees are strongly encouraged to complete the survey.

We have selected Viewfinder Campus Climate Surveys to ensure that your responses remain anonymous. No personal identifying information will be collected from you. You will receive a letter directly from Campus Climate Surveys, LCC inviting you to participate in the survey.

Campus Climate Surveys, LLC is a sister company to Potomac Publishing, Inc., publisher of *INSIGHT into Diversity* magazine, the largest and most well-regarded diversity and inclusion magazine in higher education today.

If you have any questions, please contact [Dr. Vannee Cao-Nguyen](#), Interim Deputy Chief Diversity Officer.

Every voice at UWF matters. We want to hear yours!

2022 ERAP Announcement

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, 2022 to be eligible.
- OPS staff employees must have worked at UWF for six months as of March 1, 2022 to be eligible.
- Employees who are classified as Director and above are not eligible.

Marion Vickers Awards

- Employees must have worked at UWF for three consecutive years as of March 1, 2022 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, 2022 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, 2022 to be eligible.
- Will be awarded to one employee (either University Work Force or Faculty).

Visit the [ERAP website](#) for specific information and links to nomination forms.

The deadline for submission is March 4, 2022.

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 4, 2022 will be declared ineligible.

Mark your calendar to attend the
2022 UWF Employee
Recognition and Awards Ceremony
Friday, April 1, 2022 | 9 to 10:30 a.m.
UWF Conference Center

All questions can be directed to [Jamie Sprague](#) at 850-474-2156.



Build Your Supervisory Strength

By Lynne Randall, Employee Relations Coordinator

Local entrepreneur, businessman, and visionary Quint Studer invests his time and talents helping

industries (profit, not-for profit, public, and private) become high-performing organizations. He has a gift for translating complex business strategies into practical leader behaviors allowing organizations to achieve long-term success.

One of Quint's February LinkedIn posts focused on leaderships' responsibility to let the people they lead, know they care.

[Quint Studer Post](#)

Quint encourages leaders to ask open-ended questions like, **"How charged is your battery today?"** instead of "How are you doing." This forces your employee to think and give real answers. It also allows you as their leader to be intentional to follow up as appropriate.

Quint also encourages leaders to tell their employees, **"I care about you,"** and ask what someone may need from you and how you may help.

I recently 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 truly love working for UWF!

Quint says, "When we lead from a place of love, we transform people...It isn't always comfortable, but it's always worth the effort.

If you would like to be part of my supervisory email group and receive regular emails to grow your supervisory strength, please send a note with your request to [Lynne Randall](#).

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:

- 03/08@ 2pm (CST) Apologizing: What, When and How
- 03/17@ 2pm (CST) Love, Loss and What You Can Learn
- 03/24@ 2pm (CST) Investing in Yourself Through Personal Growth
- 03/31@ 2pm (CST) Yes or No? Secrets of Sound Decision-Making

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

University of West Florida | | hr@uwf.edu | 11000 University Parkway
Pensacola, FL 32514
Phone: 850-474-2694 | Fax: 850-857-6030

