



October 2022

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Open Enrollment October 10- October 28, 2022

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Employees wishing to make changes, cancel, or enroll in insurance plans should take advantage of this year's Open Enrollment opportunity beginning Monday, October 10 and continuing through Friday, October 28, 2022.

Supervisory Strength

Employees must provide confirmation of any changes or enrollments made through People First to Human Resources (these may be emailed, faxed, mailed or hand-delivered). **Failure to send a copy of the confirmation statement of open enrollment changes to Human Resources prior to the end of the open enrollment period may result in inaccurate deductions and possible interruption in benefits.**

University Work Force
2022-2023 PageUp
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Additional information can be found in the HR Bulletin - Open Enrollment Edition that has been sent out separately.

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Remember to Use Your Awardco Points by December 31, 2022!

Employee Service Awards are redesigned for 2022-2023. As a result, the platform for spending points (\$s) will be discontinued effective January 1, 2023. Log on to the platform through MyUWF [Employee Service Awards](#) and spend your points on virtual prepaid cards, eGift Cards, Amazon, or other Florida Local Gift Cards.

Please reach out to [Lynne Randall](#) with any questions.

Supervisory Strength

“Leadership is not about being in charge. Leadership is about taking care of those in your charge.”
Simon Sinek

Have you checked your empathy meter lately?

Do you have empathy for those you lead? Listen to Simon Sinek’s [14-minute talk](#) and learn how to demonstrate empathy to those in your charge.

If you would like to join a Supervisory Strength email group and receive regular emails to grow your supervisory skills, please send a note with your request to [Lynne Randall](#).

University Work Force 2022-2023 PageUp Performance Updates

Supervisors, please check your PageUp Team Performance Reviews to assure a 2022-2023 Annual Review was created for each of your direct reports. If you are missing a review, please reach out to [Lynne Randall](#) or by phone at 850.474.2292. **(Note: This does not apply to the University President, Vice Presidents, General Counsel, or Athletic Coaches.)**

A **Position Orientation Evaluation** covers the first year of a University Work Force employee’s performance. Future annual reviews are launched on July 1 if the employee completes their POE year by June 30. If the employee completes the POE review year on or after July 1 of that performance season, they **will not** have an annual review initiated until the following July 1; a full year could transpire without a formal review.

If you have a University Work Force employee who falls in this situation and you would like a current-year, annual review created for the employee and there are at least **six months** to review, please reach out to [Lynne Randall](#) or by phone at 850.474.2292.

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:

- 10/04 @ 2pm Think Yourself Healthy
- 10/13 @ 2pm Finding Work-Life Balance
- 10/20 @ 2pm Taking Your ZZZ’s Seriously
- 10/27 @ 2pm Co-parenting with Your Ex

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.

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 [Detection, Reporting and Investigating Fraud and Misconduct](#). Departments must initiate and ensure volunteers complete the [Volunteer Agreement](#) and that the form is turned in to Human Resources prior to allowing them to start.

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.

University Organizational Charts

Human Resources is responsible for housing updated organizational charts for the University. Please complete an updated Organizational Chart for your department and forward to Human Resources by Monday, 10/31/2022. You may review your current organizational chart on the [Human Resources website](#). If there is not a link attached to your department name on the page then there is no organizational chart on file for your department.

- When verifying or creating your organizational chart, the best practices are to:
- Start your organizational chart with the President of the University.
- Label with your Division, Department name, and date in the top right corner.
- Indicate the title and position number for each job in the Department (if including Student or OPS positions then only provide title). Please do not include employee names for security purposes.
- Save in PDF format, using Department and date indicated on the document.

Please email the updated organization chart to hr@uwf.edu. Contact [Kristin Masson](#) at 850-474-2602 if you have questions.

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