



## August 2023

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## Early Payroll Processing: Labor Day Holiday

Due to the Labor Day holiday observed Monday, September 4, 2023, online timesheets and leave reports for the August 20, 2023 through September 2, 2023, pay period must be submitted electronically no later than 3:00 p.m. Thursday, August 31, 2023 and approved no later than 10:00 a.m. Friday, September 1, 2023.

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

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## Faculty Service Awards

Faculty service awards will be available for pickup in Human Resources Bldg. 20 E from August 15 through August 31 (ID required for pickup). Any award unclaimed by August 31 will be mailed through university mail. Please note that Human Resources is not responsible for potential damage to awards sent through the mail.

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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 20, 2023. 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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## Staff Senate Employee Emergency Assistance Fund

UWF's Staff Senate has an [Employee Emergency Assistance Fund](#) for employees who may be in need of financial assistance due to circumstances resulting from an emergency. The program provides assistance through direct financial aid from the Staff Senate Emergency Assistance Fund dependent upon meeting eligibility requirements, i.e., lost or stolen funds, medical care, death in the immediate family. Please visit the [Staff Senate Employee Emergency Fund website](#) to review information regarding eligibility requirements, completing the application, and the categories of need allowable for assistance. Please note, any payment requests are made payable to the vendor, funds are not released directly to the employee.

Have questions or would like more information,  
email [staffsenate@uwf.edu](mailto:staffsenate@uwf.edu).

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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 2023 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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## Have You Registered For Your Professional Development Day October 25th?

Closing Keynote Speaker Bert Thornton, retired President/COO and Vice Chairman Emeritus of Waffle House, Inc., has a distinguished background not only as **“the guy who made the famous Waffle House Chili,”** but as a Georgia Tech cherished alumni and a nationally recognized speaker.

Residing in Perdido, FL, Bert participates locally as a member of Pensacola's Studer Community Institute's Board of Directors and also as an Entrepreneur in Residence at our own UWF College of Business – Center for Entrepreneurship. In addition to his book, *Find an Old Gorilla*, Bert co-authored *High Impact Mentoring: A Practical Guide for Creating Value in Other People's Lives* with COB faculty member and Women in Leadership Conference Chair, Dr. Sherry Hartnett.

Bert graciously donates his time speaking around the country where he gets to live out his lifelong ambition of helping emerging leaders become successful. Don't miss Bert's presentation or the opportunity to meet with him 1 on 1 during our Employee Relations Symposium and reception October 25.



Visit our [ERS webpage](#) for more information and to register for in-person or livestream attendance.  
\*Limited in-person seating available

Reach out to [Lynne Randall](#) at 850.474.2292 with questions or if you'd like a copy of our full, digital invite to share.

## OUTSIDE ACTIVITY AND CONFLICT OF INTERESTS

**All Outside Activity Forms are due to Human Resources by August 15, 2023**

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, 2023**, 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 850.474.2156.

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## Pregnant Workers Fairness Act (PWFA)

The [Pregnant Workers Fairness Act \(PWFA\)](#) is a new law that requires [covered employers](#) to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. Reasonable accommodations are changes to the work environment or the way things are usually done at work. For more information or to request accommodations related to pregnancy, childbirth, or related medical conditions, visit the [Pregnant Workers Fairness Act webpage](#) or phone 850.474.2694.

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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 8, 2023 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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## Requests to Advertise Above an Established Salary Range or Hire Outside the Advertised Range

Departments requesting to advertise a job posting above an established university hiring range or hire above the advertised range should route a memo justifying the need for the request via [DocuSign](#) through their Divisional approval chain on to Jamie Sprague, Associate Vice President of Human Resources, for review and approval. Once the memo has been signed/approved by all parties, please attach the approved memo to the Documents tab of the job posting in PageUp for posting requests or attach to the offer for hiring salary approvals. This should be completed prior to sending the request to post or offer letter in PageUp to avoid delays in processing the PageUp action. Please contact Kris Keating at [jobs@uwf.edu](mailto:jobs@uwf.edu) with any questions.

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## Graduating Student Employees

Departments with student employees who will be graduating in the Summer 2023 semester should send in Personnel Action Forms to end their student positions. If you wish to have your graduated student employee(s) continue working in your department they must be converted to OPS Staff employees. This will require a background screening and additional documentation to be completed prior to them working in an OPS Staff capacity. If you have any questions, please contact [Nicole Zmary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

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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.

## 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.

- Friday, September 8 – [Medicare Made Easy](#)
- Friday, September 15 – [Protecting Your Family's Future: Estate Planning](#)
- Friday, September 22 – [A Different Kind of Savings Plan: Deferred Compensation 457](#)
- Friday, September 29– [Planning for Retirement with the FRS](#)
- Friday, October 6 – Provider Representative Panel - [Investing 101: Tax-Deferred Annuities and the Optional Retirement Plan](#)
- Friday, October 27 – [Financing and Planning Your Benefits Transition to Retirement](#)

All sessions will be held from 1:30 pm to 3:30 pm in the HR Training Room in Building 20 West - Room 156A.

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

## PageUp Performance Working Session - Using the Journal and 1 on 1 Entry Features in PageUp Performance

PageUp Performance Working  
Session - Using the Journal and 1 on 1  
Entry Features in PageUp  
Performance

Instructor Led & Online Program

Instructor-led  
August 8, 9-10 am Bldg 79 Rm 180

In person available spots – 25; Online available spots - 25

This workshop provides hands-on assistance **Using the Journal and/or 1 on 1 Entry Features** in the PageUp Performance Management system.

There is no curriculum for this session. This training takes place in Building 79 Room 180. However, a calendar invite will be sent the day after registering for training, containing a link to join the session if you wish to attend remotely. Additional details regarding the web conference session will be in the description of the calendar invite. Attendees should plan to arrive at 9 am for introductory information. Assistance using the journal and 1 on 1 features will be provided. Please note that this session may be subject to cancellation if there is a lack of interest.

## 2022-2023 and 2023-2024 PageUp Performance Review Timelines for University Work Force Employees\*

**2023-2024 Annual Reviews are open for University Work Force Employees.**

**Employees who have completed their Position Orientation Year by June 30, 2023, should have 2023-2024 reviews.**

A gentle reminder that supervisors are required to enter comments for any direct report's competency scored above or below "3 Stars." Please enter the comment by clicking on the competency comment link. This information was initially communicated last fall in our August HR Bulletin.

University Work Force supervisors please note: You are rated on performing this action on your own University Work Force performance review (Competency #10) displayed in the text below:

Supervisor **Performance Management** Competency - #10

Sets measurable objectives (quantitative and/or qualitative) for direct report(s) aligned with the department's (and university's) strategic plan. Provides regular feedback on performance as measured against goals. 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."

**Please note the timelines below do 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.**

**\*Any review in the Employee Self-Evaluation step as of August 1, 2023, will be moved to Supervisor Evaluation of Employee in early August.**



### Remaining 2022-2023 Timeline

Step	Open Date	Due Date
2022-2023 Supervisor Evaluation of Employee*	August 1, 2023	August 31, 2023
2022-2023 Employee Acknowledges Evaluation	September 1, 2023	September 30, 2023
HR Reviews and Approves Evaluation	October 1, 2023	October 31, 2023

### 2023-2024 Timeline

Step	Open Date	Due Date
Supervisor Enters Objectives	July 1, 2023	September 1, 2023
Employee Acknowledges Objectives	September 2, 2023	October 2, 2023
Evaluating Period	October 3, 2023	June 30, 2024
Employee Self-Evaluation	July 1, 2024	July 31, 2024
Supervisor Evaluation of Employee	August 1, 2024	August 31, 2024
*1-Up Supervisor Review of the Performance Review	September 1, 2024	September 5, 2024
Employee Acknowledges Evaluation	September 6, 2024	September 30, 2024
HR Reviews and Approves	October 1, 2024	October 31, 2024

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

## Process and Requirements for Volunteers

Occasionally, departments have individuals (who are not paid employees) donate their time and services to UWF. A volunteer agreement must be completed for the volunteer and approved by Human Resources prior to allowing them to begin volunteer duties. 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](#). A [Volunteer Agreement](#) via dynamic forms must be completed for each volunteer.

- The department must initiate the volunteer form by entering the names and emails of the volunteer and supervisor along with other required information.
- Once the department completes the applicable fields and signs the form, the volunteer will receive an email with instructions to complete their portion of the form and sign.
- Please note, even if the volunteer does not have a [uwf.edu](#) email address, the email they receive prompting them to sign will include instructions on how to set up an account in dynamic forms.
- After the volunteer and/or their parent (if under 18) signs the form, the supervisor will receive an email to sign.
- Lastly, HR will be prompted to sign once all other signatures are received (Dept. contact, Volunteer, Parent if required, and Supervisor).

In addition, 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.

For questions regarding volunteers, contact [HR](#) at 850.474.2694.

# Fall Hiring Rush

Please submit the [New Hires Needing Essential Documents form](#) and Personnel Action Forms to Human Resources as early as possible. This will allow Human Resources to meet with individuals to collect all required paperwork and to set up positions in the system. This will ensure that new employees are paid on time and have access to online resources upon their start date. If you are unsure as to what may be required to hire or rehire your employee, please contact Human Resources prior to completing paperwork. For more information contact [Nicole Zamary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

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## Staff Applicant Eligibility Certification Form Submission Process

The [Staff Applicant Eligibility Certification Form](#), which is also known as a staff certification form, must be completed for all University Work Force recruitments that have a degree requirement as a minimum qualification. The hiring department must list the minimum qualifications for the position and these can be found on the posting or in the [University Work Force Class Specifications](#) document. The hiring manager must verify the candidate meets the minimum qualifications for the position, which must include the full-time equivalent of relevant work experience, and use the staff certification form to list the verified information. Only the details that were verified to meet the minimum qualifications are required to be listed. Please note that the finalist of the recruitment is required to request official transcripts for the certification process and personnel file. They are asked to send official, sealed transcripts to Human Resources via mail or have eTranscripts sent to [jobs@uwf.edu](mailto:jobs@uwf.edu).

All University Work Force Staff positions require the Staff Applicant Eligibility Certification Form be completed prior to routing the contingent offer via PageUp. The completed, signed form must be attached as a PDF file and submitted with the contingent offer for review in PageUp. The form is only required for University Work Force Staff positions. If you choose to submit references in lieu of the completed form, the references from supervisors documenting the minimum required full-time experience must be attached and submitted with the contingent offer letter in PageUp. These items will be reviewed prior to Human Resources sending the contingent offer letter to the recruitment finalist.

Thank you for your assistance in this effort to complete the staff certification process as quickly as possible. Please contact Kris Keating at [jobs@uwf.edu](mailto:jobs@uwf.edu) with any questions about this process.

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## Supervisory Strength

I'm sure you've heard the term **Emotional Intelligence**. It's a skill we all should work to improve and master, but it's definitely a skill a supervisor cannot do without!

If you want to boost your emotional intelligence, read [this short CNBC article](#) written by Polina Marinova Pompliano, CNBC Contributor, about Chris Voss, one of the FBI's lead international negotiators. Polina's new book, *Hidden Genius* shares [3 things people with high emotional intelligence do when talking to others](#).

If you would like to join my supervisor email group and receive additional resources to grow your supervisory skills, please send a note with your request to [Lynne Randall](#).

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

- 8/10 @ 2pm [Supporting a Loved One Through the Job Search](#)

- 8/17 @ 2pm [Working as a Team With Your Child's Teachers](#)
- 8/24 @ 2pm [Letting Go of the Past: Your Life is Now](#)
- 8/29 @ 2pm [Building Healthy In-Law Relationships](#)

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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