



July 2023

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Enjoy a Professional Development Day October 25th – You're Worth It!

Morning Keynote Speaker [Kristen Hadeed](#) helps leaders and organizations all over the world embrace and implement the concepts of human leadership in the workplace. *"Human in the way we lead. Human in the way we work. Human in the way we build our organizations. Human in everything that we do."* Kristen Hadeed



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

This dynamic professional development day, free to UWF employees, includes six distinguished speakers, lunch, networking, and reception Q & A. Lunch provided by Chick-fil-A Nine Mile Rd. Optional lunch breakout "Let's Spark Real Talk" includes extra session with "Permission to Screw Up" author and keynote [Kristen Hadeed](#). Visit the PageUp Learning Library or our Employee Relations Symposium webpage for more information.

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.

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.

Legislative Changes to the Florida Retirement System

During the 2023 session, the Florida Legislature passed Senate Bill 7024, which will go into effect July 1, 2023. The following changes are included:

[Contribution Rates](#)

The employer contribution rates paid into members' Investment Plan accounts will increase by 2% for all membership classes.

For example, Regular Class members will see their employer contributions increase from 6.3% to 8.3%.

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.

[Health Insurance Subsidy](#)

The Health Insurance Subsidy is being increased from \$5 to \$7.50 for each year of creditable service. The maximum monthly benefit is adjusted from \$150 to \$225 and the minimum monthly benefit is adjusted from \$30 to \$45, effective July 1, 2023.

[Deferred Retirement Option Program \(DROP\)](#)

- **DROP Entry Timing:** the restrictive entry window for eligible members to participate in DROP is being eliminated. The changes allow entry into DROP at any time after the member reaches their normal retirement date and their vesting requirement is met. This new provision replaces individual member eligibility windows for electing DROP participation;
- **Length of DROP:** the maximum amount of time eligible members may participate in DROP will change from 60 to 96 calendar months for all membership classes;
- **DROP Interest Rate:** the interest rate applied to a member's accrued monthly benefit will increase from 1.3% to 4%, effective July 1, 2023.

[Special Risk Normal Retirement Date](#)

The normal retirement date for Special Risk Class members initially enrolled on or after July 1, 2011, is changing to the earlier of 25 years of creditable service, or age 55, effective upon becoming law.

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 am to 5 pm Central time, Monday through Friday except holidays.

If you need further assistance, please contact [Elsie Rivera](#) at 850.474.2921 or [Tony Lindberg](#) at 850.474.2610.

PageUp Performance New Features and Updates

The 2023-2024 University Work Force Annual Reviews have launched!

Important – Please Read

- Please check to ensure a correct 23-24 annual review (non-supervisor, supervisor, or coach) launched for the University Work Force employee. *

If an incorrect review launched or a review is missing, please email [Lynne Randall](#) or reach out by phone at 850.474.2292 as soon as possible.

- A Position Orientation Evaluation covers the first year of a University Work Force employee's performance.

If the POE review year ends on or after the new fiscal year annual reviews launch (July 1), the employee will not have an annual review initiated until the following July 1; a full year could transpire without an annual review launch. *

To prevent this situation, if a University Work Force employee's POE review ends between July 1, 2023, and December 31, 2023, the employee's supervisor should reach out to [Lynne Randall](#) near the end of the POE review to request the launch of an **Abbreviated Annual Review**. If the supervisor does not

make this request, an annual review will not exist for the employee. Please email [Lynne Randall](#) or reach out by phone at 850.474.2292.

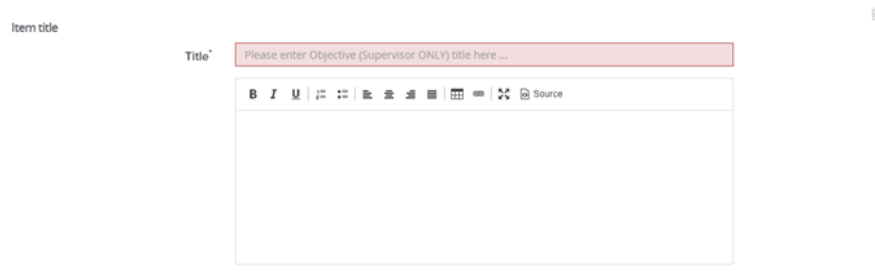
*Note: This does not apply to University President, Vice Presidents, or General Counsel Memos.

- This year the supervisor and employee will have more options when entering objectives and significant accomplishments respectively.

Instead of having only a title field to enter a title and description, both sections now include a region to enter details with many more options including text formatting, inserting tables, and even linking resources.

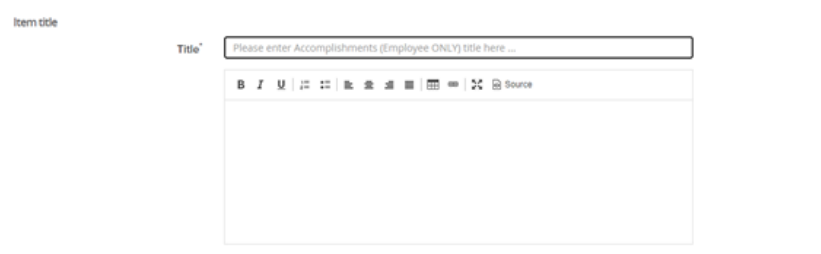
Please note...significant accomplishments and attachments may not be saved as "Private." Once placed in to the review, they are visible to both supervisor and employee.

New Design for Entering Objectives



The screenshot displays a form for entering objectives. On the left, there is a label "Item title". To the right, there is a "Title" field with a placeholder text "Please enter Objective (Supervisor ONLY) title here ...". Below the title field is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, table, table border, table remove, and source. The editor area is currently empty.

New Design for Entering Significant Accomplishments



The screenshot displays a form for entering significant accomplishments. On the left, there is a label "Item title". To the right, there is a "Title" field with a placeholder text "Please enter Accomplishments (Employee ONLY) title here ...". Below the title field is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, table, table border, table remove, and source. The editor area is currently empty.

- Performance management resources are now easily accessible on the recruiting managers' PageUp dashboard.

If you're not a recruiting manager, no worries, [here's a link to the "I am a supervisor" HR Performance Evaluations webpage with resources.](#)**

**I am a supervisor performance evaluations webpage resources currently under update.

Performance Resources Now Available on Recruiting Manager's Dashboard

Performance Management Resources

[PageUp Performance FAQs](#)

[PageUp Performance Evaluation Competencies - Standard, Supervisor, and Coach](#)

[Setting Objectives with SMART Goals 5-3-23](#)

[Completing a Self Evaluation in PageUp Performance 5-3-23](#)

[PageUp Performance Review Instructions 4-28-23](#)

[President, Vice-President, and General Counsel's Direct Reports' Performance Memo Instructions 5-1-23](#)

[PageUp Special Performance Review Instructions 5-3-23](#)

[Excel Performance Review \(Non-Supervisor\) - Feedback Fillable Form](#)

[Excel Performance Review \(Supervisor\) - Feedback Fillable Form](#)

- Do you need help with your Employee Self-Evaluation or your Supervisor Evaluation of Employee? Or, would you like to learn more about the Journal or 1 on 1 features in PageUp? If so, sign up for the classes below on the [PageUp Learning Library](#).

Contact [Lynne Randall](#) at 850.474.2292 for more information.

[PageUp Performance Working Session - Completing the Employee Self-Evaluation](#)

Instructor Led & Online Program

[PageUp Performance Working Session - Supervisor Evaluation of Employee](#)

Instructor Led & Online Program

[PageUp Performance Working Session - Using the Journal and 1 on 1 Entry Features in PageUp Performance](#)

Instructor Led & Online Program

PageUp Performance Working Session - Completing the Employee Self-Evaluation

Instructor-led

July 11, 9-11 am Bldg 79 Rm 180

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

This workshop provides hands-on assistance completing your **2022-2023 Annual or POE Employee Self-Evaluation** 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

PageUp Performance Working Session - Supervisor Evaluation of Employee

Instructor-led

July 25, 9-11 am Bldg 79 Rm 180

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

This workshop provides hands-on assistance completing a **2022-2023 Annual or POE Supervisor Evaluation of Employee** 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

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

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

introductory information. Assistance completing the self-evaluation will be provided. Attendees may leave the session when they have completed working on their review. Please note that this session may be subject to cancellation if there is a lack of interest.

introductory information. Assistance completing the Supervisor Evaluation of Employee will be provided. Attendees may leave the session when they have completed working on the review. Please note that this session may be subject to cancellation if there is a lack of interest.

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 will open on or around July 1, 2023, for University Work Force Employees. Employees who have completed their Position Orientation Year by June 30, 2023, will have 2023-2024 reviews. If you have any questions about this date, please reach out to [Jamie Sprague](#) or [Lynne Randall](#) in Human Resources.

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.

Below is a timeline with remaining 2022-2023 and 2023-2024 PageUp performance due dates:

Remaining 2022-2023 Timeline

Step	Open Date	Due Date
2022-2023 Employee Self -Evaluation	July 1, 2023	July 31, 2023
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
Employee Acknowledges Evaluation	September 1, 2024	September 30, 2024
HR Reviews and Approves	October 1, 2024	October 31, 2024

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 Zmary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

The Role of Advisory Groups for Non-Sunshine Recruitments

Advisory Groups may be utilized for the hiring process of any position below the Director level or the following faculty positions - visiting positions, adjunct, instructor, lecturer, or post-doctoral associate. The Hiring Official selects group members and an Advisory Group Chairperson (if deemed necessary).

Advisory Groups may include members of the hiring department or other departments, community members, or students who have relevant knowledge of the functions and requirements of the vacant position.

Advisory Groups do not have decision-making authority and cannot screen applicants or determine which applicants to reject from further consideration. They do not develop selection criteria, interview questions, rank applicants, identify interviewees, or select finalists. There are no requirements regarding public notice of meetings, interviews, minutes, etc. for Advisory Groups.

Advisory Groups only provide candidate strengths and weaknesses to the Advisor Group Chairperson and/or Hiring Official. They can neither make decisions nor have any open discussion regarding candidates or recruitments.

Contact [Kris Keating](#) at 850.474.2601 with questions.

Supervisory Strength

As a leader, do you show up at work to GIVE or to GET?

Focusing solely on personal gain can disable your team; focusing on what you can give and how you can add value, builds positive team dynamics. Do you consider leadership an act of love, or do you get personally caught up in insecurity and a fear of failure that often goes along with great responsibility and challenging deadlines?

Listen to [Simon Sinek's short LinkedIn video and read the comments which follow](#). I think you'll be glad you did!

Like what you heard and want to learn more? Read organizational psychologist Adam Grant's Harvard Business Review article "[In the Company of Givers and Takers](#)" to understand more about workplace give and take dynamics.

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

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

- 7/6 @ 2pm [Nurturing Friendships](#)
- 7/13 @ 2pm [Tips for Parents: How to Prepare Your Child for Life After High School](#)
- 7/20 @ 2pm [Forget the Brady Bunch: The Truth About Blended Families](#)
- 7/27 @ 2pm [Negative Thinking Patterns: What are You Saying to Yourself?](#)

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).

University of West Florida | 11000 University Parkway, Pensacola, FL 32514

[Unsubscribe {recipient's email}](#).

[Constant Contact Data Notice](#)

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