

September 2023

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2023 Employee Relations Symposium

Think A.H.E.a.D.!

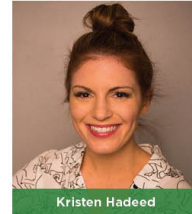
ADVOCATING HOLISTIC ENGAGEMENT AND DEVELOPMENT

OCTOBER 25, 2023

Guest Speakers



Dr. Angela Bryan



Kristen Hadeed



Ethan Henley



Kim LaMontagne



Ruth McKinon



Donnie Petersen



Albert (Bert) Thornton



Registration Deadline Friday, September 29

Secure your seat today for the October symposium where seven speakers take the stage for a full day of personal, professional development.

From *Igniting Your Inner Spark* to discovering *The 10 Keys to Success*, you're sure to have your personal tank filled with inspiration, motivation, and next steps.

And if you're wanting even more, be sure to register for the add-on lunch buffet and book signing with

dynamic, morning keynote Kristen Hadeed. Kristen will continue her keynote presentation during the lunch hour. Limited seating – only 3 spots remain as of August 23.

Visit our [ERS webpage](#) for information and links to register for in-person or livestream attendance.

Minimum Wage Increase - UWF

Effective Saturday, September 30, 2023, the minimum wage for the University of West Florida will increase to \$13.00 per hour.

Human Resources will process pay increases for all hourly OPS student and OPS staff employees whose hourly wages are below that amount effective Saturday, September 30, 2023. Departments do not need to prepare Personnel Action Forms for these increases. A Report of Personnel Action documenting these increases will be forwarded to the affected departments after the change is processed.

If you have questions, please contact [Nicole Zamarly](#) at 850.474.2608 or [Christine Dillard](#) at 850.474.2508.

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.

Benefits Dates – Mark Your Calendar for Open Enrollment and the Benefits Fair

The Human Resources Benefits Team is planning for this year’s Open Enrollment for the 2024 plan year. The window for making changes to State of Florida insurance plans begins October 16, 2023 and ends November 3, 2023.

The annual employee Benefits Fair will be held on Tuesday, October 17, 2023. Make plans to join us in the Commons Conference Center between 9:00 am and 2:00 pm. Leaders in each department may wish to explore options for office coverage that would allow all employees to attend this important event. Other information pertaining to the 2024 plan year will be published once it is available.

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

Mailings from PBI are Legitimate

Offers of complimentary credit monitoring and identity restoration services are being mailed to employees who participate in certain retirement plans with select provider companies. These letters from PBI (Pension Benefit Information, LLC) referencing information security should be reviewed and

considered official. Questions about the letters can be addressed to the [Local Contacts for 457 and 403\(b\)](#) company representatives.

For Human Resources assistance with your retirement plan questions, please contact [Elsie Rivera](#) at 850.474.2921 or [Adrian Rowley](#) at 850.474.2604.

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 [Elsie Rivera](#) at 850.474.2921 or [Adrian Rowley](#) at 850.474.2604.

PageUp Performance Update

2023-2024 Annual Performance reviews opened for University Work Force Employees on July 1, 2023.

Reviews were created for employees who completed their Position Orientation Year by June 30, 2023.

Upcoming deadline:

2023-2024 Employee Acknowledges Objectives

Due September 30, 2023*

***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.**

Position Orientation and Abbreviated Annual Review Update

University Work Force staff who have POE Reviews which end between 7/1/23 and 12/31/23 will automatically see an Abbreviated 23 – 24 Annual Review created near the POE end date.

Reach out to [Lynne Randall](#) in Human Resources if you have questions.

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.

Supervisory Strength

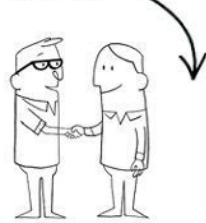
...if we don't get the people part of our organization right, we will never completely fulfill our aspirations or optimize the business...if we don't have enough time to tend to our relationships, we don't have enough time to do our jobs. Wayne Nelsen, Keyne Insight Founder

Intrigued? Read [Wayne's August 25th LinkedIn post](#) for details.

MAKING RELATIONSHIPS AT WORK

INGREDIENTS

- Trust** (before all else)
- Respect**
- Empathy**
- Time** (more than just a pinch)
- A special sauce of Give & Take***



*MAKE A HABIT OF GIVING MORE THAN YOU TAKE

- Show what you can offer and that you're willing to share.
- Make introductions to help people achieve their goals.
- Know when to back off (if you're in doubt, or if either solution will work) and when to push (if you truly believe in your solution).
- Ask for feedback and listen to it.
- But don't say yes just to be liked.

INSTRUCTIONS

Sidestep misunderstandings

- Never say no to a request without explaining why.
- Don't make conflicts personal. It's about the issue, not the person.
- During a conflict: step away for ten minutes to let things simmer down; take the person aside for a one-on-one; get the full story.

Keep it genuine

- Be generous with praise for others — and mean it.
- Be sensitive to what makes people tick. Don't call out a shy person in front of a group. Do give gentle reminders to a person who is bad with deadlines.
- Friendly at work doesn't always translate to friends in life — and that's okay.
- Only take work relationships online when you're friends in real life.

Check your demeanor

- Be humble, generous, and respectful, regardless of status.
- Don't be a know-it-all, a show-off, or act aloof.
- Smile, hold the elevator door, say hello, offer to split the last donut.

Mind your manners

- Avoid gossip and office politics.
- Use common sense to limit what you share about yourself.
- Listen well, don't interrupt, and ask follow-up questions.
- Say thank you.

Make an effort

- Don't spend every minute working at your desk. Share a book you love, a yummy treat, a friendly ear, emotional support.
- Help others and ask for help. That's how you make a team.

"There is nothing to make you like other human beings so much as doing things for them."
— Zora Neale Hurston

YIELD

Moral support — We all need a confidant who knows what it's really like in the trenches.

A network — genuine connections to help us in our career.

Clout — we can leverage people outside of our immediate group.

Happiness — good social bonds help us live healthier, happier lives.

Personal growth — everyone we meet in life has something to teach us.

www.unstuck.com/printables/work-relationships

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](mailto:lynne.randall@unstuck.com).

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

- 9/7 @ 2pm [Suicide Awareness](#)
- 9/14 @ 2pm [Understanding Alzheimer's](#)
- 9/19 @ 2pm [Understanding Self-Harm](#)
- 9/28 @ 2pm [Communicating Across Differences](#)

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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