

HR Liaison Conference Call Minutes

June 25, 2015

HR Business Committee: Upcoming HR Engagement Email & Survey

- There will be two surveys included in the email follow up from this call. One of the surveys will be regarding the call and the other one will be regarding opportunities for the HR department to engage with your department/college.
- We want to hear about your opinions, specifically on what projects you have coming up and how UCF Human Resources can be a better business partner. Your input could include opportunities such as committees, issue resolution, what you need to increase employee involvement/productivity at your location, etc.

HR Recruitment Section: Ban in the Box Initiative

- Recruitment would like to share some changes that are on the horizon in the hiring process as a result of the “ban the Box” initiative.
- Started as a civil rights initiatives in 2004 to expand opportunities and assist past offenders in integrating back into the job market. It has quickly gained national attention.
- The aim of the Ban the Box movement is to remove the criminal history question from all applications. The belief is that hiring officials have an unfair bias against people with criminal records. Their applications are eliminated, based on this bias, prior to the interview process instead of being evaluated on the basis of the job skills and qualifications necessary to fill the job opening.
- This movement is gaining political steam in Florida. Some cities in Florida have already voted to Ban the Box in public employment and Legislation was entered into the Florida House this past March to pass the initiative.
- UCF is committed to being proactive and will soon be taking steps to restrict access to the criminal records responses on our applications. This is an institutionally driven decision and we have been given the directive from the President and the VP’s to address this issue as soon as possible.
- As such, current questions regarding criminal history will remain on UCF applications, but will be restricted to only HR access. All questions regarding criminal history will be removed from the Affirmation Forms.
- Hiring officials should expect to see the question disappear soon .We understand that this will represent a considerable shift in the way the hire process is handled. Recruitment is working in partnership with EEO to craft a set of policies to go along with this change.
- It is essential that once this change goes in to effect, no offers of employment extended prior to the prospective employee’s background being cleared. This will mean that contingent offers will be phased out.
- Several ideas have already been explored to address this policy. Our current focus is a process that will involve the background investigation of the final candidate once the interviews have concluded. Recruitment would then review the background investigation with the hiring liaisons and hiring officials and support you in discussing the results with the applicants. Another option explored was to have all final candidates submit to a background investigation and be cleared prior to the on campus interview. We realize that this would represent a greater financial investment and could delay the interview process, so this is not our first choice. We would prefer to go with the first option, but once again, it is imperative that no formal offers of employment be extended until the applicant is cleared.

- We will continue to communicate and elicit feedback from all of you prior to the official policy change. I wanted to take this time to discuss this with you now to give you the time to begin discussions with your hiring officials about the upcoming changes.
- The goal is to give everyone equal opportunity and consideration for positions at UCF and to only remove individuals from consideration if their previous conviction is relevant to the position they apply for.

HR Recruitment Section: Second Ad Source – Higher Ed Jobs

- There has been an ongoing campus initiative to fill 100+ new faculty positions. As a part of the advertising for these positions, the university contracted with Inside Higher Ed for **unlimited** postings for one year. This applies to USPS, A&P, and Faculty positions. The current contract runs through September.
- For those of you unaware of the process, simply contact Recruitment to request access for your department. We will provide the requestor with a username and password to gain access to the job board, and you can post as many positions as you wish.

HR Recruitment Section: Required Job Description

- The job description is one of our most potent recruitment tools when posting a vacancy. It gives the applicant a “day in the life” glimpse into what the position entails. It also provides an opportunity for the department to share some information about the college/department the position is in. Several areas currently include a link to the college website so that applicants can learn more.
- When the job description is excluded, people apply for the position based on their interpretation of the title, when in reality, it may be a position that they are unable or unwilling to perform. This creates more applications for the hiring managers to screen and it also drives more calls to the HR Liaisons and Recruitment from individuals trying to get more information about the role before they apply.
- Effective immediately, job descriptions will be a required field for all OPS, USPS, and A&P postings.
- Many areas are already doing so, but please make sure that, at minimum, one paragraph detailing some of the responsibilities of the role is provided. Recruitment will work with you on any requisitions that have already been submitted to posting review.

HR Leave Administration Section: USPS Sick Leave Pool Update

- In follow up to the USPS Sick Leave Pool Depletion letter dated June 1st, 2015, a list of the membership choosing to remain in the pool has been forwarded to UCF Payroll. The 8 hours accrued sick leave contribution for continued membership will be deducted Pay Period Ending 7/2/15 and will show on the pay summary for the 7/10/15 paycheck. The USPS Sick Leave Pool balance will be replenished by over 5000 hours.
- Question: What is the status for the Faculty/A&P Sick Leave Pool?
- Answer: It is in good shape. It has over 5000 hours.

HR Benefits Section: OPS Eligibility Rules Clarification

- We've recently had issues with employees who were originally in a benefits eligible OPS position, declined benefits, transferred to a Line position, attempt to enroll in benefits, and realize that they are not eligible to enroll in benefits.
- This is because to be considered a new employee, the employee has to have a break in service longer than 26 weeks. Please remind employees of this rule.
- Reference the [OPS Healthcare Reference Guide](#) on the HR website for additional information including new hire timelines, measurement period rules, etc.

HR Benefits Section: Insurance Rules for Retirees

- Federal law says that retirees eligible for Medicare who return to active employment are no longer eligible to have Medicare as primary coverage. They do not have to enroll in the employer group coverage, but they cannot remain enrolled in a Medicare tier of the State Group Insurance (i.e, the only way that they can be covered through our program is as an active employee).
- This is because Medicare will never pay primary if another company could be paying as the primary coverage.
- DSGI has about 60 employees (across the State of Florida agencies) in this situation (who have elected to continue Medicare tier coverage as an active employee). People First changed these employees to active coverage effective July 1st.
- Letters were mailed to the employees from People First letting them know that they will be moved to active coverage as of 7/1/15.
- We are in the process of requesting a report for the UCF employees who are in this situation, but we think that there are very few if any UCF employees who will be affected by this change.
- If the employees choose not to continue active coverage, they will not be allowed to re-enroll when they terminate employment because they must have continuous coverage through the State Group Program.

HR Benefits Section: Enrollment Lab Reminder

- The UCF Human Resources Benefits department now offers a bi-weekly insurance and retirement enrollment lab to assist employees in completing their insurance and retirement enrollments. During these one-on-one sessions, key features of the benefits plans can be compared and issues can be addressed, which need to be considered when making election decisions. The enrollment lab will be held every other Tuesday from 2:00 p.m. to 4:30 p.m. in the Human Resources Training Room.
- New employees have 60 days from their date of hire to make health benefit elections. During the 60 day period, employees may elect coverage in a medical plan, dental and vision coverage, dependent and health care flexible spending accounts, life insurance and other supplemental plans such as disability, accident, cancer, hospitalization and hospital intensive care.
- New employees have 90 days from their hire date to choose the State University System Optional Retirement Plan or 5 months from their hire date to choose the FRS Pension or Investment Plan. During the enrollment period, employees may elect to participate in the Florida Retirement System Pension Plan (A&P, Faculty and USPS), Florida Retirement System Investment Plan (A&P, Faculty and USPS) or the State University System Optional Retirement Program (A&P and Faculty Only).
- Includes OPS employees who are eligible for insurance
- The sessions are available by appointment only. To make an appointment, please call or email the UCF Benefits department.
- [Click here](#) for a printable flyer to distribute to employees.

HR Benefits Section: Retirement Presentations Available

- One of the Benefits section initiatives is to increase employee enrollment/contributions in the voluntary retirement plans.
- Some of the departments have taken advantage of the Benefits section visiting their department to give a presentation on the UCF retirement plans. The presentation includes a refresher of the mandatory retirement plans the employees are eligible for, the additional voluntary retirement plan options they have to contribute to, and the importance of saving for retirement.
- If you would like the Benefits section to give a presentation in your college/department, please email us at benefits@ucf.edu to coordinate a date/time for us to visit you.

HR Benefits Section: State University System Optional Retirement Plan Changes Effective 7/1/15

- We currently have (4) ORP providers (TIAA-CREF, Metlife, VALIC, VOYA), which had 30 year contracts that just ended. All of the existing ORP providers (along with other providers who were interested in becoming part of the RFP) went through a State mandated RFP process and new contracts were awarded Effective July 1, 2015. All of the current ORP providers (TIAA-CREF, Metlife, VALIC, VOYA) remained and there is a new 5th ORP provider (AXA).
- There are additional changes for all ORP providers effective 7/1/15 including lower fee investment options, an established list of mutual fund and annuity products, and ORP members will now have the ability to invest through a self-directed brokerage account.
- An email was sent on May 13th to all employees who are in the ORP retirement plan informing them of this change. The email included links to additional resources.

HR Payroll Section: Personal Holidays

- Please review your Departmental Leave Reports to determine if you have any USPS non-exempt employees with available personal holiday hours. Employees with unused hours must use them on or before June 30th or lose them. If the hours are unused, they will be forfeited with the leave accrual process run for PPE 7/2. The Personal Holiday must be used in its entirety (it may not be broke into increments). After the PPE 6/18, Payroll will run the process to grant the new fiscal year 2015-16 Personal Holiday hours in anticipation of employees being able to use them as of July 1st. Any questions on this topic can be sent to payroll@ucf.edu.

HR Payroll Section: Phishing Email Links

- Phishing is defined as the act of convincing someone to surrender their private information (e.g., user accounts and passwords, bank account number, Social Security number, etc.) which can then be used to commit identity theft or other crimes. Please refer to the Campus News email on 06/10/15 with a subject line of Phishing Email Alert. Clicking on unknown links in emails is risky, and by supplying your UCF usernames and passwords in websites that are designed to appear legitimate, you are putting your personal information at risk. UCF will never send email messages asking you to respond and provide personal information, login credentials, or passwords via email. You are not required, nor does UCF encourage or recommend providing your passwords and/or other secret login credentials to anyone claiming to represent UCF. Never reply to unsolicited email messages requesting your password, credentials, or other confidential information and never share your password with anyone. Regard all unsolicited messages with extreme caution and alert the Security Incident Response Team at

sirt@ucf.edu if a message appears suspicious. Our goal in sharing this information is to help you protect your personal information, which includes your Social Security Number and direct deposit banking information. Please share this information with other employees in your department.

HR Payroll Section: Student FICA Taxes

- Please be aware that the Student FICA Process was run to take effect with paydate 06/12. If you notice departmental FICA tax charges, or if a student asks you about that kind of taxation, this could be the result of the student working more than 30 hours per week and/or not being enrolled in enough credit hours. The HR website has more detailed information located here:
- www.hr.ucf.edu
 - Click on Current Employees > General Payroll Information > Federal Tax Guidelines