

HR Liaison Network Meeting

Meeting called by: Human Resources	Type of meeting: HR Liaison Network Meeting
Facilitator: Shelia Daniels	Note taker: Deborah Frankenbach
Attendees: 110 HR Liaisons including 20 HR staff members representing 52 colleges and departments	

Minutes

Agenda item: Welcome & HR Update	Presenter: Shelia Daniels, Int. Assoc Vice President HR/CHRO
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Discussion:

The quarterly HR Liaison Network meeting called to order on July 14 at 2:00 PM by Shelia Daniels. Ms. Daniels introduced HR's interim Executive Director, Mr. Daniel Richardson. Following the introduction, Ms. Daniels gave a brief update on HR and her role as the new interim Assoc. Vice President.

Agenda item: Veterans' Preference	Presenter: Maria Beckman, Dir. EO/AA J Patton, Veterans Program Manager for Career Source
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Discussions:

Mr. Patton led a brief discussion on Veterans' Preference from his own perspective as a veteran and his current position working with Career Source. If given an opportunity, many veterans have skills learned in the military that can translate to a new career in the private/public work force.

Ms. Beckman continued to discuss the Florida law and specific qualifications.

- **Requirements?** Only under Florida's law – not federal. UCF requires only USPS positions to interview qualified veterans. However, Ms. Beckman encouraged everyone to think outside the box when reviewing veteran's resumes for an A&P position.
- **Who Qualifies?**
 - DOD Form DD214 or military discharge papers
 - Disabled Veterans must submit verification of a service-connected disability.
 - Spouses must have proof of current marriage.
 - Honorable Discharge
 - U.S. Citizens and lawfully authorized alien workers.
 - Applicant does not have to be a Florida resident.
- **What does the preference entail?**
 - If the preference-eligible applicant is not the most qualified, UCF needs not hire the veteran.
 - Determinations that the preferred applicant is not qualified to advance must be reviewed at a higher level of management with authority to overturn the decision.
 - Determinations to hire a non-preferred applicant over a preferred applicant must be documented.
- **VEVRAA (Vietnam-Era Veterans' Era Veterans' Readjustment Assistance Act)**
 - It includes: all full-time employment, temporary employment of more than three days' duration, and part-time employment
 - It requires UCF to take affirmative action to employ and advance employment specified categories.
 - It requires UCF to list their employment openings with the employment service.
 - Exceptions: Executive and senior management; internal hires; positions lasting three days or less.
- **Discrimination Prohibited**
 - UCF may not be discriminate against any protected veteran as defined by VEVRAA.
 - Discipline for decimation is up to termination.
- **Reasonable Accommodation** UCF is required to make reasonable accommodation for known physical or mental impairments of a qualified individual with disability, so that the individual can perform a job, take a class or

participate in other work or educational programs on an equal basis unless the accommodation would impose an undue hardship on UCF.

Conclusions:

Veterans' Preference information can be found on the HR web-site at <http://hr.ucf.edu/files/VeteransPreference.pdf>
Please contact Maria Beckman in EO/AA or 407-823-1336 if you have any questions.

Workshop Available: Veterans' Preference Workshop, **Monday, July 27** from 9am-Noon **VPW000 Session 0001** or 1:30PM -4:30PM **VPW000 Session 0002** at the Human Resources Training Room. The workshop lasts 2.5 hours with a half hour of questions and answers. As the seats are limited, please register in employee self-service Learning and Development using **Course Name: Veterans' Preference Training.**

Q: Is Florida Veterans' Preference similar to other states?

A: Yes Many states have veterans preference for state employment. Some states now allow voluntary veterans preference in private-sector employment.

Q: Do we need to post OPS positions?

A: Yes. All employment opportunities (excluding Grants where people bring in their own money) should be posted. At this time, EO/AA is working on information about OPS listings and will be released to you. The only exceptions are for (1) Executive and Senior Management positions, (2) position for which no external candidates are considered, and (3) positions lasting three days or less.

Q: How about student employees?

A: You do not have to post Federal Work Study Students or internships.

Q: Under RA, does the employer need to ask about RA?

A: Employer cannot ask an applicant has an obvious disability or voluntarily disclosed disability that you reasonably believe could interfere with a specific job duty. In this case, you may describe that essential function and ask how he or she would be able to perform it with or without an accommodation. If the applicant says that he or she can perform the duty with an accommodation, you may also ask what accommodation the applicant believes will be needed. This should be a rare situation. Please call **Maria Beckman at 3-1336** if you have specific on an employee or applicant.

Agenda item: Fall Semester Processing

Presenter: Abbee Camen
Records Manager

Discussion:

Ms. Camen was next to speak on Fall Semester processing. Her presentation addressed the following:

- ePAFs Fall deadlines
- Expediting ePAF processing
- Employment of Relatives Form
- International Employees
- Where is my ePAF?
- Termination ePAFs

Ms. Camen gave a brief update on the designated position number for senior-level department administrative appointments. Position numbers occupied by current senior-level administrators on 08/08/15 will be designated as a permanent position number.

It is important the "reports to" information be accurate in PeopleSoft. Updating any "reports to" change immediately is critical as it supports the Conflict of Interest reporting and the upcoming Electronic Time sheet/LAPER project.

Conclusions:

Our goal is to process the ePAFs as quickly as possible so employees will receive their first paycheck on time. Spending 30 seconds to review your ePAFs prior to submission can result in saving days on ePAFs being recycled back or placed on hold. Send the applicable Affirmation forms directly to employment@ucf.edu to initiate the background check. Please do not attach the Affirmation Forms to the ePAFs.

Contact information: Human Resources Records Section at records@ucf.edu

Agenda item: New Employee Orientation (NEO)**Presenter:** Rodrigo Lenartowicz
NEO "Revamp" Committee**Discussion:**

Mr. Lenartowicz announced that the Organizational Development & Training Department conducted a survey to gather feedback on the current New Employee Orientation (otherwise known as NEO) program. We received good suggestions, and had a few of our own, that we have worked towards implementing in order to enhance the new employee experience. One of the things we found was that employees who attended the ½ day in-person orientation were not always able to go online upon return to their department to complete the 2nd ½ of the online orientation and were missing critical information.

Therefore, NEO has been extended to a full day schedule. Sponsorships have been secured by multiple UCF vendors for a new employee orientation breakfast, which includes pastries and coffee. To create a more professional first impression, UCF embossed pad folios and binders will also be provided to every new employee who attends orientation. Part of the revamped agenda includes a campus bus tour to give new employees an opportunity to gain a better perspective of the campus community and who they are here to support. Part of the bus tour includes a stop for lunch that is provided by Aramark in a UCF dining facility.

One of the changes that has already been implemented was the Benefits Enrollment Lab, available the Tuesday after regular biweekly Orientation dates. This allows employees to receive one on one assistance with their insurance and retirement enrollments. The current New Employee Orientation schedule includes additional dates in August to accommodate the increased number of new employees that begin working in the fall. The additional dates can be found on the HR website at <http://hr.ucf.edu/>.

The rollout of the revamped New Employee Orientation is scheduled to begin on September 4th. This will allow enough time to communicate the information to your department, as well as transition into using the new Orientation Notice Form.

Conclusions:

The additional dates can be found on the HR website at <http://hr.ucf.edu/prospective-employees/new-employee-benefits/new-employee-orientation-3/>. If you have any questions about the new format, please contact OD&Training@ucf.edu

Agenda item: Leave Administration**Presenter:** Ben Anderson
Leave Administration Manager**Discussion:****USPS Sick Leave Pool Status**

As previously announced, the USPS Sick Leave Pool reached a depleted level, and members were asked to contribute eight hours of sick leave. The current status includes 663 members in the pool with less than a 5% dropping out. After the new distribution, the pool has roughly 5,000 sick leave hours.

Q: Will new USPS employees need to give three days (24 hours) instead of the two days (16 hours) on joining the sick leave pool?

A: Not at this time. UCF will continue with the present policy for employees to transfer 16 hours of sick leave on joining.

Q: Can you rejoin the USPS Sick Leave pool after using?

A: When a participating employee withdraws the maximum number of hours for which he/she is eligible, his or her membership in the pool will automatically terminate. To re-enroll, the employee would be subject to the initial enrollment requirements for membership.

Conclusions:

USPS Sick Leave Pool information can be found at <http://hr.ucf.edu/current-employees/leave-and-general-attendance-information/usps-sick-leave-pool/>. Contact loandworkcomp@ucf.edu if you have any questions.

Information on the Sick Leave Pool for Faculty and A&P is located at <http://facultyexcellence.ucf.edu/leaves/sick-leave-pool-faculty-and-ap/>. Please contact FacultyRelations@ucf.edu. Lucretia Cooney has replaced Barbara Davis as the Faculty/A&P Sick Leave Pool coordinator.

Agenda item: Ban The Box

Presenter: Renee Grigor
Recruitment

Discussion:

Ms. Grigor continued the meeting with a discussion on “Ban the Box.” The civil rights initiative started in 2004 to expand opportunities and assist past offenders in re-employment. The “Ban the Box” refers to removal of the criminal history question from all applications as being an unfair bias from hiring managers. Legislation was entered in the Florida House in March 2015.

Conclusions:

Recruitment will continue to communicate and elicit feedback as we go through this process.

Q: Will there be a campus-wide policy?

A: Yes. When the UCF Policy has been approved, the Recruitment Section will work with any specific departments that require a Level 2 background check. Recruitment will ensure that we partner with your area to ensure a seamless process with the Level 2 backgrounds. Applicants will not be able to be hired and start in their position until the background results have been cleared by Recruitment.

Q: When will this change happen?

A: Sometime in the Fall 2015 after a UCF Policy has been finalized and approved.

Agenda item:

Presenter: Sarah Lovel
Compensation Manager

Discussion:

FLSA (Fair Labor Standards Act)

In March 2014, President Obama directed the Department of Labor (DOL) to update the Fair Labor Standards Act (FLSA) overtime protections. The goals included:

- Raise middle-class wages
- Increase the number of nonexempt workers
- Provide bargaining power to low-wage workers who do not have certain protections.
- Simplify the identification of overtime-eligible employees

At this time, DOL has not set forth specific proposals to modify the current standard duties' test. DOL is seeking comments on the duties test to see if it is currently working to screen out employees who are not bona fide white collar exempt employees. What happens next?

- DOL is in the comment period until September 4th.
- Implementation goal is to finalize these rules during 2016.
- Organizations will be given 120 days to become compliant once final rule is published.

What happens next for UCF?

- Compensation to review potential impacts
- Compensation to analyze and continue to monitor releases from DOL and new rules.
- Compensation to communicate with the Deans/Directors and departments as implementation procedures are being formulated.

Positions Descriptions:

Ms. Lovel continued the meeting with a discussion on Positions Descriptions.

In perpetration of the Class & Comp project and the proposed FLSA changes:

- We are creating new position description template(s)
- Considering moving away from USPS/A&P toward Non-Exempt/Exempt

Stay tuned, more to come.

Conclusions:

Look for more updates coming from Compensation regarding these changes.

Agenda item: PeopleSoft HCM 9.2 Upgrade

Presenter: Becky Moulton
Asst Director Technology

Discussion:

UCF has begun the 9.2 Upgrade and estimated “go live” is planned for November 20, 2015. Since this upgrade is the fastest timeline, UCF has attempted, many of the new features will be released beginning January 2016.

Conclusions:

More details coming soon. Please contact HRIS@ucf.edu for questions or feedback.

Announcements

HR Liaison Training

Shelia Daniels

Beginning in late Fall 2015, HR Liaison Training will go on-line. Modules will include Payroll, Recruitment, Compensation, Benefits, Records, Employee Relations, LOA/Workers' Comp, OD & Training, and more. HR Liaison will be able to receive additional training as new modules are released. Expect future communication via email and the HR Connection. Subscribe at <http://hr.ucf.edu/hrconnection/>

July 27th Veterans' Preference Special Workshop

Joshua Tschiggfrie

Veterans' Preference Workshop, **Monday, July 27** from 9am-Noon **VPW000 Session 0001** or 1:30PM -4:30PM **VPW000 Session 0002** at the Human Resources Training Room. The workshop lasts 2.5 hours with a half hour of questions and answers. As the seats are limited, please register in employee self-service Learning and Development using **Course Name: Veterans' Preference Training**.

September 9th and November 2nd Parental Leave Class

Ben Anderson

Free workshop will be offered on September 9th from 2:00PM to 4:00PM. This class is specifically for soon-to-be new parents, adoptive parents and those who are anticipating a foster child placement. The focus will be on helping employees plan for and make decisions regarding a Parental Leave of Absence.

<http://events.ucf.edu/event/105175/parental-leave-ucf-faculty-staff-only-per094/> Register at the employee self-serve **PER094**.