

## Subject: FY22-23 Psychiatry Personnel (HR) annual reminders

Dear Psychiatry Faculty and Staff,

As we start a new fiscal year, here are a few friendly reminders regarding: ***Business Office Contact List, Faculty DEA license renewal (Exemption of fees), Outside Activities, Attendance Policy, Employee Handbook, Alternate Work Locations, Leave, Resignation/Retirement, OPS Work Schedule, Contact information updated in myUFL, View leave balance, View pay check,***

Please contact our Department of Psychiatry Human Resources (HR) shared email [PSYCH-HR@ad.ufl.edu](mailto:PSYCH-HR@ad.ufl.edu), one of our HR staff will respond to your email depending on the type of request.

- Aracelys (Shelly) Chang [chang.a@ufl.edu](mailto:chang.a@ufl.edu) 352 594-4325 for any **Faculty requests**.
- Denise Lambert [denisel@ufl.edu](mailto:denisel@ufl.edu) 352 594-4229 for any **TEAMS requests**.
- Shaniece Benis [sbenis@ufl.edu](mailto:sbenis@ufl.edu) 352-594-4306 for any **OPS, Housestaff, Volunteers requests**.

### **Business Office Contact list** (attachment)

Attached is an updated contact list for all business office staff, divisional administrators, and clinic managers with their key job duties and direct email and phone numbers. Please make sure to review the attachment as some job duties have been reassigned with the new hires.

Also, please feel free to view the Administrative page on our Psychiatry website to assist you with staff contacts. <https://psychiatry.ufl.edu/about-us/staff/>

### **Faculty DEA license renewal, Exemption of fees:**

- There is a section on the renewal application that allows for an exemption of fees as a state employee. You should list University of Florida as employment and Dr. Mathews with 352-294-4900 as certifying agent.

### **Outside Activities and Financial Interest:**

- It is the responsibility of UF employees to disclose outside activities and financial interests per UF Regulation 1.011 (see <https://regulations.ufl.edu/wp-content/uploads/2020/04/1011.pdf>).
- ECOI <https://coi.ufl.edu/>
  - [FAQ's Link](#)
- Faculty are to complete the online version (<https://coi.ufl.edu/>– UFOLIO Login).
- All Staff (with a title below Director) should complete the paper form, sign and return to Psychiatry Business office, attention Denise Lambert or Aracelys Chang, for remaining required approvals/signatures.
  - (<https://coi.ufl.edu/>, Non-UFOLIO Disclosures)

**Attendance Policy**– The department follows UF attendance policy, please refer to your division for additional specific attendance expectations and guidelines.

**Employee Handbook** - <https://hr.ufl.edu/working-at-uf/employee-handbook/>

### **Alternate Work Location (AWL):**

- The Department of Psychiatry recognizes the growing demands on staff and the increasing challenges of finding new and better ways to provide service and meet university goals. Workplace flexibility provides a way to successfully manage people, time, space, and workload. The Department supports flexible work

arrangements to achieve a highly productive work environment that enables staff to balance work and personal needs while providing workforce predictability and stability.

- **Guidelines**

- All non-clinical staff can submit an AWL request for review and approval by supervisor and Director, Marika Brigham.
  - The requests should be for a max of 2 days a week working remote and 3 days' a week working on Campus.
  - Each staff member that is being considered for AWL must complete the Department of Psychiatry (DOP) Template and send to Psychiatry HR before submitting the online AWL request.
  - New Staff must be in their position for a minimum of 3 months and performing at department standards to be considered for AWL.
  - The AWL work arrangement must follow university information technology security and data polices.
  - Supervisor should review AWL arrangement with staff member at least every 3 months, and use UF Engage to document success or performance issues.
  - If discontinuing AWL arrangement, please notify PsychHR @ [PSYCH-HR@ad.ufl.edu](mailto:PSYCH-HR@ad.ufl.edu)
  - Supervisors and manager reserve the right to amend, change and modify AWL arrangements.
- If you have any questions or want to know more about AWL program, please email them to [PSYCH-HR@ad.ufl.edu](mailto:PSYCH-HR@ad.ufl.edu)

### **Faculty & TEAMS Leave (Vacation, Sick)**

#### **Vacation Leave:**

- Vacation leave is earned each pay period and credited on the last day of that pay period. However, there is no waiting period for using vacation leave. An employee may only use vacation leave that has been credited into his or her balance.
- All requests for vacation leave should be submitted by the employee to the appropriate supervisor based on department operational procedure, with vacation leave being taken only after approval has been received. Please refer to your department guidelines (i.e. – clinical faculty 45 days in advance, all others as far in advance as possible). Approval of the dates on which an employee wishes to take vacation leave shall be at the discretion of the supervisor.
- NOTE: Sick Leave *cannot* be used for vacation time.

#### **Sick Leave:**

- Earned sick leave may be approved for time off from work because of your exposure to a contagious disease that may endanger others, for your personal visits to doctors or dentists, and for your personal illness, which includes disability caused, or contributed to, by pregnancy. Sick leave also may be used for parental leave. Additionally, sick leave may be used in reasonable amounts for illness, injury, or death within your immediate family, pending supervisory approval.

#### **Bereavement**

- USPS and TEAMS employees may be granted up to two days of administrative leave upon the death of an [immediate family](#) member. This benefit is pro-rated based on the employee's FTE, with a maximum benefit of 16 hours for full-time employees.
- Sick leave also may be used in reasonable amounts by TEAMS and USPS employees upon the death of an immediate family member for events related to the family member's death.
- Faculty are not granted administrative leave for bereavement. They may use sick leave upon a supervisor's approval.

**Personal Leave Days:**

- Essential Academic Personnel employees who are required to work December 27<sup>th</sup> – December 30<sup>th</sup> may use their personal leave days in 8-hour increments starting December 2<sup>nd</sup> of each year through the end of that fiscal year June 30<sup>th</sup>.
- **Important:** If the employee is scheduled to work Dec 27<sup>th</sup> through Dec 30<sup>th</sup> , it is the employee's responsibility to notify his/her leave admin support to adjust their leave time to be able to use alternate days between Dec 2<sup>nd</sup> and June 30<sup>th</sup>.

**Overtime:**

- All faculty, TEAMS and USPS employees who have an exempt classification are exempt from the provision of the Fair Labor Standards Act (FLSA).
- USPS and TEAMS non-exempt employees are eligible for overtime for any hours worked over 40 hours in a pay week. Any overtime must be approved in advance by supervisor. UF's workweek begins on Friday and ends on Thursday. It is a supervisor's responsibility to ensure that unauthorized overtime is not worked. The work schedule should be arranged so that overtime usually is not required. In situations where the department's mission cannot be carried out unless overtime work is authorized, overtime work may be allowed.
- UF pays overtime with compensatory leave; which means employees earned leave time at the time and a half hours. If you work 8 hours of overtime you will earn 12 hours of overtime compensatory leave. Upon reasonable notice, supervisors or other UF administrators may require employees to use any part of accrued overtime, special or regular compensatory leave at any time deemed advisable. Employees who have accrued compensatory leave may be required to use such leave before using vacation leave.

**Year-end vacation leave conversion:**

- The annual vacation leave conversion process will take place at the end of the pay period in early January. Vacation hours exceeding the annual maximum will automatically be converted into sick leave balance. The annual vacation maximums are as follows:
  - TEAMS and vacation-accruing faculty members who are not in the UFF collective bargaining unit may have a maximum vacation balance of 352 hours.
  - Vacation-accruing faculty members covered by the UFF bargaining unit may have a maximum balance of 480 hours.
  - USPS employees may have a maximum vacation balance of 240 hours.
  - Vacation leave accrual for the Dec. 23, 2022, to Jan. 5, 2023, pay period will be included in the conversion.
- For additional details on such as:
  - Paid Family Leave
  - Extended Leave of Absence
  - FMLA
  - Parental Leave
  - Other Types of Leaves
- Visit Time Away Benefits visit: [Time Away – HR Benefits and Rewards \(ufl.edu\)](https://ufl.edu/time-away-benefits)

## **Resignation/Retirement**

- TEAMS
  - *Exempt*: Minimum one (1) month notice
  - *Non-exempt*: Minimum of two (2) week notice
  - Vacation accruing employees to request usage of up to 80 hours (2 weeks) of vacation leave upon submitting notice. This is in addition to the leave cash-out rules.
    - As always, vacation leave requests require the approval of the supervisor.
- Faculty
  - Four month minimum notice requirement.
  - Allows vacation accruing employees to request usage of up to 160 hours (4 weeks) of vacation leave upon submitting notice. This is in addition to the leave cash-out rules. However, the departments policy is that faculty can only take two consecutive weeks prior to their last work day.
    - As always, vacation leave requests require the approval of the supervisor.

## **OPS work schedule**

- In order to promote a healthy work / life balance, the Department of Psychiatry is recommending that OPS work hours be limited to a schedule of no more than 10 hours a day.
- If business needs necessitate a non-exempt OPS employee to work more than 10 hours a day, then prior approval will be required by Chair and Fiscal Administration.
- University of Florida policy recommends that a supervisor be present during the employees' working hours so that they may verify hours worked.
- Non-exempt employees should not begin work before the established starting time nor should they work beyond the established quitting time unless specifically authorized in advance by their supervisors.

## **Contact Information updated in myUFL?**

Have you recently moved or temporarily relocated? Gotten married or experienced any other changes that affect your emergency contacts or beneficiaries in some way?

- Log into the [myUFL system](#) with your GatorLink username and password. If you don't know it, call (352) 392-HELP for assistance.
- Click on the three bars (top right) – Main Menu - My Account - Update My Directory Profile.
- Verify your information is correct, making any changes as needed and ensuring your UF Business Email Address is up-to-date.
- After you've verified your mailing and email address, click on the "Emergency Contact Information" link at the bottom of the Directory Profile page and verify the information listed there as well.

## **How to view your leave balance in Peoplesoft:**

- All employees can view their leave balances through [myUFL system](#). Although your leave balances will be shown on your paycheck, to see the current and earlier pay periods please use the navigation below.
  - Log in to [myUFL](http://my.ufl.edu) (<http://my.ufl.edu>)
  - Click NavBar (three horizontal bars, top right) >> Main Menu > My Self Service > Payroll and Compensation > UF Leave History
  - This screen displays sick and vacation leave balances for the current pay period.
  - To view balances for an earlier pay period, click the dropdown box.

**How to view your Pay Check in Peoplesoft:**

- Your paycheck, or earnings statement, will not be delivered to you in hard copy; instead you can view your paycheck online, through myUFL. This guide gives instructions on locating your paycheck and explains how to read the paycheck. Notification that your paycheck is ready to view will be sent electronically each payday. Please be sure to read the email as sometimes other messages, relevant to your paycheck, will be included.
  - Log in to [myUFL](http://my.ufl.edu) (<http://my.ufl.edu>)
  - Click NavBar (three horizontal bars, top right) > Main Menu > My Self Service > Payroll and Compensation > View Paycheck
  - Click the Check Date to open a PDF copy of your paycheck
  - Click Open