

## FY24-25 Psychiatry Personnel (HR) annual reminders

As we start a new fiscal year, here are a few friendly reminders regarding: **Business Office Contact List, Open Enrollment, Faculty DEA license renewal (Exemption of fees), Outside Activities, Attendance Policy, Employee Handbook, COM Faculty Handbook, Alternate Work Locations, Leave, UF Engaged, 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**.
- TBD 352 594-4229 for any **TEAMS requests**.
- Natalya Stewart [stewart.natalya@ufl.edu](mailto:stewart.natalya@ufl.edu) 352-594-4306 for any **OPS, Housestaff, Volunteers requests, Faculty leave**

**Please be aware that recruitment, hiring, salary requests, and any related HR actions must strictly adhere to established HR procedures. Bypassing these steps can result in delays or non-compliance with University and Department policies. If you have any questions or need guidance on how to begin this process, please don't hesitate to email [PSYCH-HR@ad.ufl.edu](mailto:PSYCH-HR@ad.ufl.edu)**

### **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/>

### **Open Enrollment**

Open Enrollment 2024: Open enrollment is your yearly chance to adjust your benefits for the upcoming plan year. Changes made during this time take effect on January 1, 2025. Outside of this period, changes are only allowed within 60 days of a qualifying status change event.

#### **2024 Open Enrollment Key Dates:**

- Open Enrollment **starts: October 16th at 8am and ENDS: November 3 at 6pm.**
- Benefits and Wellness Fair – Stop by the Evans Champions Club at Ben Hill Griffin Stadium on Friday October 13th from 9am to 2pm, to learn about available plans and wellness offerings.

### **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 Aracelys Chang with 352-594-4325 as certifying agent.
- Effective June 27, 2023, the Drug Enforcement Administration (DEA) will require a one-time eight-hour training (on the treatment and management of patients with opioid or other substance use disorders) for all DEA registered practitioners when completing the initial registration application or renewing registrations.

### **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 or Faculty with less than a .20fte) should complete the paper form, sign and return to Psychiatry Business office, attention 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/>

**COM Faculty Handbook** - <https://facultyaffairs.med.ufl.edu/2022/10/27/com-faculty-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**
  - Eligibility:
    - Employees new to UF should be in person for the full probationary period (6 months) before they are eligible for AWL. Employee must be meeting performance metrics.
    - New employee who transferred into our department from another UF department and are not on a probationary period would be eligible for AWL after 3 months. Employee must be meeting performance metrics.
    - Employees who promote within our department/transition to another internal role, the AWL would need to be reviewed with leadership/supervisor. Since this is a new role, employee may need to be in person until they learn their new role, then AWL can resume.
  - Each staff member that is being considered for AWL must work with their supervisor to complete the Department of Psychiatry (DOP) Template and send to PSYCH-HR before submitting the online AWL request.
  - Once the DOP Template is approved, staff can submit an online AWL request for review and approval by supervisor and Director, John (Jack) Curran. It will then be routed to the College of Medicine HR to review and approve. Once approved, the staff member will receive an email confirmation.
  - The requests should be for a max of 2 days a week working remote (not back to back days) and 3 days' a week working on Campus. The amount of remote days depends on employee's role and job duties, please consult with your supervisor/leadership.
  - The AWL work arrangement must follow university information technology security and data policies.
  - Supervisor should review AWL arrangement with staff member at least every 6 months, and use UF Engage to document success or performance issues.
  - If discontinuing an AWL arrangement, please notify PSYCH-HR @ [PSYCH-HR@ad.ufl.edu](mailto:PSYCH-HR@ad.ufl.edu)
  - Supervisors and the department reserve the right to amend, change and/or modify AWL arrangements at any time.
- 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)** <https://hr.ufl.edu/leave/>

**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**

- 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 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.

#### **Paid Family Leave (Faculty, Teams & Graduate Assistants)**

- UF will provide 8 full weeks of leave over a 24month period for qualifying event for Parental or Medical leave.
- Parental Leave Guidelines:
  - This benefit offers a maximum of 8 weeks of leave for birth, adoption, or fostering and can be used only during your approved parental leave. Paid Family Leave may be used once every 24 months.
- Medical Leave Guidelines:
  - This benefit offers a maximum of 8 weeks of leave and may be used once every 24 months.
  - An employee must qualify for FMLA
  - A healthcare provider must certify the absence will be continuous\*, at least three (3) or more weeks (15 or more working days) of no work for the employee's serious illness or injury
  - Paid Family Leave can only be used for continuous leave in most cases.
  - Employees must use 10 days (up to 80 hours) of vacation or sick leave before using Paid Family Leave.
- For more detail information, please visit: <https://hr.ufl.edu/leave/family/>

#### **Personal Leave Days:**

- Essential Academic Personnel employees who are required to work this year from December 26<sup>th</sup> – 27<sup>th</sup> and December 30<sup>th</sup> – 31<sup>st</sup> may use their personal leave days in 8-hour increments starting December 2<sup>nd</sup> through the end of that fiscal year June 30<sup>th</sup>.
- ***Important:*** *If an employee is scheduled to work during the Personal Leave time frame, it is the employee's responsibility to notify their leave admin support to adjust their leave time and move these days to another day. Any personal leave day not used must be used by June 30<sup>th</sup> the end of the fiscal year. It is recommended to use DPL days before vacation since they do expire and do not roll over.*

#### **Homecoming and Juneteenth Holidays:**

- All University of Florida TEAMS and Regular faculty employees are entitled to all holidays observed by the University of Florida. All UF holidays coincide with the clinics being closed except for Homecoming and Juneteenth.

- See below for a policy on how to account for UF Homecoming and Juneteenth in the clinic or inpatient settings, or other work requirements for this holiday. Employees who will be required to work due to the nature of their job duties during this period are considered “essential.” Because it is not a clinical holiday, Faculty, residents, fellows, other trainees and essential TEAMS staff are expected to report to services/clinic.
- Faculty - If you are scheduled to work, you can take another day off during the current FY up to the end of the Fiscal year, June 30th. Please work with your supervisor for approvals and administrative staff to track these days.
- Administrative staff – Please submit the leave request through SharePoint, but please note that this is to account for a “holiday” is the Absence Type. This way the leave will not be added to PeopleSoft but it will still be visible on the SharePoint calendar. Administrative staff will need to track these days internally.
- Essential TEAMS staff - If you are classified as an essential TEAM staff and are scheduled to work, you will be able to take another day off during the current FY up to the end of the Fiscal year, June 30th.

#### **Overtime:**

- All faculty, TEAMS and employees who have an exempt classification are exempt from the provision of the Fair Labor Standards Act (FLSA).
- 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.

#### **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)

#### **Conference Days – Faculty Only:**

- All conference (continuing education) is considered work time as approved by the supervisor. The time is limited to up to 10 days, but no more than 10 days within a fiscal year. The key is supervisor approval and that it falls within the guidelines of continuing education.

#### **UF Engage:**

- Feedback fuels personal and professional growth, igniting our full potential. It cultivates a culture of open communication and collaboration, where ideas flourish and teams excel. Feedback builds trust, strengthens relationships, and resolves conflicts. It’s the catalyst for continuous improvement, guiding us toward innovation and success.
- UF Engaged is the University’s approach to employee appraisals, designed to encourage regular feedback.
- The Department guidelines is to complete a UF Engage meeting with your employee every 6 months
- For new employees or transfer employees, there should be an UF Engage completed at 3 months and again at 6 months. Thereafter, UF Engage should be completed every 6 months.

- For additional information, please visit: [UF Engage Toolkit](#)

### **Resignation/Retirement**

- TEAMS
  - *Exempt*: Minimum one (1) month notice
  - *Non-exempt*: Minimum of two (2) week notice
  - Vacation accruing employees can 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.
  - Vacation accruing employees can 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