Staff Performance Appraisals
Annual performance appraisals for March 1, 2015 through February 29, 2016 require completion and signature by March 31, 2016.

Two forms are used for evaluations:
- TEAMS Non-Exempt, USPS Non-Exempt and USPS Exempt Form
- TEAMS Exempt Form (designed to accompany an evaluative narrative or letter)

Both forms require an overall rating be assigned and completion of an outside activities disclosure section.
**All College of Medicine employees are required to complete requests for outside activity online. If the employee does have outside employment, please insure that they complete the online request and print out the completed report submission. The outside activities submission information and application can be found at https://report.coi.med.ufl.edu/researcher/welcome

If the overall rating is to be “minimally achieves” or “below performance standards”, supervisors should contact Employee Relations before the evaluation is issued.

Employees currently in probationary status do not require this annual evaluation.

It is also very important that supervisors review the accuracy of position descriptions with each employee during the appraisal period. Incorrect position descriptions should be updated through EPAF submission UNLESS the updates are to be used as justification for SPI or reclassification in which case they should be submitted through the listserv for such requests.

Additional information regarding performance appraisals can be found online at http://hr.ufl.edu/manager-resources/employee-relations/performance-appraisals/

Office of Youth Conference Services:
The Office of Youth Conference Services, which is affiliated with UF’s Division of Student Affairs, was established to promote uniformity, centrally track and validate compliance for program requirements of youth camp activities that UF is associated with. If your department participates in running a camp for youth activities please contact the Office of Youth Conferences Services to register and ensure all requirements are met.

Please note that activities involving minors require FBI level background checks which take 3-4 weeks. The background check clearance must be received by UF before counselors can take part in these activities. This process now requires a photograph and fingerprinting. New background checks are required upon rehire if there has been a break in service.

The state of Florida’s Department of Children and Families (DCF) is responsible for overseeing summer camp activities. CDF reviews and issues clearance letters for summer camps which can take 3-7 business days.

Campus HR has the ability to take photos and complete fingerprinting for this process.

Youth Protection Training is required annually for program employees, volunteers and other individuals directly in contact with minors. Register for course YCS800 in My Training

Because of these additional requirements, it is important to begin your clearance and approvals soon to avoid any delay in the camp starting.

Additional information can be found on the web at https://oycs.ufsa.ufl.edu

Questions should be directed to:
352-846-4698
Carolynnk@ufsa.ufl.edu
Guide to Greater Gainesville
This relocation guide is a printed guide that will be updated and printed annually. The guide was developed to assist employers recruit the best and the brightest to the Greater Gainesville area by providing valuable information to prospective employees. As a companion to the printed guide, a website was created at www.guidetogreatergainesville.com. The printed guides are available from your recruiter in Human Resources Recruitment and Staffing.

UF On Target
Classification and Compensation has completed the review of positions in the Administrative and Management job family. Our office has a list of positions that provide recommended titles or require additional information. We will contact individual departments with concerns. Classification & Compensation expects to complete their reviews on March 31st and expects to implement the on target file in early April.
Prior to implementation in MyUFL, employees will receive notification of their new job title and other pertinent information via interoffice mail. The communication will provide information on how to request a final review of the classification by HRS. Prior to submitting a request, employees should discuss their concerns with their supervisor or department administrator.

Anticipated timeline:

March 31 –C&C Review Complete
April 4 –Employee notifications sent via interoffice mail
April 8 –Employee notifications received
April 22 –Job titles reflected in myUFL
April 29 –Employee Requests for HRS Final Review due

Special Pay/Reclassification Requests
The special pay/reclassification policy was updated effective February 16, 2016 to allow requests to be considered on a monthly, rather than annual, basis.

A new form was developed for the process and is available on the Administrative Affairs forms page at https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2016/02/Salary-Increase-Form.pdf
All requests are to be submitted to the listserv at SVPHA-SI-REQUESTS-L@lists.ufl.edu.

Additional instructions for submission of salary increase requests can be found on our website at:
1. For faculty - http://adminaffairs.med.ufl.edu/hr-admin/faculty/special-pay-increases/
2. For TEAMS/USPS - http://adminaffairs.med.ufl.edu/hr-admin/teams-usps/special-pay-increases/
4. For OPS and Student Assistants - http://adminaffairs.med.ufl.edu/hr-admin/ops-student-assistants/special-pay-increases/
Effort Reporting Town Hall
The Office of Cost Analysis will host an Effort Reporting Town Hall on Thursday, April 21, from 2:30 – 4:30 p.m. in the Human Resources Building, Room 120.

UF implemented the Effort Reporting system five years ago and is interested in soliciting feedback from those who regularly use the system. How well does the system work for your department? What improvements would you suggest for future development? Are there other areas where you see the process can be improved?

Those who are unable to attend in person may join the online video teleconference at https://mediasite.video.ufl.edu/Mediasite/Login?ReturnUrl=%2fMediasite%2fPlay%2f4d7093446b15496881d72353ef2d983f1d

Procedural Updates
DEPARTMENTS ARE REMINDED THAT NO LETTER OF OFFER FOR A FACULTY MEMBER, POSTDOC, OR ADJUNCT FACULTY SHOULD BE ISSUED WITHOUT THE COLLEGE OF MEDICINE DEAN’S SIGNATURE, EVEN THOSE LETTERS BEING COMPLETED FOR A VISA RENEWAL.

Get the most up to date procedural information on the Administrative Website at http://adminaffairs.med.ufl.edu/

Forms and Templates Updates