2014 NEW EMPLOYEE ORIENTATION TEAMS

Prior to First Day of Work:
Create Gatorlink
Add Birthday to Center Calendar
Request nameplate for office
Create mailbox in mailroom
Prepare packet

Employee’s First Day of Work:
Present employee with packet
Request I-9 & SS card & Driver’s License from employee
Have employee sign in to myUFL and give him/her a short tour
Discuss telephone rules, vehicles, p-card, leave, holidays, dress code, etc.
Show employee his/her mailbox, copy machine & fax
Issue employee appropriate keys
Order Gator1Card
Give employee a tour

Packet Contains:
Welcome to the Gator Nation
UF Timeline >> 150 Years of History at UF
UF 2014 Holidays
SFRC Brochure
Instructions for entering Leave in myUFL
SFRC’s program in forestry, natural resources, and conservation address the ecological, social, and economic aspects of managing terrestrial natural resources. Within this broad field, faculty and staff with a variety of technical and academic specialties conduct innovative basic and applied science; educate society on the value and proper management of natural resources, and develop the next generation of professional natural resource managers; and work to improve our natural resources through outreach to the public, landowners, and resource stewards.

Our work on the ecology of terrestrial natural resources includes such subfields as the role of disturbance/successional forces such as fires, storms, timber harvesting, and insect/disease outbreaks; the carbon and water cycles of forests; and basic tree physiology and genetics. Faculty and staff studying the social aspects of terrestrial ecosystems address the value of recreational opportunities, including managing ecosystems to balance recreational use with resource protection; how the public understands environmental issues, and how educators can better disseminate new information on environmental issues; and how public policies impact the way terrestrial ecosystems are managed. Forests continue to have a significant role in society from an economic perspective: identifying new markets for timber products and ecosystem services; how landowners choose to manage their land to produce financial returns; and how policy changes influence the markets for land, timber, and ecosystem services.

The program emphasizes an interdisciplinary approach to addressing problems; a practical approach to developing solutions; and a “hands-on” approach to disseminating new information.

Outreach and Extension Programs

The school of Forest Resources and Conservation provides extension and outreach programs to the communities in North Florida and throughout the state in order to bring cutting-edge research and training to the public. Outreach is coordinated by faculty and staff with active extension programs in ecotourism, fisheries and aquatic sciences, forest stewardship, forest health, urban forestry, wildland-urban interface and youth education. Our aim is to expand current programs to emphasize non-traditional uses of forests, ecological functions of forests and water resources, wildland-urban interface issues, and integration of our forest and aquatic extension programs. Much of this is achieved with resources generated through creative partnering and grants.
Fisheries and Aquatic Sciences & Marine Sciences Programs

The state of Florida is renowned for its fishery and aquatic resources. More than 1,300 linear miles of coastline, 12 major bays and estuaries, 7,800 – plus lakes, 100,000 ponds, and thousands of miles of navigable rivers provide residents and visitors with a lifestyle rich in aquatic recreational and commercial opportunities. In addition to the sheer quantity of water, Florida spans nearly seven degrees in latitude, encompassing both temperate and subtropical marine and freshwater ecosystems.

However, rapid population growth continues to place increasing demands on the Florida’s aquatic resources. Conserving marine and freshwater resources, enhancing food and agricultural production, and meeting the water demands of all the state is inhabitants, will depend upon prudent and far-sighted management.

Recognizing the need for information and expertise in fisheries and aquatic sciences, the Department was established in 1984 by a core group of faculty from the School of Forest Resources and Conservation (Drs. Jerome Shireman, Daniel Canfield, Jr., Bill Haller, and Joseph Joyce).

Within several years, the fledgling program had expanded beyond the bounds of the School of Forest Resources and Conservation, resulting in its own Degree awarding department within UF’s Institute of Food and Agricultural Sciences. At that point it was named the Department of Fisheries and Aquatic Sciences (FAS). Twenty-four years after its establishment, FAS has become one of the fastest growing departments for aquatic research and education in the country. With a highly diverse and accomplished faculty, it is able to offer students a rich academic foundation.

As of July 1, 2008 Fisheries and Aquatic Sciences merged with the School of Forest Resources and Conservation (SFRC) and is now one of three broad programmatic areas within the SFRC along with Geomatics and Forest Resources and Conservation.

Core facilities have also expanded from one small building to a large complex including offices, classrooms, numerous laboratories, and a hatchery facility located in Gainesville, as well as satellite research/teaching facilities in Ruskin.

Boats and Equipment

FAS maintains a fleet of vehicles, boats, motors, trailers and equipment for research, teaching and extension including numerous skiffs, and medium size nearshore (left) and offshore (right) research vessels up to 35 feet in length. This equipment is available for student use with prior permission from a sponsoring faculty member.

The physical address of the Fisheries and Aquatic Sciences program is:

7922 NW 71st Street
Gainesville, FL 32653
Phone: (352) 273.3645
School of Forest Resources and Conservation

Physical Address:
136 Newins-Ziegler Hall
Gainesville, FL 32611
P.O. Box 110410
Phone: 352-846-0850

Our research programs span the disciplines of forestry, fisheries, and aquatic sciences, natural resources, geospatial sciences, water quality and conservation, biology, zoology, genetics, and recreation/tourism. Whether working in a laboratory, forest, or aquatic setting, students and faculty hone their skills to become better scientists, resource managers and policy makers.

Geomatics

The Geomatics program was started in 1973 at the behest of the Surveying Profession in Florida. During the program’s development period, the surveying profession was and still continues to be of immense support. The program retains geographic distinction as the only full-service Geomatics program in the southeast United States, and is viewed as a program of regional, national and international impact. The program has developed name recognition nationwide through its research program, faculty publishing in journals and faculty participation at national meetings. The strong practice-based undergraduate program has been supplemented with sponsored research activity that finds direction and solution to a wide range of issues.

At the time of its inception the program was housed in the Department of Civil and Coastal Engineering. In 2004, the program and 4 faculty members transferred from the College of Engineering to the School of Forest Resources and Conservation in IFAS. Since that transfer, the Program has grown significantly. We have: (a) Secured funding from the Florida legislature to deliver the BS degree at UF/IFAS Research and Education Centers in Plant City and Ft. Lauderdale; (b) Hired 3 new faculty members to help deliver the degree program; (c) Doubled undergraduate enrollment from 40 to 80; and (d) Secured re-accreditation by ABET.

Employers recognize the need to keep up with rapidly changing technology and have enthusiastically employed graduates where available. Historically, students graduating from the program with a Bachelor’s degree receive multiple job offers with attractive starting salaries. The recent economic downturn has dimished these outcomes somewhat, but the UF Geomatics Degree is still highly valued. Students are placed in a broad range of private sector and government organizations. More than 50 percent of the graduates own their own companies and 65 percent manage or supervise a department in surveying and mapping, either in the private or public sector. Three-fourths of the graduates are registered in Florida. Masters or Ph.D. graduates move into academic careers or key leadership positions in government or industry. Achievements of graduates have been the best measure of program effectiveness. UF grads have been routinely successful in passing the registration exam. Their advancements through professional and business ranks have been most notable. Many firms and GIS/surveying/mapping departments now are headed by UF graduates.
UF ID Card

The UFID card is the official picture ID card of the University of Florida and is required for all students, academic personnel, and staff. Generally, an employee’s department will pay for the first card. If you lose your UFID card, call ID Card Services at 392-UFID to have it deactivated.

To receive your UFID card, please bring photo identification and a completed photo authorization form found at http://www.bsd.ufl.edu/IdCard/staff/AuthForms.asp to ID Card Services, located in the UF Bookstore and Welcome Center, Room G071. Regular operating hours are 8 a.m. to 4:30 p.m., Monday through Friday. For more information, please contact ID Card Services at 392-UFID or visit its web site.

Employees located in the Health Science Center may obtain ID cards and badges from Biomedical Media Services (BMS), located in Room C3-03. HSC employees will need to complete a BMS Gator-1 and UF Badge Authorization form found at http://www.bms.ufl.edu/Pages/bms_gator_1.html and fax it to 392-4156, mail it to PO Box 100016, or deliver it to BMS’ office. BMS will contact you to arrange an appointment. Please be sure to bring a photo ID to your appointment. For more information, contact BMS at 273-5044 or visit its web site.

Along with the UFID Card, you also will be issued an eight-digit UFID number. This UFID is used as the primary way to identify you in virtually all university records and transactions. Like a social security number, the UFID number is unique to each person, and each person has only one number. Once it is assigned to you, please memorize or keep the number handy. To learn more about the UFID number, visit http://www.ufid.ufl.edu.

UF Holidays 2014

- New Year’s Day – Wednesday, January 1
- Martin Luther King Jr.’s Birthday – Monday, January 20
- Memorial Day – Monday, May 26
- Independence Day – Friday, July 4
- Labor Day, Monday, September 1
- UF Homecoming – Friday, October 17
- Veterans Day – Tuesday, November 11

UF Holidays 2014 (continued)

- Thanksgiving – Thursday, November 27 & Friday, November 28
- Christmas – Thursday, December 25

Sexual Harassment Training

The overall goal of the university’s training program for Sexual Harassment compliance certification is to ensure UF is a safe place to work and study for students, faculty, and staff. It is an expectation of employment that all UF employees will attain Sexual Harassment training compliance certification. If you have already received the Sexual Harassment training compliance certification, refresher training on the online refresher version of Preventing Sexual Harassment will be expected every two years.

Important Contacts:

Main Office
Marie Meldrum
mlme@ufl.edu
352-846-0850

Fiscal Office
Angela Gifford
angelag4d@ufl.edu
352-846-1510

HR/Personnel
Kimberly Krueger
kimberlykrueger@ufl.edu
352-294-3081

Academic
Scott Sager
sasager@ufl.edu
352-846-0846

Fisheries Unit
Samuel Lawson
352-273-3645

Facilities and Operations
Matt Pollard
Facops-sfrc@ifas.ufl.edu
352-846-0857

IT Support
Winnie Lante
wdl@ufl.edu
352-846-0865

Extension
Chris Demers
cdemers@ufl.edu
352-846-2375

UF Holidays 2014 (continued)

- Thanksgiving – Thursday, November 27 & Friday, November 28
- Christmas – Thursday, December 25

Sexual Harassment Training

The overall goal of the university’s training program for Sexual Harassment compliance certification is to ensure UF is a safe place to work and study for students, faculty, and staff. It is an expectation of employment that all UF employees will attain Sexual Harassment training compliance certification. If you have already received the Sexual Harassment training compliance certification, refresher training on the online refresher version of Preventing Sexual Harassment will be expected every two years.

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352-846-0857

IT Support
Winnie Lante
wdl@ufl.edu
352-846-0865

Extension
Chris Demers
cdemers@ufl.edu
352-846-2375
Decals or permits are required for all vehicles, including mopeds and motorcycles, in order to park on campus between 7:30 a.m. and 4:30 p.m., Monday through Friday. Decals may be purchased at the Decal Office located at the corner of Gale Lemerand Drive and Mowry Road. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Academic personnel and staff may have the cost of their decal payroll deducted from each paycheck. For a list of decal options and prices as well as information about the university’s car pool program and bus service, visit Transportation and Parking Services’ web site or call 392-8048.

Training on UF Systems and Administrative Processes

Depending on the position for which you have been hired, training for your job duties may be available through UF Training and Organizational Development. Topics covered in a variety of courses include:

- myUFL Systems – basic and complex
- Communications, Leadership, & Professionalism
- Computer Applications
- Compliance Training
- UF Administrative Tasks – “Pro3 Series”
- Financial & Retirement Planning
- Sponsored Research (Grants)

Performance Appraisals

So that you may obtain essential information about your work performance, employees with more than six months of service are formally evaluated by their supervisors on an annual basis. Your supervisor will complete an appraisal that covers March 1 through the end of February each year.

Benefits Enrollment

All new employees have the opportunity to attend a group benefits enrollment session to enroll in state and university-sponsored plans (see the “University Benefits” section of this handbook for details). While information and brochures about available insurance plans are provided to you at New Employee Orientation, you must schedule a separate group benefits enrollment session to complete your enrollment. Sessions are offered at the main benefits office located at the HRS building (903 W. University Avenue) as well as in the Health Science Center, and Physical Plant Division Human Resource Services satellite offices. To assist you in preparing to attend a group enrollment session, a web-based tutorial is available that reviews your benefits options. Please visit our web site at http://www.hr.ufl.edu/benefits.
Quick Reference Guide – Employees

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Main Menu>My Self Service>Payroll and Compensation>View Paycheck

**Check Leave Usage & Balances**
Main Menu>My Self Service>Payroll and Compensation>UF Leave History

**Benefits Summary**
Main Menu>My Self Service>Benefits>Benefits Summary

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Main Menu>My Account>Update My Directory Profile

**Change Password**
Main Menu>My Account>Change My Password

**Change Direct Deposit Information**
Main Menu>My Self Service>Payroll and Compensation>Direct Deposit

**Change W-4 Information**
Main Menu>My Self Service>Payroll and Compensation>W-4 Tax Information

**Summary of Annual Earnings & Deductions**
Main Menu>My Self Service>Payroll and Compensation>UF Employee Year End Statement

**Summary of Classes Taken**
Main Menu>My Self Service>Training and Development>Training Summary

**Print W-2**
Main Menu>My Self Service>Payroll and Compensation>View W-2/W-2c Forms
The policies and procedures in this handbook were updated on February 22, 2013.

We are pleased to provide this TEAMS and USPS Employee Handbook. Academic Personnel also will wish to refer to the Faculty Handbook online at www(aa).ufl.edu/Handbook.

Additional information about many sections of this handbook is provided in the appropriate areas of Human Resource Services' web site at www.hr.ufl.edu. The Benefits section of our site, for example, lists current insurance premiums and gives more in-depth information.

While this handbook is designed to provide helpful information to employees, it should not be construed as an employment contract of any kind. The statements contained in this handbook are intended to offer guidance but do not modify the terms of employment.

The university, at its discretion, may change, delete, suspend or discontinue any or all parts of the policies in this handbook without prior notice. This handbook does not modify state or federal laws, nor does it serve as legal advice.

If questions about your employment status are not answered in this handbook, please talk to your supervisor or contact Human Resource Services at (352) 392-2HRS.
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Software Copyright Policy
Tobacco Policy
Workplace Violence Policy
Health Insurance Portability and Accountability Act (HIPAA)
Greetings! Welcome to employment with the University of Florida and The Gator Nation. You have joined one of the top universities in the nation and we are thrilled with your decision. While we are highly regarded for our education, research and service mission, our reputation as an employer is also outstanding.

Your employment with the university is a significant factor in our overall success and we hope you will find your experience challenging and rewarding.

This handbook provides an overview and introduction to the university policies and programs that will shape your employment at UF. Please take some time to familiarize yourself with the resources that will position you for success.

Should you need more detailed information about any of the issues outlined in this handbook, I encourage you to explore our web site, www.hr.ufl.edu or contact any of our offices for assistance.

Again, welcome to the University of Florida.

Paula Varnes Fussell
Vice President for Human Resource Services
Keeping You Informed
In order to ensure you have the information you need to do your job well and to take advantage of the many benefits available to you as a University of Florida employee, we are committed to communicating with you openly and regularly. As such, we send information of immediate concern directly to you via mail or e-mail; distribute notices and policy statements; and provide memoranda that call attention to new or revised policies, practices or procedures.

Human Resource Services (HRS) also produces the *InfoGator*—a monthly e-newsletter designed to provide information about your UF benefits, employment, training and work/life issues—as well as other print and electronic publications designed with you in mind. Upon employment, you will be automatically added to the *InfoGator* listserv; to see recent issues, please visit [www.hr.ufl.edu/infogator](http://www.hr.ufl.edu/infogator).

Website
The address for our web site is [www.hr.ufl.edu](http://www.hr.ufl.edu). This site contains up-to-date HRS information and news, downloadable forms, employment information, training program descriptions, holiday details, links to insurance and other benefits providers and more!

Directory
We continually strive to improve the services we provide to the university community and encourage you to call or e-mail us with questions, suggestions or concerns. For a complete directory of Human Resource Services staff members, please visit our web site at [www.hr.ufl.edu/contact/staff.asp](http://www.hr.ufl.edu/contact/staff.asp). The TDD (Telecommunications Device for the Deaf) number for all areas of HRS is 1-800-955-8771.

**Vice President’s Office**
P.O. Box 115000
903 West University Avenue
Phone: 392-1075
Fax: 392-5495

**Classification and Compensation**
P.O. Box 115009
903 West University Avenue
Phone: 392-2HRS
Fax: 846-3058

**Employee Relations**
P.O. Box 115003
903 West University Avenue
Phone: 392-1072
Fax: 392-7991

<table>
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</tr>
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<td><strong>E&amp;G and Auxiliaries</strong></td>
</tr>
<tr>
<td>P.O. Box 115003</td>
</tr>
<tr>
<td>Room 212, HRS Bldg</td>
</tr>
<tr>
<td>Phone: 392-6615</td>
</tr>
<tr>
<td>Fax: 392-1726</td>
</tr>
</tbody>
</table>

| **IFAS**                     | **Physical Plant**       |
| P.O. Box 110281             | P.O. Box 117700          |
| 2038 McCarty                | Bldg 701                 |
| Phone: 392-4777             | Phone: 392-2333          |
| Fax: 392-3226               | Fax: 846-2043            |

**Workers’/Unemployment Compensation/ Drug and Alcohol Testing**
P.O. Box 115008
903 West University Avenue
Phone: 392-4940
Fax: 392-8329
Institutional Equity and Diversity
P.O. Box 115010
903 West University Avenue
Phone: 273-1778   Fax: 392-5495

deep@ufl.edu

Leave Administration
P.O. Box 115001
903 West University Avenue
Phone: 392-2HRS   Fax: 846-3058

Privacy Office
P.O. Box 113210
24 Tigert Hall
Phone: 273-1212   Fax: 392-6661

Recruitment and Staffing
P.O. Box 115002
903 West University Avenue
Phone: 392-2HRS   Fax: 846-0668

Immigration Compliance Services
P.O. Box 115002
903 West University Avenue
Phone: 392-2HRS   Fax: 392-8419

Training and Organizational Development
P.O. Box 115006
903 West University Avenue
Phone: 392-4626   Fax: 392-1055

University Benefits and Retirement
P.O. Box 115002
P.O. Box 115005
903 West University Avenue
Phone: 392-2HRS   Fax: 392-5166
General Information

Pay Plans
The University of Florida assigns positions to three broad pay plans—Academic Personnel; Technical, Executive, Administrative and Managerial Support (TEAMS); and University Support Personnel System (USPS). USPS employees include only those hired prior to January 7, 2003, who have not elected to move to TEAMS employment.

University of Florida appointments like yours are defined in a variety of ways. One common term known as full-time equivalency or FTE, is used to define the effort required to fulfill your employment appointment. If you are hired to work 100 percent of the normal or standard workweek (a full-time position) you will have an appointment of 1.0 FTE. Appointments of less than 100 percent of a standard workweek will be assigned a figure of less than 1.0 FTE. For example, if you are employed by UF to work 20 hours each workweek, you will have a half-time appointment or be employed at .50 FTE.

Throughout this handbook, you will see references to FTE with respect to certain benefits. Please see your supervisor if you have questions about this aspect of your employment.

Pay
Your pay is determined primarily by the class title assigned to your position as well as your overall and specific job performance, as assessed by the university. If you meet all of the minimum training, work experience and education requirements of the position at the time you are hired, you are eligible to receive at least the minimum of the salary range for that position.

If you have training and experience that exceed the minimum requirements and your hiring department has the available budget, you may receive a starting salary above the minimum of the pay grade.

Paydays and Paychecks
All university employees are paid on a biweekly basis. Provided you complete payroll sign-up prior to the payroll closing deadline, you should receive your first paycheck on the second payday following your initial date of employment and every other Friday thereafter.

Your check will be directly deposited into your account. You may wish to print out a copy of your earnings statement from the myUFL system at my.ufl.edu under My Self Service. If you do not have access to the myUFL system, your supervisor will inform you where a copy of your earnings statement may be obtained.

Federal income and Social Security taxes are deducted each pay period. Other deductions may be made at your request for items such as insurance plans, tax-sheltered annuities and contributions to the community fundraising campaign.

Non-exempt employees are paid an hourly rate and exempt employees are paid an annual rate of pay. Biweekly rates for annual salaried employees are calculated by dividing their annual rate by 26.1 (the number of biweekly pay cycles in a calendar year).

Your biweekly take-home pay can sometimes vary based on required deductions or those you have authorized. For example, your health insurance deduction is taken only 24 times a year, but you are paid 26 times a year. Therefore, at least two of your paychecks will be larger because of the absence of that deduction.
Direct Deposit Requirement
All TEAMS and USPS employees are required by University rule 6C1-3.0422 to participate in the Direct Deposit Program as a condition of employment. To comply, the hiring department must submit an employee’s Direct Deposit Authorization form as part of the new hire package to Human Resource Services.

After their initial hire, employees may change their direct deposit information in the myUFL system at my.ufl.edu under My Self Service > Payroll and Compensation > Direct Deposit or by faxing a completed Direct Deposit Authorization Form to University Payroll and Tax Services at (352) 846-0166. This form may be obtained at fa.ufl.edu/forms/pdf/fa-ps-dda.pdf or fa.ufl.edu/forms/pdf/fa-ps-ddma.pdf, depending on whether the employee is requesting a single bank account or multiple bank accounts for his or her direct deposit.

Gator1 ID Cards
The Gator1 card is the official picture ID card of the University of Florida and is required of all students, faculty and staff. Generally, an employee’s department will pay for the first card. If you lose your Gator1 card, go to www.gator1.ufl.edu > ID Card Services and deactivate your card. The cost for a replacement card is $15.

To receive your Gator1 card, please take photo identification and a completed “Staff and Faculty Authorization Form,” found at www.gator1.ufl.edu > ID Card Services, to the Gator 1 Central office, located in the UF Bookstore and Welcome Center, Room G071. Regular operating hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

Employees located in the Health Science Center may obtain ID cards and badges from the Gator1 Central branch office, located in Room C3-03. HSC employees also need to bring a photo ID and a completed “Staff and Faculty Authorization Form.” The HSC branch office hours are Monday, Wednesday and Thursday from 9 a.m. to 3 p.m. (closed 12:00-12:30 for lunch). Please note that faculty/staff cards cannot be issued without a Staff and Faculty Authorization Form from the employee’s department. For more information, please contact Gator1 Central at (352) 392-8343 or visit its web site at www.gator1.ufl.edu.

UFID
Each UF employee is issued an eight-digit UFID number, which also is associated with his or her Gator1 card. This UFID is used as the primary way to identify you in virtually all university records and transactions. Like a Social Security number, the UFID number is unique to each person and each person has only one number. Once it is assigned to you, please memorize or keep the number handy. To learn more about the UFID number, visit http://identity.it.ufl.edu/process/uf-identifier/.

Parking Decals
Transportation and Parking Services is responsible for the regulation of vehicles for Academic Personnel, staff, students and commercial organizations. The office issues parking decals, processes parking fines and appeals, manages the Health Science Center visitor parking facility and maintains parking lots and signs.

Decals or permits are required for all vehicles, including mopeds and motorcycles, in order to park on campus between 7:30 a.m. and 4:30 p.m., Monday through Friday. Decals may be purchased at the Decal Office located at the corner of Gale Lemerand Drive and Mowry Road. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Academic Personnel and staff may have the cost of their decal deducted from each paycheck. For a list of decal options and prices as well as information about the university’s car pool program and bus service, visit Transportation and Parking Services’ web site at www.parking.ufl.edu or call (352) 392-8048.
Benefits Enrollment
All new employees have the opportunity to attend a Benefits Enrollment session to enroll in state and UFSelect plans. (See the “University Benefits” section of this handbook for details.) While information and brochures about insurance plans are available to you at New Employee Orientation, you may wish to enroll in a separate Benefits Enrollment session to complete your enrollment or you can complete enrollment on your own online through the People First web site.

Benefits Enrollment sessions are offered at the HRS Building, located at 903 West University Avenue, as well as in HRS’s Health Science Center, IFAS and Physical Plant Division offices. To assist you in preparing to attend a Benefits Enrollment session, a web-based tutorial that reviews your benefits options is available. Please visit our web site at www.hr.ufl.edu/benefits.

Continuous University Service
Continuous university service for USPS and TEAMS employees—with all attending benefits, leave accrual, etc.—is preserved if you leave employment then are reemployed by the University of Florida within 180 days. USPS employees who leave employment will be rehired as TEAMS employees. Please contact Classification and Compensation at (352) 392-2HRS or compensation@ufl.edu to ensure you are credited for continuous state service. Please contact University Benefits at (352) 392-2HRS or benefits@ufl.edu to ensure your coverage under the state of Florida group health and life insurance policies continues uninterrupted.

If you have previous state service, please be sure to read the “Florida Retirement System” section of this handbook. For leave benefit purposes, no years of service credit will be transferred from a state agency, institution or university for leave purposes.

Dual Careers
We understand that a transition to another place of employment for one individual can affect the career of another. We would be pleased to provide any member of your household with information about career opportunities at UF. If you are interested in finding out about this service, please contact Recruitment and Staffing at (352) 392-2HRS or employment@ufl.edu or visit www.hr.ufl.edu/recruitment.

Dress Code
While the University of Florida does not have a specific dress code, it is clearly expected that all employees will dress professionally and in a manner consistent with the university’s public agency corporate environment. It may be appropriate for certain university departments to develop their own dress codes consistent with the university’s public interests. Any dress code established by a university department should be enforced consistently within that working environment. Please see your supervisor about what type of dress is appropriate for your work area.

UF Campus Directory
Each year the University of Florida publishes a paper directory of the office and home addresses, phone numbers and e-mail address for university students, Academic Personnel and staff. This same information may be accessed by clicking on the “Directory” link on UF’s home page at www.ufl.edu. The directory also includes an academic calendar, information about campus facilities, departmental directories and other pertinent campus information.

In the event you wish to change your telephone number, please see your department’s administrator responsible for updating employee phone book information. To change your home address, please submit a new W-4 form, found online at www.irs.gov/pub/irs-pdf/fw4.pdf, to Recruitment and Staffing, PO Box 115002, 903 West University Avenue or fax (352) 846-0668. Contact Recruitment and Staffing at (352) 392-2HRS or employment@ufl.edu with questions.
About Your Employment

Attendance
When an employee is hired at the University of Florida, he or she accepts the responsibility to work every scheduled day. As a general regulation, you will be considered excessively absent if you reach or exceed your department’s guidelines for attendance. Management has the discretion to determine the facts of a specific situation, taking into consideration any extenuating circumstances.

If you must be unavoidably absent from your job (that is, other than planned vacations or personal business times that have been approved in advance), it is your responsibility to let your supervisor know as soon as possible on the first day of absence why you must be absent and when you expect to return. If your anticipated return date changes, keep your supervisor informed.

Please note: A USPS or TEAMS employee who is absent without authorization for three or more consecutive workdays may be considered to have abandoned his or her position and to have resigned from the university.

Lunch
Your lunch break is set by your supervisor. Employees at the university work a variety of schedules and are permitted varying amounts of time for lunch depending upon their regular working schedule. For example, if you work from 8 a.m. to 5 p.m., Monday through Friday, you typically will be scheduled for a one-hour lunch break. If, on the other hand, you work from 8 a.m. to 4:30 p.m., Monday through Friday, you typically will be provided a half-hour lunch period.

Rest Periods
We recognize that employees work better and enjoy work more when they are rested and refreshed. During each four hours that you work, you are permitted a 15-minute rest period whenever possible. During this period, we encourage you to leave your workstation and relax. Your supervisor will advise you of particular arrangements necessary for breaks in your department. Rest-period time may not be accumulated for later use—that is, to extend your lunch hour, arrive late or leave early. You also may not combine breaks to allow a half-hour break during an eight-hour shift.

Working Hours
For full-time employees, the university’s normal work schedule is a five-day, 40-hour week. Most employees work this schedule with minor variations. Employees who work less than full-time will work the number of hours proportional to their FTEs. Where we must maintain continuous operation, additional work shifts are scheduled.

You must obtain your supervisor’s approval in advance for any variations to your normal schedule. Your supervisor will keep you informed of your work schedule should there be any change from what was assigned originally. Any approved adjustment in a work schedule (to make up time missed during regular working hours or to offset working beyond the regular workday when the 40-hour week must be maintained) should be arranged within the affected workweek.

For payroll purposes, including overtime accrual issues for non-exempt employees, the university’s workweek begins at 12:01 a.m. each Friday and ends on the following Thursday at 12 midnight.
Outside Employment and Conflict of Interest
As a UF employee, you may be permitted to engage in outside employment/activities that do not pose a conflict of interest if such employment/activities are properly disclosed and approved by the university. Because of this, you will need to review potential conflicts with and secure approval from your supervisor before beginning any such outside employment or activity.

TEAMS and USPS employees must complete an outside activities report as part of this approval process. In all instances, an outside activities report must be completed prior to beginning the outside employment or activity. All forms related to outside employment are available from Human Resource Services and online at www.hr.ufl.edu/recruitment/policy/outside.asp.

All TEAMS and USPS employees must complete the Disclosure of Outside Activities and Financial Interest form OAA-GA-L-267 to secure university approval if they wish to use university equipment, facilities or services in connection with outside employment or activity. You may be charged for this use as determined by your department chair or director along with the appropriate dean and/or vice president.

University employees engaging in additional employment within the university beyond their primary job require formal review and approval using the HR-600, “Request for Approval of Additional University Employment” form. For details, please contact Classification and Compensation at (352) 392-2HRS or compensation@ufl.edu.

TEAMS Notice of Non-Reappointment
TEAMS employees may be issued a Notice of Non-Reappointment (i.e., may be non-renewed) at any time. The decision not to issue another appointment of employment is not a “termination” for misconduct and therefore does not require “just cause” to support the decision. The non-reappointment process is governed by university regulations.

Employees hired prior to June 30, 2005, shall receive six months’ written notice that their appointment will not be renewed. Employees hired after June 30, 2005, shall receive three months’ notice that their appointments will not be renewed.

Any employee may be terminated from employment at any time if he or she has engaged in misconduct or is unable to perform the essential functions of his or her position. Such “just cause” terminations are governed by university regulations. Any employee may be laid off at any time for legitimate layoff reasons pursuant to university regulations. An employee who has been issued a Notice of Non-Reappointment may apply for other university positions during and after his or her non-reappointment period.

Notice of Voluntary Resignation
While we hope your employment with the University of Florida is positive and lasting, should you plan to voluntarily resign from your position, university regulation requires exempt employees to provide their departments with one month’s notice. Non-exempt employees must provide at least two weeks’ notice. Employees who resign must wait 180 days before reapplying for University of Florida employment. All employees will be rehired as TEAMS employees.
Conditions of Employment

Non-Exempt and Exempt Status
Job classifications are designated as either non-exempt or exempt for overtime payment eligibility under the Fair Labor Standards Act. Non-exempt (hourly) employees are eligible for overtime compensation, while exempt employees—whose duties usually are executive, professional or administrative—are not eligible for overtime compensation.

Probationary Period and Status
Non-exempt TEAMS employees serve a six-month probationary period upon hire at the University of Florida unless their probationary periods are extended (in which case, their probationary periods could be extended to last up to one year). After successfully completing their probationary periods or initial appointments, non-exempt TEAMS employees are issued appointments to coincide with the appointment cycle (March 1 – February 28), including upon promotion, reassignment or demotion.

Exempt TEAMS employees’ initial appointments at UF are typically for six months.

Please note that USPS and non-exempt TEAMS employees in law enforcement classes complete a 12-month probationary period.

If an employee is dismissed during the probationary period, he or she does not have rights to appeal the dismissal. In light of this, it is important for an employee to get feedback from his or her supervisor during the probationary period. Should an employee be dismissed during his or her probationary period, he or she may not be eligible for re-employment with the university.

Non-exempt and exempt USPS employees serve probationary periods upon promotion, reassignment or demotion to a classification in which they do not hold permanent status.

Performance Appraisals
So that you may obtain essential information about your work performance, employees with more than six months of service are formally evaluated by their supervisors on an annual basis. Your supervisor will complete an appraisal that covers March 1 through the end of February each year.

Non-exempt TEAMS and all USPS employees’ supervisors will complete a form rating their employees on five criteria—work performance, attendance/reliability, customer service, initiative/productivity, teamwork/interpersonal skills—using five rankings ranging from “Exceeds” to “Below” performance standards. This form will also be used following each nonexempt TEAMS employee’s initial six-month probationary period as well as for each probationary period fulfilled by USPS employees when changing classifications.

Exempt TEAMS employees’ performance appraisals may use the aforementioned form as a framework, but a letter or narrative will serve as a final submission. In addition, a cover sheet to be completed and attached to the appraisal is required. The cover sheet permits a specific overall rating for the Exempt TEAMS employees to be provided and recorded using the same five rankings, ranging from “Exceeds” to “Below” performance standards.

The appraisal form also offers an opportunity for employees to assess their own performance and includes sections for the employees and their supervisors to identify goals for the upcoming year.
Each employee will sign his or her performance appraisal and receive an original copy; a copy will be sent to Employee Relations. If you have questions about performance appraisals, please contact Employee Relations at (352) 392-1072 or emprel@ufl.edu.

**Time Worked**

Each supervisor is responsible for ensuring that the following time-worked regulations be observed:

1. Non-exempt employees must account daily for all hours in the workweek, as each starting and stopping time occurs, via the myUFL system, found at my.ufl.edu, unless the department designates otherwise.

   Exempt USPS employees are required to account for all hours in the workweek on time-worked records based on total hours per day of work, leave or holiday time when they work more than 40 hours (thus, earning regular compensatory leave) or for workweeks when special compensatory leave is earned. Exempt TEAMS employees do not complete time-worked records.

   Please note that exempt employees must report leave used via the myUFL system; however, it is important that hours accounted for each day match the pre-populated amount or overpayment may result. Please see the instruction guide on leave reporting by exempt employees at www.hr.ufl.edu/training/myUFL/toolkits/TimeLabor.asp#guides.

2. Time-worked and leave reported by an employee must be approved by the employee’s immediate supervisor or by the designated approver to ensure proper and accurate payment.

3. In computing the workweek, time off charged to any type of leave or holiday is not considered to be hours worked for purposes of overtime pay.

4. Regardless of the amount of leave originally approved for an employee to use (including some types of administrative leave) an employee only may be charged with or granted the amount of paid leave necessary to bring the employee to his or her normal workweek not to exceed 40 hours. See the “Leave Policies” section of this handbook for details about administrative leave.

5. Non-exempt employees are encouraged to leave their workstations during their regularly scheduled lunch periods.

6. Non-exempt employees should not begin work before the established starting time nor should they work beyond the established quitting time unless specifically authorized by their supervisors. University of Florida policy prescribes that supervisors be present during their employees’ working hours so that they may verify hours worked.

7. USPS and non-exempt TEAMS employees may not take work home from the workstations to be completed after hours unless approved in accordance with the university’s alternate work location policy.

8. Employees who falsify any type of university document or falsely report time-worked, leave usage, etc., shall be subject to dismissal.

**Overtime Compensation**

Because the university operates on a set budget each fiscal year, overtime worked by non-exempt...
(hourly) employees is limited to emergency situations or pre-planned and approved overtime for peak work periods.

Overtime is defined as work that is required beyond 40 hours in the workweek. Non-exempt employees who work in excess of 40 hours may be compensated by cash payment or by being credited with up to 120 hours of overtime compensatory leave. Cash payment for purposes of overtime compensation is on the basis of 1½ times an employee’s regular hourly rate of pay for each hour of overtime worked.

Supervisors are encouraged to make a reasonable effort, based on department needs and mutual agreement, to allow employees to state a preference between overtime compensatory leave and cash payment. If agreement cannot be reached, then overtime compensation must be in the form of a cash payment.

Should an employee be compensated with overtime compensatory leave as an alternative to payment, he or she may be credited with up to 120 hours of overtime compensatory leave—that is, 80 hours of overtime worked on the basis of 1½ hours of leave for each hour worked. The conversion to 1½ is processed automatically by the myUFL system. Upon reaching the 120-hour limit of overtime compensatory leave, employees must either receive cash for additional hours of overtime worked or use accrued overtime compensatory leave before receiving further overtime compensatory leave credits. The University of Florida’s overtime policy encourages employees to use overtime compensatory leave as soon as possible after it is earned.

When employees reassign, promote or demote from their budgetary units, as defined by the appropriate vice president/designee, their overtime compensatory leave credits must be cashed out before the effective dates of their new positions. The appropriate vice president/designee also may elect to cash out all overtime compensatory leave credits when employees transfer within their budgetary units. In addition, all overtime compensatory leave credits typically must be taken as leave time or be cashed out prior to any scheduled salary increases. Unused overtime compensatory leave credits also must be taken as leave time or be cashed out prior to the end of each fiscal year. This cash-out will typically occur in May or June. Departments will be advised several weeks before the “cash-out” payday.

Please direct questions about overtime compensation to Leave Administration at (352) 392-2477 or central-leave@ufl.edu.

**Regular Compensatory Leave**

Only USPS exempt employees who are required to work more than 40 hours in a workweek are eligible to earn regular compensatory leave on an hour-for-hour basis. With supervisory approval, an exempt USPS employee may adjust his or her workweek to take equivalent time off for hours worked in excess of the employee’s normal schedule.

Part-time USPS exempt employees who are required to work more than their FTE are eligible to earn regular compensatory leave on an hour-for-hour basis. No employee typically shall be allowed to accrue more than 120 hours of such regular compensatory leave credits—although in unusual circumstances exceptions to this limit may be requested. No payment for unused regular compensatory leave credits is permitted when exempt employees separate from the university or transfer out of the USPS. However, when an employee moves from a university position eligible to accrue regular compensatory leave to an ineligible university position (for example, from a USPS exempt position to a TEAMS exempt position), accrued regular compensatory leave is retained but must be used before vacation leave. Requests for use of earned regular compensatory leave should be handled in the same manner as requests to use accrued vacation leave.
Special Compensatory Leave
Special compensatory leave is earned when a TEAMS non-exempt, USPS non-exempt or USPS exempt employee exceeds his or her weekly FTE due to a holiday or certain types of administrative leave. See the “Holidays” and “Administrative Leave” sections of this handbook for details.

Official University Travel
Travel to and from an employee’s home to the employee’s regularly assigned headquarters cannot be counted as hours worked. If a USPS or non-exempt TEAMS employee is called back to work after his or her scheduled hours of work for the day, the employee should be credited with actual time worked, including time to and from the employee’s home to the assigned work location or a minimum of two hours of work—whichever is greater.

An employee may be required to attend a meeting or conference or otherwise work at an out-of-town location as part of their employment with the University of Florida. In these instances, official travel time that occurs either during or outside of the employee’s normal work schedule is considered time worked. If official travel time results in a non-exempt employee exceeding 40 hours in the work week, the employee must be compensated for overtime according to standard overtime policies.

When a non-exempt (hourly) employee is in official travel status, time spent in travel may result in total hours for the week exceeding 40, in which case the employee is in overtime status and must be compensated according to standard overtime policies.

Please contact Leave Administration at (352) 392-2477 or central-leave@ufl.edu with questions.
Job Classification and Reclassification

Classification
The basic principle of position classification is that positions similar in duties and responsibilities should be grouped together in a common category. The purposes of a classification system include the following:

• To maintain an “equal pay for equal work” policy, thus avoiding inequitable treatment of employees by assuring positions requiring similar tasks and duties are grouped and classified together.
• To aid in recruitment by establishing meaningful qualification requirements.
• To provide a base of common understanding in Human Resource Services administration through a system of class titles.
• To aid in clarifying and improving organizational structure.
• To facilitate better employee-management relations.
• To facilitate administration of funds allocated for wages and salaries in an equitable manner.

Position classification is based on the duties and responsibilities of the job and not on the qualifications held by an applicant or incumbent.

Reclassification
If it is believed the duties and responsibilities of a position have changed sufficiently to warrant a new classification, a request for a reclassification study may be made by the supervisor or department chairperson through administrative channels to Classification and Compensation at (352) 392-2HRS or compensation@ufl.edu. The basis of the review will be a position description revised by the department to reflect the changes in duties.

This study will determine whether the position should be placed in a higher, lower or otherwise different classification. An actual change in the level of difficulty, responsibility or nature of a job is necessary and must be demonstrated to warrant the reclassification of a position. “Length of service,” “excellent job performance,” or “increased volume of work” cannot be considered as determining factors for a reclassification action.
About Your Pay

Salary Increases
Salary increases for USPS and TEAMS employees will be made in accordance with the guidelines issued by the President and the UF Board of Trustees.

Special Pay Increases
Special pay provides an increase to the employee's salary in her or his current position and title and may be given as long as rate and dollars are available within the department.

The special pay increase categories currently available are:

- Increased responsibilities, where additional duties or responsibilities have been assigned to the position
- Counter-offers that may be actual or anticipated
- Market equity

Supervisors may initiate special pay increases in the myUFL system and should refer to the “Special Pay Increase” instruction guide, at [www.hr.ufl.edu/training/myUFL/instructionguides/SpecialPayIncrease.pdf](http://www.hr.ufl.edu/training/myUFL/instructionguides/SpecialPayIncrease.pdf), for further details. All Special Pay Increases must be accompanied by an explanation/justification and the completed TEAMS and USPS Special Pay Increase Request Form found at [www.hr.ufl.edu/class_comp/forms/spi.pdf](http://www.hr.ufl.edu/class_comp/forms/spi.pdf).

Because special pay increases for increased volume or responsibilities can be rescinded should the volume or responsibilities be reduced at a later date, these conditions need to be documented using the SPI form, which requires the employee’s signature. While the action will be initiated in the myUFL system, the paper form will need to be completed and submitted simultaneously through approval channels. Classification and Compensation cannot approve the special pay increase request until a copy or fax of this form is received. The original should be retained in the department, college or director’s office.

Please note that the effective date for special pay actions shall be the date the vice president approves the special pay job action.

Questions may be directed to Classification and Compensation at (352) 392-2HRS, [compensation@ufl.edu](mailto:compensation@ufl.edu) or your nearest HRS office.
Career Movement

Job Titles and Qualifications
As briefly mentioned in the “Pay” section of this handbook, all positions at the University of Florida have minimum qualifications that require various levels of training, work experience and education. In addition to these minimum requirements, departments frequently have special requirements for certain positions.

It is possible to meet minimum qualifications for more than one job title. For instance, you may meet the qualifications for a senior biological scientist, which means you also meet the qualifications for a biological scientist. You also may have completed more than one kind of training or experience such that you might additionally qualify for a chemist position.

Some TEAMS positions require a bachelor’s degree and a minimum of two years’ experience or a master’s degree. However, these positions also may require other types of specialized experience based on departmental need.

Please direct questions concerning qualifications or job titles to Classification and Compensation at (352) 392-2HRS or compensation@ufl.edu.

Changing Positions
If you are a USPS employee who has successfully completed your probationary period or a TEAMS employee who has successfully completed six months in your current position, you may apply for positions outside your department. As a USPS employee, you must serve a six-month probationary period each time you change titles. Non-exempt TEAMS employees are required to serve only one six-month probationary period upon initial hire; however, you must complete six months of service in your current position before you are eligible to apply for positions outside of your department.

To view vacancies and apply for jobs, please visit GatorJobs, the University of Florida online recruitment system at jobs.ufl.edu.

Promotions, reassignments or demotions are not allowed if the employee receives a “Below” rating on his or her last performance appraisal. Also, an employee who has received a written reprimand or who has been suspended is not eligible for other university employment opportunities until six months of satisfactory service have followed such discipline.

In the event a USPS employee accepts a TEAMS-only position or elects to enroll in TEAMS, there is no option for him or her to transfer back to USPS.

Detailed application instructions, materials and pay regulations are available on Human Resource Services’ web site, www.hr.ufl.edu.

A Word about Reassignments and Demotions
When most of us think about changing positions, typically we envision receiving a promotion. Depending on your career goals, however, there may be times when a reassignment or demotion is an appropriate move to make.

A reassignment is a move to a job that is in the same classification (job title) as your present job or in a different classification but the same pay grade.
Applications for reassignment are appropriate when you are interested in moving to another area or when your background could be put to better use in a different type of work. Reassignments within a department may be made at the discretion of management.

A voluntary demotion also may be an alternative when considering career options at the University of Florida. A demotion occurs when an employee moves from a position in one classification to a position in another classification that has a lower pay grade.

Employees may receive higher salaries upon promotion, reassignment or demotion.
## LEAVE ENTITLEMENTS
(These benefits are subject to change, based on current UF policy and regulations)  Updated 02/02/2012

<table>
<thead>
<tr>
<th>Salary Plan</th>
<th>Full-time Vacation Accrual per pay period</th>
<th>Full-time Sick Leave Accrual per pay period</th>
<th>Full-time Post Doc Leave Accrual per pay period</th>
<th>Vacation: End of Year Conversion to Sick Leave</th>
<th>Overtime Comp Leave (&gt;40 hours)</th>
<th>Regular Comp Leave (&gt;FTE)</th>
<th>Special Comp Leave (&gt;FTE)</th>
<th>Cashout Lifetime Maximums</th>
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<tr>
<td>TEAMS Non-Exempt (Hourly)**</td>
<td>6.769 hours</td>
<td>4 hours</td>
<td>N/A</td>
<td>&gt;352 hours</td>
<td>Applicable</td>
<td>N/A</td>
<td>Applicable</td>
<td>Up to 200 hours</td>
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<tr>
<td>TEAMS Exempt (Salary)**</td>
<td>6.769 hours</td>
<td>4 hours</td>
<td>N/A</td>
<td>&gt;352 hours</td>
<td>N/A</td>
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<tr>
<td>USPS Non-Exempt (Hourly)*</td>
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<td>&gt;240 hours</td>
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<tr>
<td>Out-of-unit 12-month Faculty**</td>
<td>6.769 hours</td>
<td>4 hours</td>
<td>N/A</td>
<td>&gt;352 hours</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Up to 200 hours</td>
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<td>N/A</td>
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</tbody>
</table>

*USPS employees are eligible for a Personal Holiday, which has no cash value upon termination.

**TEAMS employees and 12-month faculty are eligible for 4 Personal Leave Days, which have no cash value upon termination.
**Vacation Leave**
Vacation leave is earned on the last day of each pay period in proportion to the amount of time in paid status. There is no waiting period for using vacation leave. Once vacation leave is posted to the balance, employees may request to use it. However, requests for vacation leave should be submitted in advance and taken only after supervisory approval has been received. Vacation leave may be used only up to the regular FTE, not to exceed the 40-hour workweek.

In unusual or unavoidable situations, supervisors may require employees to take a portion of their vacation leave at a specified time. USPS employees may be required to take vacation leave during the established university closing each year. If they do not have sufficient vacation leave to cover the absence, they may use accrued compensatory leave, leave without pay or they may request that vacation leave be advanced to them and supervisors shall approve such requests. This is the only time vacation leave may be advanced for any employee of the University of Florida.

TEAMS and USPS employees may accrue vacation leave throughout the year. However, any accrued hours in excess of 240 hours for USPS and 352 for TEAMS will convert to sick leave hours at the end of the pay period in which December 31 falls.

Vacation leave transfers with the employee if he or she moves to other benefits-eligible positions within the University of Florida. Upon separation of employment from the university, employees receive a final payment of all unused vacation leave, up to 200 hours for USPS and TEAMS employees. After a formal layoff and upon recall by the university within 365 days, all unpaid vacation leave shall be restored. Vacation leave paid at the time of layoff is restored upon repayment.

**Sick Leave**
Sick leave is earned on the last day of each pay period in proportion to the amount of time in paid status. There is no waiting period for using sick leave. Once sick leave is posted to the balance, employees may request to use it. Earned sick leave may be approved for time off from work because of exposure to a contagious disease that may endanger others, personal visits to doctors or dentists and for personal illness. Sick leave may be used only up to the regular FTE, not to exceed the 40-hour workweek.

Sick leave may also be used in reasonable amounts for illness, injury or death within the immediate family, pending supervisory approval. The university's definition for “immediate family” is defined as an employee’s spouse, domestic partner, great-grandparent, grandparent, parent, brother, sister, child, grandchild or the grandparent, parent, brother, sister, child, grandchild or great-grandchild of the employee’s spouse or domestic partner or the spouse or domestic partner of any of them. This also includes individuals for whom the employee is the current legal guardian.

Sick leave transfers with the employee if he or she moves to other benefits-eligible positions within UF.

**SEPARATIONS EFFECTIVE AFTER 01/01/2012:**
Employees shall not be paid for any unused sick leave upon separation from employment except in the case of separation from University employment as a result of retirement or death on or before June 30, 2016.

**For Employees Hired Prior to April 1, 2010 With 10+ Years of Service with UF**
After completing at least ten years of creditable service, an employee who has separated employment with the university because of retirement or death will be paid for 1/4 of unused sick leave credits, not to exceed an actual payment of 480 hours (for a balance of 1920 or more hours). Time spent on personal leaves of absence does not count toward the requirement of ten years of creditable service for purposes of sick leave cash-out.

**For Employees Hired After April 1, 2010** Employees hired after April 1, 2010, are not eligible for a sick leave payment upon separation.

**AFTER 06/30/2016, SICK LEAVE PAYMENT WILL NOT BE MADE FOR ANY TYPE OF SEPARATION.**
TEAMS December Benefits
All TEAMS employees receive four personal leave days to be used between December 26 and 31 each year between the observed Christmas and New Year’s Day official holidays. TEAMS employees who are considered essential personnel and required to work during this time, may use their Personal Leave Days any time in any increment, from the beginning of December when the hours are credited until the end of that fiscal year (pending supervisory approval). Essential staff are determined by the appropriate vice president, working with their deans or directors.

All TEAMS employees are entitled to cash out up to 16 hours of vacation leave each December, provided at least 40 hours remain on balance.

USPS Personal Holiday
USPS employees are granted one personal holiday per fiscal year. Part-time employees are entitled to a personal holiday in proportion to their current FTE.

A personal holiday is credited at the end of the pay period in which July 1 falls. It must be taken prior to the end of the pay period during which June 30 of the following year falls or it will be forfeited. Personal holidays must be taken as a full day—not in hourly increments. If a USPS employee changes to a TEAMS position or elects to move to the TEAMS pay plan, the USPS personal holiday must be used (subject to supervisory approval) before beginning the TEAMS appointment or it will be forfeited. The USPS personal holiday has no cash value and is not cashed out upon separation of employment.

Holidays
University of Florida employees—both TEAMS and USPS—have ten paid holidays each year:

- New Year’s Day
- Martin Luther King Jr.’s Birthday
- Memorial Day
- Independence Day
- Labor Day
- UF Homecoming Day
- Veterans Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Day

When an official holiday falls on a Saturday, it is observed on the preceding Friday. Whenever the official holiday falls on a Sunday, it is observed on the following Monday. Holidays are earned in proportion to FTE. Employees must be in pay status for a reasonable portion of their last regularly scheduled workday before the holiday in order to be eligible for that holiday. Each department determines what constitutes a reasonable portion of the workday. Pay status includes time worked or approved leave (for example, vacation, sick or compensatory leave).

Special Compensatory Leave in Conjunction with a Holiday
TEAMS Exempt Employees
TEAMS exempt employees do not earn any type of compensatory leave credits if required to work on a holiday. However, with supervisory approval, they may adjust their work schedule within that workweek.

All USPS and TEAMS Non-Exempt Employees
Special compensatory leave is earned on an hour-for-hour basis. USPS or TEAMS non-exempt employees generally earn special compensatory leave:

- when they must work on a holiday
- when a holiday falls on their regular day off
- when the holiday falls on their regular day off, but they are required to work

As an alternative to accruing special compensatory leave, supervisors may adjust the work schedule by allowing an employee to be off another day during that workweek.

Accrued special compensatory leave must be used or cashed out at these times:

- prior to the effective date of reassignment, promotion or demotion out of the budgetary unit, as defined by the appropriate vice president/designee
- prior to employee transfer within budgetary units, as defined by the appropriate vice president/designee
- prior to any scheduled salary increases
- prior to the end of each fiscal year, typically in May or June

**Administrative Leave**

Administrative leave is leave with pay that is not charged against individually accrued leave balances. It is designed to keep employees in full pay status under certain circumstances and typically can be granted only in the amount necessary to the regular FTE, not to exceed the 40-hour workweek. Administrative leave benefits are the same for USPS and TEAMS employees with the following exception: TEAMS non-exempt and all USPS employees may earn special compensatory leave in conjunction with certain types of administrative leave that may not be reduced. Exempt TEAMS employees are not eligible to earn special compensatory leave.

USPS and TEAMS employees may be granted administrative leave in the following situations:

- Athletic competition
- Civil disorder or disaster
- Court/jury duty/witness
- Death in immediate family
- Florida disaster volunteer leave
- Florida National Guard active state service
- Natural disasters and other emergency conditions
- Presidential leave
- Short-term military training
- Voting

Specific information on these types of administrative leave may be found on the Human Resource Services web site at [www.hr.ufl.edu/leave/administrative.asp](http://www.hr.ufl.edu/leave/administrative.asp)

**Sick Leave Pool**

The university’s Sick Leave Pool is a way for employees to contribute a portion of their individually accrued sick leave for collective use of the members. Leave-accruing TEAMS AND USPS employees who have at least 64 hours of sick leave on balance may apply to join the Sick Leave Pool during the Open Enrollment period October 1-31. Membership is approved if the criteria are met. Once membership is approved, full-time employees contribute 8 hours of sick leave automatically to the Sick Leave Pool. All figures associated with the sick leave pool are figured on a prorated basis for part-time employees.
Members of the Sick Leave Pool who have exhausted all their accrued leave (sick, vacation, etc.) may apply for hours from the pool in the event of a personal catastrophic illness or injury. Catastrophic injury or illness is defined as “a severe condition or combination of conditions affecting the mental or physical health of the employee that has resulted in a life-threatening condition and/or has had a major impact on life functions.”

The Sick Leave Pool Committee meets approximately every two weeks to review applications. The committee is composed of a chair and an alternate chair, both physicians, as well as representatives from each of the pay plans (Academic Personnel, TEAMS and USPS).

If the committee agrees that the employee’s medical condition meets the pool’s definition of a catastrophic injury or illness and grants the employee Sick Leave Pool hours, the hours will be entered into the affected employee's personal sick leave balance shortly following the committee's meeting.

The Sick Leave Pool policy and forms to apply for membership or to request pool hours are located on the Human Resource Services web site at www.hr.ufl.edu/leave/sickleavepool.

**Domestic Violence Leave**
According to Florida law, Florida employers must provide employees up to three days of leave in a twelve-month period if the employee or a family or household member is a victim of domestic violence. The fiscal year of July 1 to June 30 will be considered the twelve-month period.

**Activities Covered by the Leave**
An employer must provide leave for the following specific activities:

- Seeking an injunction for protection against domestic violence or repeat violence, dating violence or sexual violence
- Obtaining medical care or mental health counseling or both for the employee or a family or household member to address injuries resulting from domestic violence
- Obtaining services from victims services organizations such as a domestic violence shelter or rape crisis center
- Making the employee's home secure from the perpetrator of domestic violence or finding a new home to escape the perpetrator
- Seeking legal assistance to address issues arising from domestic violence or attending or preparing for court related proceedings arising from the act of domestic violence

**Advanced Notice**
Except in cases of imminent danger to the health or safety of an employee or to the health or safety of a family or household member, an employee seeking leave from work under this section must provide his or her employer advanced notice of the leave.

**Type of Leave**
The employee is required to use accrued leave. In the event that the employee does not have sufficient leave hours to cover the event, the leave that is not covered will be unpaid.

**Employer Responsibilities**
The employer must keep all information relating to the leave confidential and exempt from disclosure. This documentation is to be maintained in the Human Resources Department and kept separate from the employee’s official personnel file. Under no circumstances can the employer take any disciplinary action against the employee related to the use of the domestic violence leave.
## Extended Leaves of Absence/Family and Medical Leave Act

<table>
<thead>
<tr>
<th>TYPE OF LEAVE</th>
<th>UP TO 12 WORKWEEKS UNDER FMLA?</th>
<th>UF EXTENDED LEAVE POLICY PENDING SUPERVISORY APPROVAL</th>
<th>ABLE TO USE PAID LEAVE?</th>
<th>LEAVE DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parental</td>
<td>Yes</td>
<td>Up to six months shall be granted upon request&lt;br&gt;No extension past 6 months</td>
<td>Yes, employee decides if paid leave is to be used completely, intermittently or complete LWOP&lt;br&gt;Department approval required for reduced work schedule</td>
<td>Extended Leave of Absence Form&lt;br&gt;FMLA Designation notice&lt;br&gt;Department may require Certification of Health Care Provider for Employee’s Serious Health Condition&lt;br&gt;Intermittent Leave Application Form (for department use only)</td>
</tr>
<tr>
<td>Foster Care</td>
<td>Yes</td>
<td>Not eligible for additional leave beyond FMLA requirement</td>
<td>Yes, employee decides if paid leave is to be used completely, intermittently or complete LWOP</td>
<td>Extended Leave of Absence Form&lt;br&gt;FMLA Designation notice&lt;br&gt;Official documentation of the foster care relationship</td>
</tr>
<tr>
<td>Medical-Self (Parent, Child, Spouse-including step-parent, step-child and legal guardianship of child)</td>
<td>Yes</td>
<td>Up to six months may be granted upon request&lt;br&gt;May be extended to 1 year for extenuating circumstances</td>
<td>Yes, employee decides if paid leave is to be used completely, intermittently or complete LWOP</td>
<td>Extended Leave of Absence Form&lt;br&gt;FMLA Designation notice&lt;br&gt;Certification of Health Care Provider for Employee’s Serious Health Condition</td>
</tr>
<tr>
<td>Medical-Family (Parent, Child, Spouse-including step-parent, step-child and legal guardianship of child) (UF broader definition)²</td>
<td>No</td>
<td>Up to six months may be granted upon request&lt;br&gt;May be extended to 1 year for extenuating circumstances</td>
<td>Yes, with departmental approval</td>
<td>Extended Leave of Absence Form&lt;br&gt;FMLA Designation notice&lt;br&gt;Certification of Health Care Provider for Family Member’s Serious Health Condition</td>
</tr>
<tr>
<td>Military</td>
<td>No</td>
<td>Shall be granted to leave-accruing employee upon request so long as employee is not on temporary appointment</td>
<td>Contact Leave Administration 392-2477 for all military leaves</td>
<td>Extended Leave of Absence Form&lt;br&gt;Copy of official orders</td>
</tr>
<tr>
<td>Military-Family (Exigency)</td>
<td>Yes</td>
<td>Up to 12 weeks shall be granted upon request</td>
<td>Contact Leave Administration 392-2477 for all military leaves</td>
<td>Certification of Qualifying Exigency for Military Family Leave</td>
</tr>
<tr>
<td>Military-Family (up to 26 weeks)</td>
<td>FMLA grants up to 26 weeks</td>
<td>Up to 26 weeks shall be granted upon request to care for a covered service member during a single 12-month period</td>
<td>Contact Leave Administration 392-2477 for all military leaves</td>
<td>Certification for Serious Injury of Illness of Covered Service member</td>
</tr>
<tr>
<td>Personal</td>
<td>No</td>
<td>Not FMLA-qualifying&lt;br&gt;May be extended with approval of appropriate VP</td>
<td>No – only complete LWOP permitted</td>
<td>Extended Leave of Absence Form</td>
</tr>
</tbody>
</table>

A total entitlement (not per event) of 12 workweeks in a 12-month period (fiscal year) is provided to eligible employees by the FMLA

¹In order for OPS employees to be eligible for FMLA leave, they must have been employed by the university at least 12 months (these need not have been consecutive) and have worked a minimum of 1250 hours during the 12 months immediately preceding the beginning of the leave. OPS employees who do not have access to paid leave must use leave without pay in all circumstances.

² brother, sister, domestic partner, grandparent, great-grandparent, grandchild, great-grandchild of the employee or the employee’s spouse or domestic partner
“Extended leave” is a term used at the University of Florida that encompasses all forms of leave with or without pay that last longer than 15 consecutive workdays. As a result, extended leave may be provided for medical (self and family), parental, military and personal reasons. It may or may not be FMLA-qualifying.

When an employee uses vacation leave and compensatory leave to cover an absence of more than 15 consecutive workdays for personal reasons, in keeping with the university’s vacation and compensatory leave policies, the employee will not be considered to be on an “extended leave.” An extended leave of absence for personal reasons is available; however, it must be taken as leave without pay. Such leave is available only upon supervisory approval and is not covered by the FMLA.

As appropriate, the University of Florida’s extended leave of absence policy incorporates at a minimum the requirements of the federal Family and Medical Leave Act (FMLA)—although not all of the circumstances covered by the university’s extended leave of absence policy are affected by the FMLA.

**About the Family and Medical Leave Act (FMLA)**

The FMLA was enacted by Congress in 1993, with final regulations becoming available in 1995. Under this federal law, eligible employees are entitled upon request to a total entitlement (not per event) of twelve workweeks of leave without pay when:

- An employee becomes a biological parent
- A child is placed in his or her home pending adoption
- for foster-care purposes
- An employee needs to care for his or her parent, spouse or child with a serious health condition
- The employee has a serious health condition.

At the University of Florida, employees may use their individually accrued paid leave*, be in leave without pay status, maintain reduced work schedules or be absent from work intermittently while on many forms of extended leaves of absence. As appropriate, all of the above will count toward the twelve weeks of an employee’s FMLA entitlement. The twelve-month period at the University of Florida is considered the fiscal year, July 1 through June 30 of the following calendar year.

Employees should submit requests for leave of absence, including FMLA leave, to their supervisor. At the University of Florida, the leave benefits are frequently more generous than those provided by the FMLA. As a result, when granting appropriate leave in keeping with university policy, departments will likely meet the requirements of the FMLA as a matter of course. UF supervisors are responsible for assuring FMLA-qualifying leave is designated as appropriate.

Upon return from an extended leave, including FMLA leave, an employee will be returned to the same position or a position in the same classification unless he or she and the university have agreed in writing otherwise. FMLA leave will not affect the benefits normally accrued by employees during a leave with or without pay, as appropriate. Employees may be required to present certification from their health care provider that they are able to resume work.

* **Overtime compensatory leave, when used, may not count toward the twelve weeks of an employee’s FMLA entitlement.**

**Employee Eligibility**

All USPS and TEAMS employees hired into leave-accruing positions are eligible for FMLA leave upon hire at the University of Florida. OPS employees must have worked at least twelve months (need not have
been consecutive) and also have worked at least 1,250 hours during the twelve months prior to the start of the FMLA leave.

**Serious Health Condition**
To be eligible for an extended leave for medical reasons (self or family), an employee must provide documentation from the appropriate health care provider that a serious health condition exists. (In the event a serious health condition does not exist, a department at its discretion still may grant a medical leave, in which case the leave would not be FMLA-qualifying.) A serious health condition means an illness, injury, impairment or physical or mental condition that involves:

- Any period of incapacity or treatment connected with inpatient care in a hospital, hospice or residential medical care facility
- A period of incapacity requiring absence of more than three calendar days from work, school or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider
- Any period of incapacity due to pregnancy or for prenatal care
- Any period of incapacity (or treatment therefore) due to a chronic serious health condition
- A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective
- Any absences to receive multiple treatments (including any period of recovery) by or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left

**Family Member with a Serious Health Condition**
Under the provisions of the FMLA and university policy, an employee may care for a family member (his or her parent, spouse or child, if FMLA-qualifying or “immediate family” under university policy) with a serious health condition if one or both of the following apply:

- The family member requires assistance for basic medical, hygiene, nutritional, safety or transportation needs as a result of a serious health condition
- The employee’s presence would be beneficial or desirable for the care of the family member with a serious health condition, which may include psychological comfort

**Other Considerations**
Leave of absence may have an impact on benefits. Because insurance premiums are typically paid a month in advance, employees should contact University Benefits at (352) 392-2HRS or benefits@ufl.edu, approximately five to six weeks prior to beginning any extended leave of absence.

Employees who participate in the Florida Retirement System will have full-month service credit and prorated contributions made on their behalf during the months they are in pay status.

Time spent on extended leaves of absence by USPS employees, regardless of pay status, will count toward higher vacation leave accrual.

For more detailed information about leaves of absence, including the FMLA, please refer to the Human Resource Services web site at [www.hr.ufl.edu/leave/extended.asp](http://www.hr.ufl.edu/leave/extended.asp)
University Benefits

Your benefits can represent a significant portion of your overall compensation, based on the elections you’ve made. As your employer, the University of Florida picks up a large percentage of the overall cost of insurances, particularly health and basic life, resulting in lower premiums. A variety of other supplemental plans, which are strictly employee-paid, are also available.

New University of Florida staff members can now complete New Employee Orientation (NEO) in the classroom or online. Group benefits enrollment, which provides an opportunity to enroll in benefits within a new employee’s first 60 days, also are provided several times each month for both new TEAMS and benefits-eligible faculty. If you choose to enroll in the benefits plans available to you, you must do so within 60 calendar days of your date of hire. If you miss this 60-day window, you will not be able to enroll in benefits until the fall open enrollment period. You may change or add benefits when you experience a qualifying status change event as long as the change is consistent with the event and the paperwork for the change is submitted to the University Benefits office within 60 calendar days of the event.

An overview of the various plans available is provided below. More detailed information, such as premium rates, dependent coverage and additional benefits and options for any of the following plans, is available through http://www.myflorida.com/MyBenefits/ or http://www.fbmclearningcenter.com/. A detailed outline of available benefits is also provided in the Benefits section of our web site found at www.hr.ufl.edu/benefits.

*Special Note: The State of Florida benefits premiums are deducted on pre-tax basis. The UFSelect benefits premiums are deducted on post-tax-basis.

Health Coverage

The State of Florida offers PPO, HMO and Health Investment PPO and HMO plans. Special plans designed for spouses (through the state of Florida) and domestic partners (through UF) also are available. The university contributes a percentage of the cost for health insurance. If you are part-time, your premium will be prorated based on your FTE.

State Employees’ PPO Plan

The State Employees’ PPO Plan offers a choice of either individual or family coverage. This plan gives you worldwide coverage but has deductibles and co-payments. Premium rates are listed in the benefits materials given to you in new employee orientation and on our web site. The plan does not pay benefits for pre-existing conditions that would otherwise be considered a covered service until:

- You have been employed for 12 months—or 365 days—if you enroll as a new hire or
- Your coverage has been effective for 12 months—365 days—if you added coverage during the annual open enrollment period or because of a status change (qualifying event) or a special enrollment period

The pre-existing condition may be waived if an employee can provide a certificate of 12 months’ creditable coverage with a prior employer and show there has not been a break in coverage of more than 63 days prior to employment with UF.

Employees enrolled in the State Employees’ PPO Plan will have lower co-payments and deductibles when treated by a preferred provider organization (PPO) than a non-PPO. After enrolling in the plan, you will receive member cards along with provider information.
Health Maintenance Organizations
In addition to the statewide State Employees’ PPO Plan described above, a variety of Health Maintenance Organizations (HMOs) offering individual or family coverage are available in many counties throughout the state. HMOs are self-administered, pre-paid health plans that provide health services to people who live or work within each HMO’s service area. Most HMOs provide limited or no coverage for services outside their service area except in the case of life- or limb-threatening emergencies. HMOs have co-payments but no deductibles.

These plans are designed to deliver excellent health care within a well-defined area. Out-of-pocket costs associated with HMOs are sometimes, but not always, less than those of a traditional health plan. For additional information regarding HMOs, including counties covered, please visit the Benefits section of our web site at http://www.myflorida.com/MyBenefits/ for links to HMOs.

Health Investor HMO or PPO
Employees may elect to enroll in the state’s Health Investor Health Plan (HIHP) by selecting the HMO or PPO plan. Both plans offer single- or family-coverage. The HIHP PPO and HMO both cover the same medical services and supplies as the state’s traditional PPO and HMO plans. With the HIHP, employees have lower monthly premiums and the ability to open a Health Savings Account (HSA). In return for lower premiums, employees pay both a higher deductible and percentage of health care costs when services are received, compared to costs under the traditional plans. To help offset the costs, the state will contribute on a pre-tax basis up to $500 for individual coverage and $1,000 for family coverage based on the employee’s FTE status. Employees may also add their own pre-tax dollars in addition to the state’s contribution to help pay for costs related to the high deductible and other out-of-pocket expenses.

Spouse Program
Employees with spouses who work for any state of Florida agency (including the University of Florida) are eligible to enroll in the health insurance spouse program. The spouse program combines the state’s matching portion of each member’s insurance premium, which in turn has the effect of providing health insurance at a minimum cost to these employees so long as both are appointed full-time and are in benefits-eligible positions.

Any changes related to work/life events—such as birth/adoption, divorce, termination, leave of absence or change in FTE—must be reported to Human Resource Services within 60 calendar days of the event. During this time, health coverage may be converted or dropped in order to prevent the underpayment of premiums and/or cancellation of coverage.

GatorCare Domestic Partner Health Insurance
All benefits-eligible faculty and staff are eligible for GatorCare plan. It is available to both same- and opposite-sex partners, as well as children of employees and partners, as long as the eligibility criteria are satisfied.

GatorCare is a self-insured health plan designed to promote improved health care access, quality of care and employee health. As a self-insured plan, UF is responsible for the cost of claims instead of a third-party insurance company. Both Florida Blue (formerly Blue Cross Blue Shield of Florida) and Magellan Pharmacy Solutions have partnered with UF to manage the plan’s administration. Each offers comprehensive provider networks within Florida and throughout the U.S. and has extensive experience with the processing of both medical and pharmacy claims for payment.

For employees enrolled in GatorCare domestic partner coverage, IRS regulations require that employer contributions paid on behalf of the partner or the partner’s dependent child(ren) if applicable be considered as taxable income. Due to the added cost for the partner or the partner’s children, if
applicable, UF provides an additional benefit by adjusting for taxes taken on that portion of the premium to compensate for the tax impact. For more information, please visit www.hr.ufl.edu/benefits.

Life Insurance
State of Florida Group Life Insurance: Basic As a USPS or TEAMS employee, you are eligible to participate in the basic State of Florida Group Life Insurance plan, which is a level term insurance. The university pays 100 percent of the premium for full-time employees; part-time employees pay a portion based upon FTE. The coverage amount is $25,000. This insurance covers the employee only—dependents are not eligible. For more information, please visit www.hr.ufl.edu/benefits.

State of Florida Group Life Insurance: Optional Life During your first 60 days of initial eligibility, you may apply for Optional Term life insurance – up to the lesser of five times your annual earnings or $500,000 – without providing evidence of insurability. The plan maximum is seven times annual earnings or $1,000,000. For coverage amounts above five times your salary or $500,000, employees may apply by a medical application. Employees pay 100 percent of the premium—dependents are not eligible to participate. Please note: This is the only post-tax state-sponsored benefit available to UF employees.

UFSelect Term Life Insurance This level-term life insurance program is available to all USPS and TEAMS employees, their dependent spouses/domestic partners and dependent children. As a new employee, with at least .50 FTE, you may purchase from $10,000 to $800,000 of life insurance and AD&D. The guarantee issue amount without evidence of insurability for employees is $300,000. During each Open Enrollment period employees may increase coverage without evidence of insurability by $10,000 up to the plan maximum of $800,000 as long as the employee has not been previously declined for a life insurance increase by The Standard.

For a spouse/domestic partner, an employee may elect from $5,000 to $400,000 in Voluntary Term Life and AD&D insurance in increments of $5,000. Spouse/domestic partner elections may not exceed 100 percent of employee elections.* The Guarantee Issue amount (amount without evidence of insurability) is $50,000. During each Open Enrollment period, spouses/domestic partners may increase coverage without evidence of insurability by $5,000 up to the plan maximum of $400,000, as long as spouse/domestic partner election does not exceed 100 percent of the employee election.

For an eligible child, an employee may elect from $5,000 to $25,000 in Voluntary Term Life and AD&D Insurance in increments of $5,000. Eligible Children’s elections may not exceed 100 percent of employee elections.* The Guarantee Issue amount (amount without evidence of insurability) is $25,000.* During each Open Enrollment period, children may increase coverage without evidence of insurability by $5,000 up to the plan maximum of $25,000, as long as the child election does not exceed 100 percent of employee election.

Supplemental Insurance Coverage
Cancer/Intensive Care Plans Several state and UFSelect coverage-level options are available. An individual must be cancer-free to enroll in the state plans and the amount of coverage varies with the plan selected. Both the state and UFSelect plans have a first-occurrence benefit, which is a lump-sum payment made directly to the insured at the time cancer or other covered conditions are diagnosed. Plans also helps pay toward the cost of transportation and family lodging—two major expenses not covered by primary health insurance.

Dental Coverage Several state and UFSelect coverage options are currently available, offering pre-paid, PPO, direct reimbursement or indemnity plan options. Pre-paid plans generally have lower premiums, no deductibles and no pre-existing condition clauses, but you must choose a dentist on the plan. PPO and Indemnity
plans have deductibles, but you may go to a dentist of your choice. Direct Reimbursement plans allow you to visit the dentist of your choice, pay for the services, turn in proof of payment and get paid—or the benefits payment may be directly assigned to the dental office.

**Hospital Supplemental Plans**
The State of Florida and UFSelect have several supplemental hospitalization insurance plan options available to provide benefits to fill the gap between what health insurance pays and what the hospital charges. These charges include hospital deductions, room and board charges, co-payments and any special fees.

**State Short-Term Disability/UFSelect Long-Term Disability Insurance**
The short-term and long-term disability insurances are designed to pay an income benefit in the event of a covered illness or injury.

State of Florida Short-term Disability provides partial income replacement for up to two years in the event of a disability or illness. The amount and the benefit period may vary depending upon your needs.

UFSelect Long-Term Disability covers 66 2/3 of the first $22,500 of your pre-disability earnings, reduced by any deductible income. The elimination period is 30 or 90 days. The minimum monthly benefit is the greater of $100 or 10 percent of any LTD benefit before reduction by deductible income. The benefits pay from the end of the elimination period until Social Security Normal Retirement Age (SSNRA) as long as you meet the definition of disability as specified in the policy. This includes a survivor’s death benefit.

**State and UFSelect Accident Insurance**
Both plans provide 24-hour coverage for you and your dependents for accidental death and dismemberment. In addition, both provide benefits for initial care benefits, injury benefits, follow-up care and catastrophic accident benefits.

**Florida Flexible Benefits Plan**
All TEAMS and USPS employees paid from salary sources are eligible to participate in the state of Florida’s Flexible Benefits Plan. This plan has five components:

1. The pre-tax premium plan deducts premium payments from your salary before social security and income taxation. University of Florida employees are enrolled automatically into this plan when they participate in any of the state group health or life insurance plans. Employees who do not wish to have health, life insurance or other state sponsored supplemental premiums paid on a pre-tax basis must sign a waiver to “opt out” of this benefit.

2. By participating in a medical reimbursement account (MRA), you may pay certain medical expenses with tax-free dollars. If you participate, you will deposit a certain amount of money into an account based on the amount you expect to spend on medical expenses not covered by insurance. The money is deducted automatically from your paycheck in equal installments 24 times a year for 12-month employees or 16 times for 9- or 10-month employees before taxes are computed. When you pay a medical expense that qualifies for reimbursement, you may either use your issued myMRA debit card or submit a claim form to the People First Service Center. Both methods of reimbursement will also require you to mail proof of the expense to People First. After review, the state sends you a reimbursement check. Thus, you ultimately pay certain medical expenses, such as eye glasses, prescriptions, health and dental deductibles and co-payments, with money that is not taxed because it is never reported as income. The catch here is that you must use all the money deposited into your reimbursement account by the end of the Flexible Benefits grace period—which is January 1 through March 15 of each calendar year—otherwise, you will lose it.
3. Employees enrolled in a Health Investor Health plan are eligible for a Health Savings Account (HSA) to help pay for eligible medical expenses with pre-tax dollars. Account balances carry forward from year to year and earn interest. HSAs are portable, meaning employees may take the account with them after terminating employment with UF. Employees enrolled in an HSA will receive a monthly employer contribution into their accounts of $41.66 (individual plans) or $83.33 (family plans) up to an annual contribution of $500 or $1,000, respectively, based on the FTE status. Employees may also elect to contribute their own pre-tax dollars into these accounts.

4. Limited-Purpose Medical Reimbursement Accounts are designed to coordinate with employees who elect to participate in the Health Investor HMO or PPO with an HSA. In addition to having an HSA, employees are also eligible to enroll in a Limited Medical Reimbursement Account to help cover other related expenses. Expenses eligible for reimbursement under the account include dental, vision and some preventive services which are not covered by the medical plan. Like the MRA, funds contributed to the account must be used by the end of the calendar year or they will be forfeited. This account is intended to be a supplement to the HSA because employees must first be enrolled in a Health Investor Health Plan.

5. A dependent daycare reimbursement account works in the same manner as does the medical reimbursement account. This account allows you to pay daycare expenses with tax-free dollars. Reimbursements must be filed using a claim form; a debit card option is not currently available.

**Qualifying Status Change Events**

Employees may make changes to their benefits only within the first 60 calendar days of a qualifying status change event or during a scheduled Open Enrollment. Changes made to insurance because of a qualifying status change event must be in keeping with the event.

A qualifying status change event is a major change in family or employment status, including marriage or divorce; the death of a spouse or dependent; the birth, adoption or legal guardianship of a child; a spouse’s employment or termination of employment; your unpaid leave of absence or that of your spouse; a change from full- to part-time employment for you or your spouse; a change in health coverage attributable to your spouse’s employment; and a change in a dependent’s eligibility. For more information, please visit the Benefits website at www.hr.ufl.edu/benefits.

**GatorPerks**

Gator Perks is a voluntary benefits program designed especially for UF faculty and staff. The program offers an opportunity to take advantage of product and service discounts from designated vendors under the provision of an employee discount program. Employees may consult the discount provider directory at www.hr.ufl.edu/benefits/gatorperks for discount information and/or any proof of employment requirements.
University Retirement

University of Florida retirement plans are administered by the state of Florida. Eligibility for one of the following retirement plans is dependent upon your pay plan.

Florida Retirement System Pension Plan (FRS PP)
All employees are eligible to participate in the FRS Pension Plan. This is a defined benefit plan in which contributions are made by the University of Florida and the employee.

If you participate in the FPP and established membership in the Florida Retirement System (FRS) before July 1, 2011, you will have vested rights in the retirement system after six years of service and you may retire at age 62 with full benefits or at an earlier age with reduced benefits. Annual benefits are calculated on an average of your best five years of earnings multiplied by a percentage factor (1.60-1.68%) that is based on your age or years of service with the state. Thirty years of service also will give you full benefits upon retirement, regardless of your age.

If your membership in the FRS started after July 1, 2011, you will have vested rights after eight years of service and you may retire at age 65 with full benefits or at an earlier age with reduced benefits. Annual benefits are calculated on an average of your best eight years of earnings multiplied by a percentage factor (1.60-1.68%) that is based on your age or years of service with the state. Thirty-three years of service also will give you full benefits upon retirement, regardless of your age.

The FRS includes provisions for retirement income; disability income; credit for wartime military service prior to state employment if employed before January 1, 1987; beneficiary options; and annual cost-of-living increases for membership established prior to July 1, 2011. You may wish to supplement these provisions by considering the 403(b) and 457 plans (tax-deferred annuities) and Roth 403(b) (after-tax) plan available through University of Florida payroll deduction. (See the “Voluntary Plans” section for more information.)

If you leave state employment, regardless of your length of service, you may choose to leave your contributions in your account and retain your retirement credits in case you are reemployed with an FRS employer at a later date. (You may also receive a full refund of your contributions.)

Any previous FRS service will be credited to you immediately upon reemployment. Upon returning to work, you may purchase prior service credit for your previous refund. This amount is based on a percentage of your annual salary and would include interest compounded annually. Employees who plan to retire should contact University Retirement two to three months prior to their anticipated retirement date to begin the application process to receive benefits. Employees participating in the FRS Pension Plan will be eligible for benefits under Social Security coverage.

* Regular class refers to USPS, TEAMS and Academic Personnel who are not enrolled in the FRS Investment Plan or Optional Retirement Program and excludes UF police officers in the Special Risk Plan and those in Executive Service.

Deferred Retirement Option Program (DROP)
Effective July 1, 1998, the FRS benefits were enhanced to provide additional choices for employees upon reaching normal retirement age.* Participating employees may retire and have their FRS benefits accumulate in DROP and earn interest while continuing to work for an FRS employer for up to five years. When the designated DROP period ends, the employee must terminate employment. He or she will receive payment of the accumulated DROP benefits and then monthly FRS retirement pension benefits will begin.
* A few exceptions exist to the normal retirement eligibility criteria outlined above. The exception that occurs most frequently involves employees completing 30 years of service before reaching age 57. When this happens, they may defer DROP until they reach age 57; then, at age 57, the twelve-month window begins. Another exception to the standard regulation applies when an employee has gained 30 or more years of creditable service only from buying back eligible prior service and/or military time. In this instance, they can defer enrolling in DROP until they have completed 30 years of actual service and are at least 57 years old.

Employees who meet either of the above exceptions may defer participating in DROP until they naturally reach normal eligibility. Then, upon reaching the normal eligibility criteria, they have twelve months in which to decide whether to participate in DROP. After the twelve months from the date of normal eligibility have passed, employees no longer are eligible to enroll in DROP. Employees covered by Special Risk should contact University Retirement for exceptions.

Employees covered by Special Risk should contact University Retirement for exceptions.

Several options are available for cashing out accrued vacation leave when entering DROP. For details, please visit www.hr.ufl.edu/retirement/other/specialpayplan.asp.

**Florida Retirement System Investment Plan (FRS IP)**

Exempt and non-exempt employees may choose instead to participate in the FRS Investment Plan (FRS IP). The FRS IP is a defined contribution plan in which the employer and employee contribute a percentage of the employee’s salary into an investment account. Retirement benefits are determined by the amount contributed to an employee’s account and gains/losses over time. Employees have until the end of the fifth month after their hire date to enroll, but are also given a second chance to elect to participate in the FRS IP. Visit www.myfrs.com or call the toll-free help line at 1-866-446-9377 for more information about this option. Employees participating in the FRS IP also are eligible for benefits under Social Security coverage.

**State University System Optional Retirement Program (SUSORP)**

The SUSORP is a defined contribution plan available to some administrative TEAMS employees, based on the employee’s salary plan and benefit program assignment. The SUSORP is a defined contribution plan in which the employer and employee contribute a percentage of the employee’s salary into an investment account. Retirement benefits are determined by the amount contributed to an employee’s account and gains/losses over time. Eligible employees must enroll within 90 days from the date of their appointment or they will automatically be enrolled in the FRS Pension Plan. SUSORP enrollment is complete when a contract has been issued by an SUSORP Provider Company and when the proper State of Florida enrollment forms have been submitted to the Division of Retirement. The SUSORP is a 403(b) Tax Sheltered Annuity Program and enrollees are immediately vested. Participants may also choose to make additional voluntary contributions up to the maximum allowed by current IRS guidelines.

**Voluntary Plans**

**403(b) and 457(b) tax-sheltered annuities**

As a University of Florida employee, you may purchase fixed, variable, flexible or investment annuities or mutual funds from several companies by payroll deduction. These 403(b) and 457(b) tax-sheltered annuities result in a tax deferment for you because the dollars put into the program, as well as interest or other earnings, are not taxed until you receive them. To achieve maximum benefit, this program should be considered only for long-term saving, including retirement planning. If you choose to participate in 403(b) and/or 457(b) plans, you will need to review your deductions each calendar year to ensure that they do not exceed the maximum limits allowed by the IRS. Your tax-sheltered annuity company is available to assist you with these calculations.
Roth 403(b) After-Tax Salary Deferral
The Roth 403(b) plan enables you to pay taxes as contributions are made; you will not lower your taxable income for the contribution year. However, tax-free treatment will be applied to contributions and all earnings for a qualified distribution.

FLARE (Financial Literacy and Retirement Education)
University Retirement sponsors FLARE which is a program “illuminating the journey to financial security.” The program includes web-based tools, videos, articles and classroom training offered free of charge and open to all university employees. Visit www.hr.ufl.edu/training for more information.
Employee Relations

Human Resource Services Offices
The Employee Relations section of Human Resource Services encourages and promotes a positive working relationship among university employees through the efforts of its offices located in the Human Resources Building (E&G/Auxiliaries), Health Science Center (HSC), Institute of Food and Agricultural Sciences (IFAS) and Physical Plant Division (PPD).

These offices provide a comprehensive, service-oriented employee relations agenda. This involves assistance with performance appraisals, disciplinary actions, grievances and appeals. Additional services include an employee medical evaluation program, employment and classification information, career counseling sessions, layoff coordination, exit interviews and the probationary employee follow-up program. Employee Relations also provides new employee orientation as well as payroll and benefits sign-up for the HSC, IFAS and PPD.

Standards for Performance and Conduct: USPS
The University of Florida encourages all staff members to contribute to a positive and productive environment in which to work and learn. With this in mind, the university has established Standards for Performance and Conduct. These standards seek to help administrators, supervisors and employees understand and interpret the university’s expectations of its work force. Questions about performance and conduct standards should be directed to the appropriate Human Resource Services satellite office. Consultation services also are available.

While the majority of university employees never need discipline, exceptions do occur. Disciplinary actions may include oral reprimands, written reprimands, suspensions and dismissals, depending on the severity of the offense. Management, in accordance with applicable policy, has the discretion to determine the degree of discipline to administer for a particular offense.

The university’s Standards for Performance and Conduct shall govern the manner and extent to which disciplinary action is taken, except that greater or lesser penalties may be imposed depending upon the seriousness of the offense and any aggravating or mitigating circumstances or as otherwise required by law.

To ensure equity in disciplinary action, the following categories act as guidelines for the university administrator and supervisor: unsatisfactory attendance; misconduct; negligence; and violation of provision of law, university regulation or departmental policy, procedure or practice that is verbal, written or understood. Off-the-job offenses of habitual drunkenness or drug addiction or conviction of any crime other than minor traffic violations also may result in disciplinary action.

The university also reserves the right to consider other discipline-related offenses collectively when in the best interest of the University of Florida. As a result, we all benefit from stronger employer-employee relationships at the University of Florida.

For additional information about disciplinary issues, please refer to university regulations or consult your supervisor or local Human Resource Services satellite office.

In instances where regulations conflict with policies and procedures as outlined in this handbook, please contact a Human Resource Services satellite office or other appropriate section in Human Resource Services.
Standards for Performance and Conduct: TEAMS
The appointment of a TEAMS employee may be terminated or suspended with or without pay for just cause, except that lesser penalties may be imposed depending upon the seriousness of the offense and any aggravating or mitigating circumstances or as otherwise required by law. Just cause is defined as incompetence; misconduct, whether on or off the job; or unsatisfactory attendance.

Management, in accordance with applicable policy, has the discretion to determine the degree of discipline to administer for a particular offense. Disciplinary actions may include oral reprimands, written reprimands, suspensions and dismissals, depending on the severity of the offense.

Right of Appeal
The university does not approve arbitrary action and strives to ensure each disciplinary action is for just cause. Therefore, all USPS employees with permanent status and TEAMS employees have the right to appeal some disciplinary actions to an arbitrator.

You will be provided your notice of appeal rights as well as any appeal forms should an appealable action affect you.

Grievance Procedures
Because the University of Florida encourages informal resolution of grievances and complaints, your immediate supervisor is available to help you resolve any work-related concerns or misunderstandings. Should this type of informal resolution be unsuccessful, you may choose to initiate a formal grievance or complaint. USPS and TEAMS employees have different procedures; therefore, please contact your Human Resource Services satellite office for assistance.

Layoff: USPS
A USPS layoff is defined as a termination of employment due to abolishment of positions caused adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs or functions; or curtailment of one or more programs or function; shortage of work; or a material change of duties.

A USPS staff member may be laid off at any time as a result of adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs or functions; or curtailment of one or more programs or functions. A minimum 45 calendar-day notification of layoff will be provided.

For one year following his or her layoff, a USPS employee who has not otherwise been employed in an equivalent UF position will be offered reemployment when a vacancy occurs or a new position is established in the same classification, in the same unit, from which he or she was laid off, provided the employee meets the realistic qualifications for the position.

An employee appointed to fill a full- or part-time contract, grant or auxiliary position, which has been designated as a time-limited appointment, will not have layoff rights.

Layoff: TEAMS
A TEAMS staff member may be laid off at any time as a result of adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs or functions; or curtailment of one or more programs or functions; shortage of work; or a material change of duties. A minimum 45 calendar-
day notification of layoff will be provided. An employee appointed to fill a full- or part-time contract, grant or auxiliary position, which has been designated as a time-limited appointment, will not have layoff rights.

**Your Personnel File**
Your personnel file is kept and maintained by Processing and Records. This file may contain items such as your application, performance appraisals, deficiency reports, changes in work or personal status and any other information pertinent to your job at the University of Florida. You may review your file by contacting Recruitment and Staffing at 392-2HRS or employment@ufl.edu. Please provide at least a 24-hour notice. This office also can provide instructions regarding changes to your name, address, telephone number, etc.

As a University of Florida employee, all public records, including your personnel file, shall be made available, upon reasonable request, to any person requesting to review it. This includes home addresses and phone numbers as well as education and employment information. Copies of such documents will be provided upon request once appropriate payment is received. Exemptions may apply to certain individuals and their spouses according to current and former employment classifications. Exempt classifications include law enforcement personnel, firefighters, judges and attorneys.

For more information, please contact Recruitment and Staffing at (352) 392-2HRS or employment@ufl.edu.

**Visa Status**
An employee’s visa status affects appointment eligibility as well as withholding for federal, Social Security and Medicare (FICA) taxes. Employees who fail to provide their departments with copies of their past or current visa documents will be responsible for paying their respective tax liability. The Foreign National Tax Information Form and the I-9 must be completed and sent to the University Tax Services and Immigration and Compliance Services at HRS if there is an extension or change of status for the employee. An employee will not be put on payroll without the report from the University Tax Services. Employees are encouraged to consult with their own tax advisers concerning their visa and tax status.
**Employee Assistance Program**

The Employee Assistance Program is available free of charge to all University of Florida faculty and staff— including OPS. The purpose of the EAP is to promote, maintain and support a positive and productive workplace. The EAP provides a wide range of services including individual employee evaluation and referral, consultation services for supervisors, workshops and training sessions and support groups.

Up to three visits for individual consultation are available by calling the EAP at (352) 392-5787 to schedule an appointment. These confidential sessions are provided by licensed mental health professionals employed by the University of Florida. If additional counseling is necessary, EAP professionals will refer employees to community providers and agencies that accept university health insurance or charge fees based on income level.

The EAP is administered by the Student Health Care Center’s Student Mental Health Service and is housed in Room 242 of the Infirmary Building. The EAP entrance is separate from the student entrance, thus providing employees a private setting. The contact you have with the EAP will remain confidential.

For more information or to schedule an appointment, please contact the EAP Office at (352) 392-5787.
Training and Organizational Development

UF Training and Organizational Development's (T&OD's) strategic purpose is to help improve performance of UF faculty and staff.

By providing ongoing personal and professional development opportunities, T&OD's overall goal is to help increase UF employees' effectiveness—and their ability to contribute. Along with workshops on a variety of topics, such as managerial skills, leadership, communication and teamwork, this includes a formal education program that provides support for undergraduate- and graduate-level courses for participating UF employees.

To learn more about how T&OD's training opportunities may best meet your needs, please see its training programs framework: www.hr.ufl.edu/training/framework.asp

Beyond its standard programs, T&OD also offers organizational development services based on performance management principles. Contact T&OD at (352) 392-4626 or training@ufl.edu for retreat planning and facilitation, customer service assessments, performance needs assessments, team development services, department training visits—tailored for specific environments and related to identified competencies—and meeting facilitation. A small fee typically is assessed for these services.

Registration, Policies and Information
To register for ongoing workshops, log in to the myUFL portal at my.ufl.edu and navigate to Request Training Enrollment via Main Menu, My Self Service, Training and Development. To view course descriptions after logging in, click on the icon that looks like the one pictured at right.

Training participants are asked to give two weeks' notice (ten business days) in the event a reasonable accommodation is required to participate a training session. To request an accommodation, please contact Training and Organizational Development at training@ufl.edu. Please arrive on time to attend workshops to ensure access to the class and to protect your registration.

For staff, supervisory approval is expected in order to attend a workshop. Attendance is typically counted as time worked. Unless otherwise indicated, no charge is assessed to the employee or his or her department for attendance at T&OD’s workshops.

Program schedules are announced at the beginning of each fall, spring and summer semester. Look for announcements in Human Resource Services’ monthly InfoGator e-newsletter or visit www.hr.ufl.edu/training for program dates, times, locations and workshop descriptions.

Training Offered
UF Training & Organizational Development offers a range of programs and services designed to meet a wide variety of faculty and staff needs. Its programs can also be scheduled on-site at departmental request. For information, visit the web site or contact Training and Organizational Development at (352) 392-4626 or training@ufl.edu.

Business Communication Workshops
Communication skills and the ability to build relationships are critical competencies for success at UF. This means being able to develop, maintain and strengthen partnerships with others inside and outside the organization who can provide information, assistance and support. It also means being able to express oneself clearly and in a way that helps others understand.
The workshops in our Business Communication Series are designed with this in mind. Workshops range in topic from writing skills, including grammar and punctuation, to interpersonal communication and public speaking.

Attend three workshops to complete your “Business Communication” certification. These workshops also are integrated into the Pro3 Series’ personal excellence component of each administrative professional track: Fiscal Management, HR/Payroll Management and Academic Department Support.

Compliance Training
The University of Florida is committed to pursuing its academic mission in compliance with established federal, state and local rules, regulations, policies and procedures. By ensuring compliance, not only does our institution become a safer, more hospitable place to work and learn, but we also lower the risk of being financially penalized, including loss of funding for important research opportunities.

Many of the university’s compliance efforts have a required training component. Categories of compliance training include training for IT employees with access to sensitive data, employee training related to regulations of the Environmental Protection Agency, Social Security number and identity theft training, as well as other research compliance training. Various UF departments and training providers are responsible for conducting compliance training based on their areas of responsibility.

The Division of Environmental Health & Safety (EH&S) is responsible for informing the UF community of the general safety training that is required of all faculty and staff. More information about the UF Employee Safety Orientation can be located at www.ehs.ufl.edu/General/safety_orientation.htm.

In addition to EH&S, UF Training & Organizational Development is partnering with other training providers and departments in order to centralize information and record keeping related to compliance training efforts. Visit www.hr.ufl.edu/training/compliance for a current list of our partners.

Computer Application Training
Employees often need to use various computer applications in support of their business activities at UF. In fact, our UF competency research indicates a strong need for the ability to use Excel or other spreadsheet software with a high degree of proficiency as a tool for budget management! To learn more about the computer classes that are offered via Training and Organizational Development and other training providers, please visit http://www.hr.ufl.edu/training/computer_application.asp.

UF’s training resource partner, lynda.com, features an online training library with more than 1,100 courses. Topics covered run the gamut from web development, animation and video graphics to business software and Microsoft SharePoint. Visit the Training section of UF Information Technology’s web site (http://www.it.ufl.edu/training/) and click on the lynda.com logo to access the University of Florida log-in.

e-learning
Our e-learning courses are ideal for employees whose time limitations may prevent them from attending in-classroom training and/or for those who prefer self-paced learning. Register for our online workshops just as you would for instructor-led workshops. Sign on to my.ufl.edu, then navigate to Main Menu, My Self Service, Training and Development, Request Training Enrollment. To search for online courses only, click “Search by Location,” then enter “online.”

You must have a computer with Internet access and a supported web browser. Supported browsers include Microsoft IE 6.0+, Netscape 7.0+ and Mozilla 1.6+. Browser settings must be configured to allow cookies, Java and Javascript. Likewise, browser security settings should not be higher than “medium”. You must also have Sun Java on your computer (Apple on Macs); Microsoft Java will not work properly.
Gator Business Administrator Services or GBAS, Professional Development Program

The Office of the University Controller and UF Training and Organizational Development have launched a new professional development program targeting business administrators on campus titled Gator Business Administrator Services or GBAS.

The goal of the GBAS professional development program is to introduce newly hired business administrators to the university consistently and successfully and provide ongoing professional development for current business administrators as a way to improve and increase the consistency of business management practices and stewardship of UF funds.

The GBAS professional development program has a multi-part structure: Orientation, Mentoring, Foundation, GBAS Institutes and Ongoing Professional Development. To learn more, please visit http://www.hr.ufl.edu/training/gbas.

General Training Programs

This general category of training includes a broad range of workshops designed with the UF employee in mind. Taught by UF Training and Organizational Development instructors as well as subject-matter experts from throughout campus, you’ll be sure to find a useful workshop here.

Look for workshops offered by mental health providers from the Employee Assistance Program and security experts from the UF Information Technology. Our University Police Department’s popular RAD workshop for women (self-defense) also is available. Quality Customer Service and Project Management workshops are offered regularly.

Leadership Development

Designed for UF employees, our Leadership Development programs will help maximize the leadership qualities you already possess while enabling you to cultivate new strengths through education and training—all within a framework designed with the goals of the University of Florida in mind.

Two programs are available with participation decided via a competitive application process. Applications for these programs will be considered by a selection committee, with up to 20 participants being selected for Advanced Leadership for Academics and Professionals and up to 15 participants for the UF Academy. Our third program, Managing at UF: The Supervisory Challenge, is open to any employees interested in developing their supervisory skills.

Advanced Leadership for Academics and Professionals

Advanced Leadership for Academics and Professionals is a program designed for faculty in leadership positions as well as TEAMS employees at the level of assistant director and above to explore and develop skills to enable them to contribute at high levels in the organization for many years to come. A unique offering, the program sends approximately 20 participants through 6 events, each 1 to 2 days in length, which include seminars, assessments and access to the key leaders in the organization. Also appropriate for those making the “academic” to “administrator” transition. There is a fee for this program.

The UF Academy

The UF Academy is a program created for emerging leaders at our university. Designed for exempt employees up to and including the director level as well as interested faculty, the UF Academy prepares employees for higher-level responsibilities at the University of Florida. To participate, an employee must be an exempt employee with at least two years of supervisory or decision-making responsibility. Faculty and employees at the assistant director or director level may apply to participate with fewer than two years at the university. There is no fee for this program.
Managing at UF: The Supervisory Challenge
The Supervisory Challenge is designed to provide University of Florida supervisors, regardless of level or length of service, with meaningful information about successfully addressing the ultimate challenge: managing people for peak performance.

Based on a leadership/management competency model that reflects the knowledge, skills and behaviors necessary to be a successful manager at UF, the Supervisory Challenge series involves two types of training modules: certain modules are considered core course; others, electives.

To achieve the “Managing at UF” certification, participants will attend ten required workshops and two electives—for a total of 12 workshops. There is no time limit for completion; employees who choose to work toward supervisory certification may do so at their own pace.

To learn more about the leadership/management competency model upon which these workshops are built, please visit www.hr.ufl.edu/training/leadership/competencies.asp

myUFL System Training
The university community relies on an Enterprise Resource Planning (ERP) system to support its business transactions—HR, Financial, Student Financials and Reporting—broadly called the myUFL system. UF Training and Organizational Development is proud to partner with subject-matter experts from offices throughout campus to provide both instructor-led and online workshops that describe and demonstrate how to use these systems and execute required business transactions at the university.

As a complement to these workshops, the myUFL Toolkits, found online at www.hr.ufl.edu/toolkits, provide job aids, such as simulations and instruction guides.

In some cases, training must be completed prior to requesting system access. This is noted on the Toolkit pages. Even when workshops are not required for system access, if you are responsible for executing business transactions on behalf of your work unit, you are strongly encouraged to attend the related workshop(s).

New Employee Orientation
All new TEAMs employees are expected to complete New Employee Orientation—either online or in-person—within their first month of employment. Group enrollment, which provides an opportunity to enroll in benefits within a new employee’s first 60 days, also is provided several times each month for both new TEAMs and benefits-eligible faculty members. To register, log on to the myUFL system and navigate to Main Menu, My Self Service, Training and Development, Request Training Enrollment.

Preventing Sexual Harassment
UF is committed to keeping the university free from sexual harassment and to ensure it’s a safe place in which to work and learn. This online workshop (45 minutes) is expected to be completed by all UF faculty and staff. To take the online sexual harassment prevention training course, log on to the myUFL system then navigate to My Self Service, Training and Development, Preventing Sexual Harassment.

Pro3 Series
The Pro3 Series includes workshops designed to help those in administrative positions at UF learn the key information and develop the key skills they need to be successful. The series involves three certification programs centered on the three broad areas of administrative work at UF – Fiscal Management, HR and Payroll Management and Academic Department Support. To learn more, visit the Pro3 section of HRS’s web site at www.hr.ufl.edu/training/pro3.
Retirement & Financial Planning Series
University Retirement provides information sessions on a range of topics designed to assist UF employees in their retirement and financial planning.

Employee Education Program
All full-time TEAMS, USPS and Academic Personnel employees (some exclusions apply) who have worked at the university for a minimum of six months are offered the opportunity to take post-secondary courses. This program is not available to OPS employees (including graduate assistants, residents, some Academic Personnel positions and part-time personnel or employees assigned to temporary, visiting or probationary appointments).

The EEP allows eligible employees to take up to six credits at the University of Florida each semester, while only TEAMS employees are eligible for expanded benefits including the ability to take courses at community/state colleges and vocational technology institutions in Florida. Employees who wish to participate in the EEP may take classes only at a qualifying institution nearest to their work unit; therefore, the EEP will typically only apply to classes take at UF or SFC (as appropriate) for employees who work in Gainesville or Alachua County. For more information, visit the Education Benefits section of our web site at www.hr.ufl.edu/education/EEP.

Higher Education Opportunity for Children of Full-Time TEAMS Employees
Each year, Human Resource Services will choose at random, from a pool of eligible applicants, 50 children of TEAMS employees to participate in this program. For each child selected, the university will pay the in-state matriculation fees, less any Bright Futures scholarship award, for a maximum of 132 credit hours toward an undergraduate degree at the University of Florida or a public community/state college. For more information, visit the HEO section of our web site at www.hr.ufl.edu/education/heo.

Organizational Development Services
Organizational development (OD) services focus on developing organizations and teams. From strategic planning to managerial coaching, retreat facilitation and leadership training, our services are delivered by experienced OD practitioners who are dedicated to UF’s success.

Strategic Planning
Clarify strategic purpose, team values, goals and action items to help move your team forward

Managerial Coaching
One-on-one sessions designed to help individuals gain new skills and overcome obstacles that stand in the way of a team’s progress.

Organizational Assessment
Tools such as interviews, surveys and assessments (MBTI, LPI, DiSC and others) to identify key issues and opportunities for improving your organization’s (team/unit/department) effectiveness.

Leadership Training
- Leadership/management competency model—Based on interviews and focus groups of effective leaders and managers at UF, this model forms a framework that describes the knowledge, skills and behaviors needed to be an excellent leader at UF. To learn more, visit www.hr.ufl.edu/training/leadership/competencies.asp.
- “Great Leaders, Great Teams, Great Results,” a multi-day session for leaders based on the work of Steven Covey, Ram Charan and others. Includes a 360-degree assessment for
participants. Can be tailored for a department or college’s specific needs, including alignment with the university’s leadership/management competency model.

- "Leadership Foundations,” a one-day workshop that focuses on principles of leadership excellence.
- For information about Advanced Leadership for Academics and Professionals, the UF Academy and the Managers Only Cohort, please see the Leadership Development section above.
- UF Leader 360 – Designed to provide leaders with insight into skills and behaviors needed to be effective leaders and based on the UF leadership/management model, this 360-degree evaluation will provide feedback from the leader’s manager, peers, staff members and others (identified by participant). A small fee applies ($75) unless completed as part of the Managers Only Cohort.

Retreat Facilitation
From planning through facilitation, we can assist you in focusing your efforts to maximize results. Retreats include design and facilitation, summary documents and follow-up meetings.

Competency Development
Identify core competencies (knowledge, skills and abilities) or critical functions in your organization—useful in hiring, performance management and training.

Change Management
Design a change management and implementation plan to adjust to the specific changes in your organization while exploring our culture of constant change at UF.

Training & Organizational Development has worked with close to 100 academic departments and administrative units from across campus, ranging from IFAS to Fine Arts to the Health Sciences, since 2005. All services are customized to meet the specific needs of the organization. Fees for organizational development services range from $500 to $3,000, depending upon the service. If you are interested in a detailed client list, more information or to schedule an OD program or service, please contact Dr. Bob Parks, Assistant Director for Training and Organizational Development, at (352) 273-1779 or bob-parks@ufl.edu.
Safety and Rights

Workers' Compensation
The university is committed to providing a safe and healthy environment in which faculty, staff and students may work and study. In order to help uphold this commitment, the Division of Environmental Health & Safety (EH&S) is responsible for informing the UF community of the general safety training that is required of all faculty and staff. More information about the UF Employee Safety Orientation can be located at http://www.ehs.ufl.edu/General/safety_orientation.htm. The following information is designed to promote a general understanding of the university’s responsibilities under the state of Florida Workers’ Compensation Law. The information provided does not necessarily have the full effect of the law and/or its regulations.

As a university employee, you will want to practice good safety habits and observe appropriate precautions at all times for the protection of yourself and others. Even then, accidents and injuries on the job can happen. If you sustain a work-related injury, your medical expenses and a portion of your earnings are covered under the University of Florida workers’ compensation program.

Our workers’ compensation program is built around an insurance plan provided by the university and the state of Florida. The plan has two components. First, it pays for all reasonable and necessary health care expenses if you, as a university employee, become injured or develop an occupational disease due to work-related conditions. Second, it provides payment to you for part of the wages you might lose if any such injury or illness disables you for more than seven calendar days. Workers’ compensation coverage begins the first day you are on the job.

Under the first component, health care is provided through a designated network of medical and dental care providers. As a university employee, you must use this network of providers in order for your expenses to be covered. This provider network ensures that you receive the appropriate medical and dental care should you sustain a work-related injury or illness. The network also ensures that you receive items such as medications, braces, crutches and other medical supplies when prescribed by a network provider.

Under the second component, if you are unable to work due to your injury, you generally are entitled to receive a wage benefit equal to approximately 66 2/3 percent of your pre-injury average weekly wage. By law, however, a wage benefit may not exceed the maximum benefit in effect for the year in which an injury occurs. Wage benefits basically are determined by combining an employee’s total earnings (plus certain other benefits) for each of the 13 weeks before the injury and then dividing that total by 13.

The university provides an additional leave benefit to faculty, TEAMS and USPS employees who sustain a compensable work-related injury. This leave benefit is called Workplace Injury Leave (WIL). Workplace Injury Leave should be used only when a workers’ compensation authorized medical care provider documents that an employee is unable to work due to their compensable injury and/or when a work unit cannot provide an employee with modified duty work within the employee’s medical restrictions. Eligible full-time employees may use up to 40 hours of WIL during a fiscal year. If you are not a full-time employee, your WIL benefit is prorated accordingly.

If you have questions, please contact Workers’ Compensation at 392-4940 or workcomp@ufl.edu.
What to Do If You Are Injured While Performing Your Job

1. Notify your supervisor immediately. You/your supervisor must then contact the University of Florida Workers’ Compensation Office (UFWC) at 392-4940 or workcomp@ufl.edu. UFWC will complete a First Report of Injury or Illness form for you. Even if you do not think you need medical care, you should contact UFWC to discuss your injury.

2. If you require medical attention, contact UFWC prior to going to a medical care provider. UFWC will assist you in selecting an authorized medical care provider to treat your injury, thereby insuring that you do not incur any expenses.

3. Remember to seek treatment only from an authorized medical care provider and follow all guidelines as set forth in UF’s Workers’ Compensation Employee Handbook. If you have any questions, please contact UFWC for guidance.

4. When you arrive at an authorized medical care provider’s facility, be prepared to show proof of identification.

5. Provide both your supervisor and UFWC with medical documentation of your initial work status and any subsequent changes to it. Your authorized medical care provider must support, in writing, all injury-related time away from work.

6. Contact your supervisor daily or according to a schedule established by your supervisor in order to keep him/her informed about your current work status, ongoing treatment and prognosis for recovery.

7. Attend all of your scheduled medical appointments. Failure to do so may result in disciplinary action up to and including termination.

8. Read UF’s modified duty program statement. When your authorized medical care provider releases you to return to work (regardless of your assigned limitations or restrictions), you must be willing and available to return to the workplace.

Contact UFWC:

- If you are uncertain as to which medical care providers are authorized providers.
- If you are unable to attend a scheduled medical appointment.
- For assistance with recording your time and/or leave for doctor appointments, leaves of absence and when you are receiving workers’ compensation salary replacement benefits.
- For assistance if you have concerns related to your claim or require additional medical attention.
- If your work unit does not provide you with modified duty work.

Remember: Absence from work due to a work-related injury or illness will count toward your Family and Medical Leave Act (FMLA) entitlement as set forth in the Act.

Modified Duty Program

The University of Florida appreciates and values the workplace efforts and contributions of its employees. As a reflection of that appreciation, the university created the Workers’ Compensation Modified Duty Program in 1994. The purpose of the program and its statement of policy are to ensure that each injured employee is provided the opportunity to remain an active and productive member of the university community. To that end, every effort is made to provide modified duty work to those employees who sustain a workers’ compensation compensable injury.

The policy and provisions of the Modified Duty Program are administered by the UF Workers’ Compensation office (UFWC) and go into effect when an injured employee’s authorized medical care provider assigns physical restrictions to the employee and then releases that employee to return to work. From that point forward, the employee must be available to return to work and perform duties identified by the department that are within the restrictions established by the employee’s authorized medical care provider.
provider. Responsibility for ensuring that modified duty work is provided to injured employees rests with the appropriate chair, director or vice president.

The Workers’ Compensation Modified Duty Program Policy establishes the following obligations and limitations on departments and injured employees:

- All departments must provide temporary modified duty work to injured employees. UFWC is available to assist administrators with clarifying, identifying and assigning modified duty work in accordance with the written restrictions provided by the injured employee’s authorized medical care provider.
- If providing modified duty work causes the injured employee’s work unit difficulty, the Chair, Director, Dean or Vice President may assign the employee to a different work unit. All costs, however, remain the responsibility of the injured employee’s primary work unit.
- Injured employees must perform assigned modified duty work to the best of their ability within the restrictions established by their authorized medical care provider. Departments, however, are under no obligation to provide work to employees who fail to make a good faith effort to perform such work. Employees who refuse to cooperate with and/or participate in the program jeopardize their benefits and face discipline up to and including termination.
- All modified duty work is of a temporary nature and may not exceed 90 consecutive calendar days from its initial commencement without the authorization of the Vice President for Human Resource Services. The obligation to provide modified duty work ends when employees reach maximum medical improvement (MMI), when up to 90 consecutive calendar days have passed or when a department’s efforts to assist an employee prove to be counterproductive.

Human Resource Services is available to assist a department if an employee is unable to resume the essential functions of his/her regular job once MMI is assigned, at the conclusion of the modified duty work assignment or when a department’s efforts to assist an employee prove to be counterproductive.

**Equal Employment Opportunity**

The University of Florida is committed to nondiscrimination on the basis of race, color, sexual orientation, marital or veteran status, sex, religion, creed, national origin, political opinions or affiliations, age or disability. The policy applies to students, academic personnel and staff. It also applies to the university’s relations with contractors and suppliers of goods and services as well as to the use of university facilities.

The university believes in equal employment opportunity practices that conform to both the spirit and the letter of all laws against discrimination. To comply with this commitment to nondiscrimination, equal opportunity and equity in employment practices, the university follows the employment procedures set forth in university regulations and policies and the university’s Affirmative Action Plan.

The University of Florida shall assure each applicant or employee, using both objective and subjective merit principles (without regard to that person’s race, color, sex, religion, creed, national origin, marital status, political opinions or affiliations or age), an equal opportunity in all university practices, programs, policies and procedures. This activity includes but is not limited to recruitment, examination, appointment, training, promotion, demotion, compensation, retention, discipline and separation.

UF shall likewise assure equal opportunity/equal access to any person with disabilities, who is an applicant or employee, with respect to the employment practices specified above. Equal opportunity is assured unless the disability involved prevents satisfactory performance of the work required. Preference in appointment and retention is given to eligible veterans and spouses of veterans, as protected under the Vietnam Era Veteran’s Readjustment Act and Chapter 295.07, Florida Statutes, for designated positions.
Any applicant or employee who believes that he or she has been discriminated against may file a complaint with the Employee Relations at 903 West University Avenue, P.O. Box 115003, (352) 392-1072. All complaints shall be investigated in accordance with the procedures set forth by university regulations and policies or law.

**Reasonable Accommodation**

Upon request, the university provides reasonable accommodations to persons with disabilities. Under the employment provisions (Title I) of the Americans with Disabilities Act or ADA (PL 101-336), employers are required to provide “reasonable accommodation” as a means of overcoming unnecessary barriers that prevent or restrict employment opportunities for otherwise qualified individuals with disabilities.

The ADA defines a qualified individual with a disability as a person who “satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of such position.” The term “reasonable accommodation” means a modification or adjustment to the job, the work environment or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Essential functions are, by definition, those that the individual who holds the job would have to perform, with or without reasonable accommodation, in order to be considered qualified for the position.

It is the policy of the University of Florida to extend reasonable accommodation to the known limitations of qualified persons with disabilities who are employees or applicants for employment, in order that these individuals may perform the essential functions of a position and/or participate in the employment application process. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed in order for him or her to participate in the application process, to perform the essential job functions or to receive benefits and privileges of employment.

All requests for accommodations will be evaluated on an individual basis to determine the appropriateness of the request. Moreover, employment opportunities shall not be denied because of the need to make reasonable accommodations to an individual’s disability. To request a reasonable accommodation, contact your immediate supervisor and make your request known. At that time, it will be necessary to complete the “Reasonable Accommodation Based on Disability Request Form found online at www.ada.ufl.edu/services.

If you have questions at any time during the process, you may contact the ADA Compliance Office, located at EHS Building 179 Newell Drive, PO Box 115055, by e-mail at osfield@ufl.edu or by telephone at 392-1591 (voice), 846-1046 (TDD). For more information, visit UF’s Americans With Disabilities Act Compliance Office web site at www.ada.ufl.edu.

**Identification of Special Needs**

Individuals are encouraged to report any special needs to their supervisor and ADA Office so that they may be protected during emergency procedures. The employee should make arrangements with his or her department if assistance exiting a building during an emergency is needed. For more information on emergency evacuation procedures, go to www.ada.ufl.edu.

**Medical and Disabled Parking Information**

The University of Florida provides special parking to individuals with both temporary and permanent disabilities. Full-time employees may apply for temporary (30 days or less) disabled parking passes by submitting a letter from a doctor stating the nature of the disability and the length of time the pass will be
needed. Employees who qualify for either the permanent or temporary Florida disabled parking placard (state-issued at county tag agencies) may qualify for a reserved parking space.

For employees utilizing a state-issued disabled parking placard, the appropriate UF decal will be required to park in one of the lots or garages maintained by UF. The university issues a disabled decal to employees with either a temporary or permanent state-issued placard. To apply for the UF disabled decal, contact the Transportation and Parking Office at 112 Gale Lemerand Drive or call 392-2241. For more information on disabled parking at the university, visit the ADA web site at www.ada.ufl.edu/services/parking.html.

**Gator Lift**
Gator Lift provides reliable, convenient and free shuttle service to accessible locations within the boundaries of the campus of the University of Florida for students, faculty and staff with mobility related disabilities. Gator Lift service is available Monday through Friday from 7 a.m. to 11 p.m. (holidays excluded). Rides are by appointment only. Ride requests must be submitted by 2 p.m. the day before your first ride. To schedule a ride, visit parking.ufl.edu and click on Gator Lift Transport at the bottom of the page. For more information call (352) 392-8048.

**Florida Relay Service**
Persons with speech or hearing impairments may contact the Florida Relay Service when trying to reach an office that does not list a TDD number. The Florida Relay Service links those who are deaf, deaf-blind, hearing-impaired or speech-impaired to anyone within the reach of a phone at any time.

To make a call, simply dial 1-800-955-8771 (TDD) or 1-800-955-8770 (voice). For more information, visit UF’s Americans With Disabilities Act Compliance Office web site at www.ada.ufl.edu.

**Disability-Related Assistance**
For answers to questions about disability-related issues at the university, please contact the ADA office directly. All communication is confidential. For more information, either visit the ADA office at 179 Newell Drive (EH&S Building), call (352) 392-7056, 846-1046 TDD or e-mail your questions to osfield@ufl.edu.
Policies to Know

Acceptable Use of Computing Resources Policy
All university employees are responsible for understanding their rights and responsibilities regarding the use of the university's computing resources as well as the university’s policies about their use. To report violations, please contact abuse@ufl.edu. For more information, please visit the Computing and Network Services web site at www.cns.ufl.edu or the Office of the General Counsel’s site at www.generalcounsel.ufl.edu.

HIV/AIDS Policy
The policy of the University of Florida is to assess the needs of students or employees with HIV infection on a case-by-case basis. With the permission of the affected individual (whether student, academic personnel or staff member), the Director of the Student Health Care Center will assist in the coordination of resources and services.

The confidentiality of the individual’s HIV status, as well as the individual’s welfare, is respected. Breach of confidentiality of information obtained by a university employee in an official university capacity may result in disciplinary action. Based on current medical information concerning risk of infection, the university does not isolate persons with HIV infection or AIDS from other individuals in the educational or work setting. Furthermore, the university supports the continued participation, to the fullest extent reasonably possible, of these individuals in the campus education/work environment.

It also is the policy of the university to provide education that seeks to prevent the spread of HIV infection. Those at risk for HIV infection are encouraged to get tested; those who are infected are urged to seek treatment. With current advances in HIV/AIDS treatment, early intervention can be crucial to maintaining well-being and delaying complications of illness.

In keeping with the Americans with Disabilities Act, the university considers HIV/AIDS to be a disability. Existing support services can be utilized by students or employees who are disabled by HIV infection or AIDS.

For more information, please contact the official University of Florida resource: the Director of the Student Health Care Center at (352) 392-1161. You also may contact Employee Relations at 392-1072 or emprel@ufl.edu or your Human Resource Services satellite office for assistance.

Drug-Free Workplace Policy
The University of Florida is committed to providing a campus environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. To enhance this commitment, the university has adopted and implemented programs that seek to prevent the illicit use of drugs and the abuse of alcohol by university community members.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or the unlawful possession and use of alcohol are harmful and prohibited in and on property owned and controlled by the University of Florida or any other University of Florida facility. No employee or student is to report to work, class or any university activity while under the influence of illegal drugs or alcohol.

The use of alcoholic beverages by members of the University of Florida community is at all times subject to the alcoholic beverage laws of the state of Florida, applicable county and city regulations and the University Alcohol Policy, Regulation 6C1-2.019, Florida Administrative Code.
The possession and use of controlled drugs by members of the University of Florida community must at all times be in accordance with the provisions of Florida law, the regulations of the Board of Education and the regulations of the University of Florida.

Under Florida law, no person may possess substances regulated under the provisions of Chapter 893, Florida Statutes (controlled substances and “designer drugs”), unless dispensed and used pursuant to prescription or otherwise authorized by law. Sale and delivery of such substances are prohibited unless authorized by law.

**University of Florida Sanctions**

Violation of university policies and applicable laws by an employee or student is grounds for disciplinary action up to and including termination or expulsion in accordance with applicable University of Florida and Board of Trustees regulations and/or collective bargaining agreements.

Student organizations also may be sanctioned for violation of these policies and laws. Additionally, a violation may be reason for evaluation and treatment for a drug- and/or alcohol-use disorder or referral for prosecution consistent with local, state and federal criminal law. Disciplinary action against a student or employee by the university does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the university.

**Federal Drug-Free Workplace Act Requirements**

The following are required of the university and its employees:

1. An employee shall notify his or her supervisor or other appropriate management representative of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

2. The university shall notify any federal contracting agency within ten days of having received notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace.

3. The university will take appropriate personnel action against any employee who is convicted for a violation occurring in the workplace or will require the employee’s satisfactory participation in a drug abuse assistance or rehabilitation program.

Please contact Employee Relations at 392-1072 or emprel@ufl.edu with questions you may have. Detailed information about alcohol consumption, the use of illegal drugs and the misuse of prescription and other drugs may be obtained by calling Health Education in the Student Health Care Center at (352) 392-1161.

Please note: There are certain types of jobs at the University of Florida that may require pre-employment and other forms of alcohol and drug testing. Please contact the university’s CMVO Drug Testing Program Office by contacting (352) 392-4940 or workcomp@ufl.edu.

**Fraudulent or Other Wrongful Acts Policy**

Staff with a reasonable basis for believing fraudulent or wrongful acts have occurred have a responsibility to report such incidents to the Office of Audit and Compliance Review (OACR) and should not confront the individuals who may be investigated. Employees also should not initiate investigations on their own because such actions can compromise any ensuing investigations. The OACR will work in consultation with Human Resource Services, university administrators, law enforcement personnel when appropriate and other levels of management in instances where fraud, including workers’ compensation fraud or other wrongful acts are suspected. This office also is available to assist with ensuring proper internal controls are in place.
In those instances where the OACR’s investigation indicates the probability of criminal activity, the investigation will be turned over to the university police or other appropriate law enforcement agency. An investigation will be completed expeditiously but always in a thorough manner and in accordance with established procedures. It is the duty of all employees to cooperate fully with those performing an investigation pursuant to this policy. The constitutional rights of those involved always will be observed. When appropriate, the results of an investigation conducted by the OACR will be communicated in a written report to the appropriate university administrators and to the president of the university.

Employees found to have participated in fraudulent or other wrongful acts will be subject to disciplinary action, up to and including termination of employment and prosecution if appropriate. Human Resource Services is available to assist with disciplinary matters involving TEAMS and USPS employees and should be consulted prior to taking such actions. Individuals who report suspected fraudulent or other wrongful acts under Section 112.3187, Florida Statutes (Whistle Blower’s Law) and those cooperating with the ensuing investigation will be protected from retaliatory actions.

**Sexual Harassment Policy**

The University of Florida is committed to maintaining a safe and comfortable workplace and academic environment. Our sexual harassment policy is available in the Office of Human Resource Services and its web site at www.hr.ufl.edu/eeo. Sexual harassment of employees, students or visitors will not be tolerated by the university.

Sexual harassment occurs in a variety of situations that tend to share a commonality: the inappropriate introduction of sexual activities or comments in a situation where sex would otherwise be irrelevant. Sexual harassment is a form of sex discrimination and a violation of state and federal laws as well as of the policies and regulations of the university.

The university’s policy is to protect all members of the community from sexual harassment. As a result, the responsibility for reporting incidents of sexual harassment also must rest with all members of the university community. Any employee or student who has knowledge of sexual harassment is encouraged to report it to Title IX Coordinator, (352) 392-2477. Employees with supervisory responsibility who have knowledge of sexual harassment are required to report the matter directly to a university official. Any co-worker or student who has knowledge of sexual harassment is strongly encouraged to report it promptly. It is the university’s goal to process complaints of harassment in a prompt and responsive manner to enable appropriate corrective action.

Call the Title IX Coordinator at (352) 392-2477 with your questions or concerns about sexual harassment, including information about reporting procedures. For information about training related to sexual harassment prevention, please visit www.hr.ufl.edu/eeo/training.htm.

**Software Copyright Policy**

The principles for using and managing software are derived from U.S. copyright law, the Florida Computer Crimes Act and legal agreements in the form of licenses and purchase agreements. That foundation makes the University of Florida’s basic policy governing software clear.

All Academic Personnel, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations also are against university policies and regulations, disciplinary action will be taken as appropriate. The software copyright policy is provided on the basis of endorsement by the Council on Information Technologies and Services (May 12, 1994).
Guidelines for following this policy can be found at UF’s Information Technology Policies web site at www.it.ufl.edu/policies/copyright.html.

**Tobacco Policy**

Smoking and tobacco use are prohibited in all facilities and areas of the University of Florida campus with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, elevators, hallways, university-owned or -leased vehicles, garages, restrooms, cafeterias or dining areas, employee lounges, conference and meeting rooms and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, plazas, courtyards, entrance and exit ways and any other areas of the university campus. This policy applies to all faculty, staff, consultants, contractors and visitors.

For purposes of this policy, “university campus” or “campus” includes those lands located in Alachua County, Florida, occupied or controlled by the University of Florida; those lands located in the city of Jacksonville, Florida occupied or controlled by the University of Florida; any other lands in the state of Florida on which a health care facility occupied or controlled by the University of Florida is located; and lands occupied by any fraternity or sorority officially recognized by the University of Florida. The fifty feet (50’) areas surrounding such facilities are also designated as no smoking areas. The President or designee may allow smoking in specific designated areas of campus for clinical treatment purposes, including smoking cessation programs or research-related purposes.

Any facilities occupied or controlled by the University of Florida that are not on the university campus as defined above continue to be designated no smoking facilities.

For purposes of this policy, “smoking” means inhaling, exhaling, burning carrying or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco and any other lit tobacco products. For purposes of this policy, “tobacco use” means the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking, as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars and pipe tobacco.

If a staff or faculty member refuses to comply with the policy, the immediate supervisor shall be notified. The immediate supervisor will follow up with the employee to remind him/her about the policy and available resources. Continuing violations may also result in appropriate disciplinary action up to and including dismissal in conjunction with the university’s progressive disciplinary process.

More information about counseling services, self-help materials and medicines to help smokers and tobacco-users quit successfully can be accessed at www.hr.ufl.edu/policies/tft.

**Workplace Violence Policy**

As a part of the University of Florida’s goal to maintain a safe and comfortable workplace and academic setting, the university has established standards of conduct that cover every member of our community. Specifically, violent acts, threats (direct or implied), unlawful harassment, verbal or physical abuse, stalking, intimidation and other disruptive behavior will not be tolerated and will result in appropriate university response including disciplinary action and criminal prosecution.

As further support of this commitment, the university has established a three-tiered program that focuses on prevention, threat management and related behavioral issues and crisis intervention. Follow the link...
below to read this policy, which includes insight as to steps to take under certain circumstances and resource contact information.

Safety and security are personal and shared responsibilities. While all supervisors and administrators are called on to report inappropriate behavior immediately, the collective involvement of every member of the university community is important and appreciated.

For more information regarding this policy and related material, read UF’s Workplace Violence Policy Statement found online at www.hr.ufl.edu/emp_relations/policy/workplace-violence.asp

Health Insurance Portability and Accountability Act (HIPAA)
The Health Insurance Portability and Accountability Act (HIPAA) is federal legislation designed to limit gaps in health insurance coverage and to improve the privacy of personal health information. Compliance with HIPAA at UF involves completing one or more required training courses and signing a confidentiality agreement. UF’s HIPAA Privacy Officer is responsible for tracking this information.

Full HIPAA compliance by all members of the workforce at UF helps ensure that patients and their families have the privacy of their health information protected. HIPAA regulations set tight boundaries on the use and release of health records and give patients more control over and access to their health information, enabling them to find out how their information may be used and about certain disclosures of their information that have been made.

HIPAA regulations provide clear standards for protecting personal health information, including billing records and fund transfers, recorded or transmitted via paper, e-mail, computers and/or telephone. They also prohibit individuals from looking into patient records without a well-defined professional reason and place limitations on who can access such records. Clinical departments and units performing HIPAA-related business operations must make sure all of their systems, security measures and procedures meet HIPAA requirements. HIPAA includes both civil and criminal penalties for those who violate patients' privacy rights. Additionally, if you are found to be in violation of this law, appropriate disciplinary action may be taken by UF up to and including dismissal.

For further information about HIPAA, visit the UF Privacy web site at privacy.health.ufl.edu/ or contact the Privacy Office at (352) 273-5094.

Should any portion of this handbook be found unenforceable and deemed invalid, such finding shall not invalidate the entire handbook, but only the subject provision. Please also consult the established University of Florida Regulations and Policies www.generalcounsel.ufl.edu/regulations (Chapter 6C1, Florida Administrative Code), your individual notice of appointment and documents in your personnel file.

This publication is available in alternative format upon request. © 2010 HRS.
Welcome to UF!
Gator Resources

- Website dedicated to new and current employees
- Links to variety of resources including those mentioned in this tutorial – and more!

http://www.hr.ufl.edu/gatorresources/default.asp
Employee Handbook

• The information covered in this tutorial is printed in the TEAMS/USPS Employee Handbook

• Please become familiar with the handbook which is found online at http://www.hr.ufl.edu/policies/handbook.pdf
UF Mission

To offer broad-based, inclusive public education, leading-edge research and service to the citizens of Florida and the nation

www.ir.ufl.edu/factbook/mission.htm
• Fall 2010 incoming freshmen class had average 4.3 GPA
  – 95% retention rate among highest in the nation

• UF consistently ranks among the “Top Public Universities” with more than
  – 100 undergraduate majors
  – 200 graduate programs
  – 5,000+ faculty
Research

• National leader in alternative energy research
• UF received more than $619 million in research awards in 2010-11
• Ranks among the top 10 universities for licensing ($11m alone received in revenue for Gatorade!)

http://rgp.ufl.edu/otl/
• Cooperative extension offices in each of the 67 counties
• UF’s radio and television stations reach audiences throughout north central FL
• UF physicians at Shands hospitals serve as medical support team for NASA

www.ufl.edu/facts
UF Economic Impact!

- Annual impact on Florida’s economy is in excess of $8.7 billion!
- UF activities generate 100,000 jobs statewide including more than 34,000 university employees
UF Employment

- While we are part of the State University System (SUS) we also have ‘local employer status’ which allows us to establish our own policies and procedures

- University Board of Trustees (UBOT) is our “Board of Directors”
• Internal system used for all processes related to HR, Payroll, Finances, and Reporting Systems
• Examples: view your paycheck, report your leave
• Customize your home page!
• For help see myUFL Basics Toolkit

www.hr.ufl.edu/training/myUFL/toolkits/myUFLBasics.asp
Take Advantage Of...
• Employee Assistance Program (EAP)
  – Individual confidential free consultations
Gator Perks!

• UF employee program
• Offers special discounts on products and services including
  – Attractions & theme parks, automotive, clothing & accessories, hotel & restaurants, pet supplies…even tax services!

www.hr.ufl.edu/benefits/gatorperks/default.asp
Gator 1 Card

• From the UF Bookstore (Gator 1 Central)
• Your “passport” for
  – Accessing UF facilities
  – UF Library
  – Certain sporting events
  – Purchasing a parking decal
  – And more…

www.bsd.ufl.edu/idcard/
Employment Classifications

• Pay plans
  – Academic Personnel
    • Faculty, Post Docs, graduate and professional student appointments
  – TEAMS
    • Technical, Executive, Administrative and Managerial Support
  – OPS
    • Other Personnel Services

USPS (University Support Personnel System) no new since 1/7/03
Exempt & Non-Exempt

• Based on the Fair Labor Standards Act regarding eligibility for overtime compensation

• Exempt are paid an annual salary
  – Not eligible for overtime compensation

• Non-Exempt are paid an hourly wage
  – Eligible for overtime pay or compensatory time for hours worked over 40 in a workweek (we will look at this later)
Your Appointment

• Receive letter of offer with conditions of employment (salary, job duties etc.)
• Non-Exempt
  – Serve six-month probationary period
• Exempt
  – Six-month initial appointment (may be longer)
• Appointment renewed annually unless otherwise notified
• Appointment cycle is 3/1 to 2/28
Exempt employee with initial six month appointment

Employment starts 4/4/11

Initial appointment ends 10/3/11

Appointment starts 10/4/11 ends 2/29/12

Annual reappointment starts 3/1/12

Non-exempt employee

Employment starts 4/4/11

Probationary period ends 10/3/11

Appointment starts 10/4/11 ends 2/29/12

Annual reappointment starts 3/1/12
Notice of Non-Reappointment

• If an employee’s annual appointment is not renewed:
  – Employee given three months’ notice
    – Does not apply if employee is non-exempt and in probationary period
    – Typically does not affect eligibility to apply for other UF jobs
Time-Limited Positions

- Typically used for grant-funded positions
- Receive a specific time-limited letter at the time of appointment
- When possible employees are provided 45 days’ notice in the event funding is being eliminated
- Time-limited provisions take precedence over non-reappointment requirements
Reporting Time-Non-Exempt Employees

- Use the myUFL Web Clock or Weekly Punch Time
  - Confirm reporting method with your supervisor
- Report time accurately as falsification can result in immediate dismissal

Instruction guides at www.hr.ufl.edu/toolkits
Reporting Leave

- All employees use the myUFL Weekly Elapsed Time to report all types of leave
- Under UF policy your supervisor may require you to use your vacation or compensatory leave at any time

Instruction guides at www.hr.ufl.edu/toolkits
Employment Agreements

• TEAMS employees are required to stay in their initial position for at least six months before eligible for promotion, reassignment or demotion to another position outside their department
Working Hours

- UF workweek is Friday to Thursday
- Confirm your work schedule with your supervisor
- Lunch times vary
  - 30 minutes to 1 hour under policy
- Eligible for two 15-minute breaks
  - When possible and not cumulative
Pay Checks!

- All staff are paid biweekly (Fridays)
- Paid 26 times per year
- Direct deposit is condition of employment
- Access to payroll information and leave balances through myUFL
Performance Appraisals

• Employees on probationary period receive evaluation at end of first six months of employment

• All staff receive annual rated performance evaluation by end of March
  – Rating standards
    • Exceeds-Above Average-Achieves-Minimally Achieves-Below
Pay Increases for TEAMS

- Annual pay increase (if awarded) will be in accordance with guidelines issued by the President and UBOT
- Special pay increases may be awarded for increased responsibility, counter offers, etc.
Attendance

• We count on you!
  – Please contact your supervisor as soon as possible if you will not be in to work
• Three consecutive days absent without approval is cause for dismissal
Voluntary Resignation

- Exempt
  - Requires 30-day notice
- Non-Exempt
  - Requires two-week notice
- Amount of notice affects rehire consideration
- 180-day waiting period before reapplying
Before We Move On - Some UF Trivia!
UF Trivia

• Classes have been meeting on the present site in Gainesville since:
  A. 1906
  B. 1856
  C. 1925

UF now has 16 colleges and more than 150 research centers!
• How many students enrolled in classes on that day?
  A. 1004
  B. 503
  C. 102

More than 50,000 students now enroll each year!
UF Trivia

• Women have been able to enroll at the University of Florida since:
  A. 1925
  B. 1947
  C. 1958

Racial integration began in 1958 when UF’s first black student enrolled in the College of Law
• The reputation of The Gator Nation is worldwide. In Fall 2010, how many International Baccalaureate students were admitted?
  A. 1259
  B. 1307
  C. 1315

Our alumni are located in more than 135 countries!
• According to legend, The Gator Chomp was first ‘performed’ by the Gator band on October 10, 1981 during the home game against which team?
  A. Georgia Bulldogs
  B. Maryland Terrapins
  C. Oregon Ducks

A demonstration wins extra candy!!
Let’s Talk About Leave
Paid Holidays

New Year’s Day
Martin Luther King Jr.’s Birthday
Memorial Day
Fourth of July
Labor Day
UF Homecoming
Veterans Day
Thanksgiving Day and the day after Christmas Day

Paid in relation to your Full-Time Equivalency (FTE)
TEAMS Personal Leave Days

- In addition to UF paid holidays
- All TEAMS employees receive four personal leave days to use between December 26 and 31 (inclusive)
  - If you cannot use the personal days due to work circumstances, you may use them in any increment by the end of the fiscal year (or you will lose them)
Vacation Leave

• Earn 6.769 hours per pay period (hours earned are in proportion to your FTE)
  – Maximum accrual of 352 hours
  – Cash out up to 200 hours upon termination

• May cash out up to 16 hours in December
  – Must have at least 40 hours remaining on balance

www.hr.ufl.edu/leave
Sick Leave

• Earn 4 hours per pay period
• No maximum accrual
• Amounts are in proportion to your FTE
• No cash-out on termination/retirement

To claim previous UF service (non-OPS) please contact Leave Administration on 352-392-2477
Sick Leave Pool

- One-time 8-hour contribution
- Eligible to join
  - Full-time employees must have 64 hours of sick leave on balance (in proportion to FTE)
- Open enrollment period in October
  - All criteria must be met

www.hr.ufl.edu/leave
Overtime Compensation

• Available to non-exempt employees only
• Receive 1 ½ hours for all hours worked over 40 in a UF workweek (Friday through Thursday)
  – Overtime Pay or
  – Overtime Compensatory Leave
    • 120-hour limit (80 hours converted)
Special Compensatory Leave

• Available to non-exempt employees
• Hour-for-hour benefit
• Typically earned if you must work on a paid UF holiday

Exempt employees are not eligible although your supervisor may adjust your schedule to allow a day off if you are required to work on a holiday
Administrative Leave

• Leave granted by the administration or department
• Most commonly used for:
  – Jury duty
  – Short-term military leave
  – Official emergency closing
  – Death in immediate family (may also use sick leave with supervisor authorization)

Does not affect sick/vacation accrued balance
FMLA-Qualifying Events

- Family and Medical Leave Act
  - Provides up to 12 workweeks per fiscal year
  - Not a paid form of leave, must be approved
  - May use vacation and/or sick leave

- May be used for
  - Parental leave, including foster children
  - Serious health condition for an employee, employee’s parent, spouse or child
  - Certain military leave situations

www.hr.ufl.edu/leave/fmla.asp
Professional Development & Educational Opportunities
Training & Organizational Development

• Offered as a benefit of employment and counted as time worked
• Workshops related to personal and professional development
  – Learn to be a more effective supervisor, communicator, leader, etc.
  – myUFL courses: classroom and online!

www.hr.ufl.edu/training
Additional Training Resources

• Environmental Health & Safety
  – Occupational Safety Training
• Reitz Union Leisure Courses
  – Arts & crafts, dance, photography, health & wellness, martial arts
• Informational Technology Training
  – Free computer training programs for faculty and staff

http://hr.ufl.edu/training/other.asp
Employee Education Program (EEP)

- Tuition assistance for up to six credit hours per semester at the institution nearest to your place of work
  - Available to full-time employees after six months of eligible employment
  - State of Florida university
    - Public community college or vocational technology center (TEAMS employees only)

www.hr.ufl.edu/education/eep
Higher Education Opportunity (HEO)

- Annually 50 children of full-time TEAMS employees are selected from a pool of eligible applicants
- Provides tuition assistance to UF or a Florida public community college
  - Covers up to 132 credit hours toward an undergraduate degree
  - Deadline for applications: November 1st

[www.hr.ufl.edu/education/heo](http://www.hr.ufl.edu/education/heo)
Workplace Policies & Procedures
Outside Activities & Employment

- Outside activities/employment are permitted as long as they do not pose a conflict of interest
- Must be reviewed and approval secured from supervisor before beginning any outside employment or activity not previously disclosed

[www.hr.ufl.edu/recruitment/policy](http://www.hr.ufl.edu/recruitment/policy)
Alternate Work Location

• Under some circumstances, employees may be able to work at home under UF policy

• Is available for:
  – Formal telecommuting
  – Medical hardship
Workers’ Compensation

• If an accident/injury occurs during work:
  – Immediately report accident/injury to your supervisor
  – Contact UF Workers Compensation at (352) 392-4940 during regular business hours to file an injury claim

• In an emergency (life or limb)
  – Call 911 or go to the nearest medical facility
  – Contact UFWC as soon as possible report

If outside normal business hours, contact OptaComp directly at 1-877-518-2583
Public Records

• State of Florida Statute
  – Title X Public Officers, Employees, and Records
• Employee information is subject to public records statute and includes home addresses, phone numbers, education and employment information
  – Information provided upon reasonable request in accordance with state statute
  – Personal details (address etc.) will be redacted unless specifically requested
Public Records Exemptions

• Exemptions may apply:
  – Includes social security numbers, birthdate, student records, and HIPAA-protected information (*more over…*)
  – Individuals and their spouses according to current/former employment classifications
    • Includes law enforcement and military personnel, firefighters, judges, attorneys

See [www.leg.state.fl.us/Statutes](http://www.leg.state.fl.us/Statutes) or contact Recruitment & Staffing at [employment@ufl.edu](mailto:employment@ufl.edu)
HIPAA

- HIPAA private data include:
  - Personal Identification Information (PII)
  - Financial information
  - Protected health information
  - Other information protected by law

- Federal and state laws mandate privacy and security safeguards for private data

www.privacy.ufl.edu
Your Responsibilities Regarding Private Data

• Keep it confidential and secure
• Complete HIPAA and Privacy General Awareness Training if required
• If you have access, you are responsible
• Report violations immediately
  – Privacy Hotline (866) 876-4472

www.privacy.ufl.edu
• Smoking and tobacco use are prohibited in all facilities and areas of UF campus without exception
  – “Campus” defined as any facility occupied or controlled by UF
  – Includes - but not limited to - all indoor and outdoor areas and properties
  – Smoking cessation program available (details from EAP on 352-392-5787)

www.hr.ufl.edu/policies
Other Policies to Know

Acceptable Use of Computing Resources
Children in the Workplace
Drug-Free Workplace Statement
Fraudulent or Wrongful Acts
HIV/AIDS
UF Privacy Policy
Sexual Harassment
Software Copyright

www.hr.ufl.edu/policies
Efforts Toward Sustainability!

- UF is trying hard to reduce waste, save resources and protect our environment.
- We need your help to succeed
  - Check with your supervisor about your department’s sustainability efforts
  - Join a Green Team!

www.sustainable.ufl.edu
Awards

• Various state and UF award programs
  – Davis Productivity Awards
    – Honors state government employees who have significantly increased productivity and/or creating added value
  – Superior Accomplishment Awards
    – Recognizes faculty and staff who contribute outstanding service, efficiency and/or economy

http://www.hr.ufl.edu/awards/default.asp
Next Steps!

- Complete Sexual Harassment training
  - Online at myUFL > My Self Service > Training & Development > Online Learning > Preventing Sexual Harassment (need your UFID to logon!)
  - New employees: should complete within 30 days of hire
  - 80% score on Mastery Test required for Certificate
Next Steps!

- **Electronic W-2!**
  - To receive your W-2 electronically you need to register through myUFL > My Self Service > W2/W-2c Consent
  - Your electronic W-2 will be available (through myUFL) on or before January 31st each year that your consent is active
  - Paper W-2s will be mailed to those who do not register for electronic service
Next Steps!

• If you haven’t already – please register your emergency contact information!

• myUFL > My Account > Update Emergency Contact

• If cell phone number registered:
  – automatically subscribes you to UF emergency text messaging service
HR Office On Gainesville Campus!

- Human Resource Services
  - www.hr.ufl.edu
  - 392-2HRS (2477)
- McCarty (IFAS): 392-4777
- Health Science Center: 392-3786
- Physical Plant Division: 392-2333
Special Assistance in Emergency

• Do you need?
  – If you will need special assistance in an emergency, see program leader for emergency assistance request card
Personal Safety

• When walking
  – Walk confidently, be aware of surroundings
  – Don’t walk alone—safety in numbers
  – Stay on populated, well lighted-streets
Personal Safety

- Be aware of people tailgating when entering buildings
- Follow your intuition...trust your feelings
- If you see someone/something suspicious, get away and contact police
Property Security

- Learn to properly secure your property, don’t leave unattended and keep track of keys
Questions?
1853-1905 » University of Florida’s Beginnings
On January 6, 1853, Florida Governor Thomas Brown signs the bill that provided public support to higher education. East Florida Seminary in Ocala is one of the first schools to use this funding, but it soon closes due the Civil War. In 1866, EFS reopens in Gainesville, beginning a 150-year journey to become one of the largest, most prestigious schools in the world.

1906-1927 » Early Gainesville
Gainesville lobbies for the new University of Florida by offering land, money and an agreement to “furnish water to the University without charge.” When the telegraph office in Gainesville announces the good news to the waiting crowd, a noisy celebration begins with ringing church bells, a parade and exploding firecrackers. The Gainesville campus opens for registration on Sept. 24, 1906. Classes begin two days later for the 102 students enrolled.

1928-1947 » Depression & World War II
As John J. Tigert begins his presidency, Florida comes under hard times. The Mediterranean fruit fly cripples the state’s citrus production and the deadliest hurricane to ever hit Florida destroys what was left
of the state’s economy. Then, a year later, the Great Depression begins with the collapse of the stock market. The economy does not recover until America enters World War II in 1941.

1948-1974 » Post-War Expansion
Florida experiences a huge population boom after World War II. Because of its mild climate, Florida was used to train troops for battle. By the time the war is over, Florida has an excellent transportation system for residents and visitors. Many high-tech industries relocate to Florida, most notably the Space Program. The exploding population of the state carries over into its universities. The University of Florida goes from being a school of 5,000 white males to a diverse student body of more than 28,000 men and women.

1975-2003 » National & International Prominence
For 25 years, the University of Florida diversifies and expands into one of the top universities in the nation. UF is a leading public research university situated in what Money magazine calls “the best place to live” in the United States. With a focus on excellence in research, teaching, technology and athletics, the University of Florida will certainly remain a leader in higher education.
1853-1905 » University of Florida’s Beginnings

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1853 » East Florida Seminary Created

East Florida Seminary in Ocala is created in response to public funds being used to support higher education. EFS will later combine with Florida Agricultural College, St. Petersburg Normal and Industrial School and South Florida Military College to become the University of the State of Florida, one of four state universities.

1861-1865 » Civil War Closes East Florida Seminary

Legend has it that all of the faculty and male students of military age serve in some capacity in the service of the Confederacy.
**1866 » East Florida Seminary Moves To Gainesville**

EFS is housed in what later will become the Methodist Church on Northeast First Street in Gainesville. One of the original buildings, Epworth Hall, is still in use today and displays a marker signifying its importance to the Gainesville community.

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**1884 » Florida Agricultural College Opens**

Florida's first land grant college opens in Lake City. Gainesville was originally selected as the site for the new school but could not fulfill its financial obligations. The college site is then moved to Eau Gallie but politics play a part in moving the site once more — to Lake City.

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**1903 » College Named University Of Florida**

Florida Agricultural College changes its name to University of Florida for a short time. The Buckman Act of 1905 abolishes all state-supported schools to consolidate them. UF becomes the University of the State of Florida until 1909 when the name is shortened to University of Florida.
1904 » Sledd Appointed First UF President

Andrew Sledd is selected as the president of the University of Florida at Lake City. In 1905, Sledd is chosen to be the first president of the new University of the State of Florida. Sledd’s appointment as president is entwined in state politics, however. Many believe his standards for the school are too high and that he overlooks the benefits of athletics. He is forced to resign after Governor Albert Gilchrist’s inauguration in 1909.

1905 » Buckman Act

With the public support of higher education, seven co-educational schools have opened. The Buckman Act consolidates these schools to one for white males (UF), one for white females (FSU), one for African-Americans (FAMU) and one school for the deaf and blind.
1906-1927 » Early Gainesville

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1909 » Murphree Becomes President

Albert A. Murphree, former president of West Florida Seminary (now FSU), is appointed second president of the University of Florida. Murphree organizes the colleges of Arts & Sciences, Agriculture, Law and Engineering, and establishes the Graduate School. He prides himself on knowing every student by name.

1910 » Orange And Blue Chosen As Official Colors

UF acquires its colors from the two schools that united to form the new school. The University of Florida at Lake City had school colors of blue and white and East Florida Seminary in Gainesville had orange and black.
1911 » Alligator Chosen As UF Mascot

Every player on the football team is a Floridian and it is the only squad in Gator football history to finish a season undefeated. A local vendor places an order for school banners and chooses the alligator as an emblem. The team travels to South Carolina where it ties USC and upsets Clemson. The team returns home with a name. Several explanations are given for the name, but most point to the team’s captain, Neal “Bo Gator” Storter.

1912 » Florida Alligator is Published

The Florida Alligator begins publication as the first regularly issued student newspaper. It begins as a weekly and for many years will be printed on Saturday night in Anderson Hall.

1918 » World War I

The university serves as a base for 400 soldiers. The students are displaced to local boarding houses as sentries guard the gates and dormitories on campus. In October, an epidemic of Spanish influenza strikes the soldiers and students. One-third of the students grow seriously ill and several die.
The Legislature rules that women of a “mature age” be allowed to enroll during regular semesters in UF programs that are unavailable at Florida State College for Women. Before this, only the summer semester was co-educational to accommodate teachers. The first woman to enroll is Lassie Goodbread-Black in the College of Agriculture.
1928-1947 » Depression & WWII

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John J. Tigert’s administration begins in the midst of a state economic crisis that continues throughout the Great Depression and World War II. State funds for expansion are largely unavailable during his 20-year tenure. The quality of education increases as entrance requirements are heightened and graduate/faculty research intensifies.

The 22,000-seat stadium is named Florida Field and is dedicated to alumni killed in World War I. A bronze memorial plate is embedded in the north wall of the stadium. Unfortunately, Florida loses its first game against the University of Alabama, 20-0.
1935 » Tigert Develops University College

All freshmen and sophomores are required to take seven comprehensive courses covering social sciences, physical sciences, english, math, psychology, humanities (music, art, philosophy), and biology. Upon completion, an Associate of Arts degree is conferred on the student. The University College stays in operation until the late 1970s when it will be merged into the College of Liberal Arts and Sciences.

1941 » Pearl Harbor

Many students join the armed forces and do not return to take final exams after the Christmas vacation. Due to the circumstances, they are given credit for the work that they have completed. More than 10,000 alumni serve in World War II. William Corry and Hubert Schucht, former student body presidents, are among those killed. Corry Village and Schucht Village are named for them.

1947 » J. Hillis Miller President

The postwar enrollment boom is in full swing and the university is experiencing its first year as a fully coeducational institution. In 1945, there were 587 students. In 1946, there are more than 8,000. The university provides married student housing, known as Flavets, for Florida veterans and their families. Miller’s primary efforts are a $15 million building construction program, the expansion of many existing academic programs and the development of the medical colleges.
As World War II ends, more women are interested in attending the University of Florida. The GI Bill that applies to women who served during the war encourages them to seek higher education. Women married to veterans attending UF also want to attend school. By 1950, there are 2,433 women enrolled.
1948-1974 » Post-War Expansion

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1953 » UF Centennial

Century Tower is built to commemorate the university's centennial celebration and honors UF men killed in World Wars I & II. Markers are placed in Lake City, Ocala, Bartow and Gainesville to mark the sites of the colleges that combined to form UF. A 49-bell carillon that rings every 15 minutes will be added in 1979.

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1955 » J. Wayne Reitz Builds Campus Infrastructure

During Reitz's time as president, $50 million is spent on campus construction. Much of that money goes to the Health Science Center and teaching hospital (now Shands), which admitted its first patient in 1958. Segregation ends at UF when George H. Starke, Jr. enrolls in the College of Law as the university's first African-American student.
1958 » First UF-FSU Football Game

The Gators stomp the Seminoles 21-7 in Gainesville.

1967 » President O'Connell Steers UF Through Turbulent Times

Stephen C. O'Connell is the first UF alumnus to serve as president of the university. During his tenure, total student enrollment increased. A 1970 evaluation of graduate programs by the American Council on Education gave national ranking to twenty-two departments compared to eleven in 1965. Perhaps his greatest achievement was the reorganization of the Alumni Association and the creation of an Office of Development staffed by professional fund raisers. The result has been the enrichment of the University's endowment fund. O'Connell lead the campus through its most turbulent period of unrest, as numerous demonstrations, both peaceful and militant, are held to protest the Vietnam War, and racial and feminist issues.

1971 » “Black Thursday” Protest

UF integrates in 1958 with little protest. By fall of 1970, though, there are still only 343 African-American students, who experience a sense of alienation in a historically white campus. A sit-in at the president’s office in April culminates in the arrest of 66 students. When O'Connell refuses to grant amnesty to the demonstrators, approximately one-third of the black students and several black faculty members leave the university. By the time President O'Connell retired in 1973, African American student enrollment had reached over 1,000.
1975-Present » National & International Prominence

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1975 » Marston Assumes UF Presidency During Economic Recession

Rampant inflation and the oil crisis cause the university to severely restrict use of energy and supplies. Even paper for final exams is limited and employees are encouraged to take leave during the winter holidays so the buildings will not have to be heated. President Robert Marston realizes that UF cannot depend solely on state money and encourages support from the private sector.

1984 » Criser Presidency Strengthens UF

In 1985, UF is added to The Association of American Universities, a prestigious higher-education organization comprising the top 63 public and private institutions in North America. UF’s placement
serves as recognition for an outstanding research university with world-renowned programs in medicine, agriculture, engineering, business and law.

**1990 » Lombardi Leads UF Into Top Tier Of Universities**

John Lombardi makes UF a computerized campus, which he accomplishes in one way by creating the Student Computer Requirement in 1997. Students come to know Lombardi for his casual and accessible demeanor, his red pick-up truck, his strolls across campus with his coat slung over one shoulder and those famous black-rimmed glasses.

**1996 » Gator Football Wins National Championship**

The Gators win their first national football championship, defeating FSU 52-20. The team is coached by Steve Spurrier and led by quarterback Danny Wuerffel, who also wins the Heisman Trophy. Florida’s broad athletic program has received national attention since the 1980s for both men’s and women’s teams.

**1998 » Research Yields Growth**

The Evelyn F. and William L. McKnight Brain Institute opens in a $60 million building adjacent to the Health Science Center and Shands at UF medical center. The program now is the most comprehensive of its kind in the world, comprising 300 faculty members from 10 colleges and 51 departments campus-wide.
After 29 years as chancellor of the University of California at Los Angeles, President Charles Young takes the helm of UF. UF is now the nation’s fourth-largest university in terms of enrollment, which now tops 46,000. Students come from all 67 Florida counties, all 50 states and more than 100 countries. A distinguished faculty of some 4,000 attracts more than $400 million in sponsored research funding. The 2,000-acre campus has more than 900 buildings. The university comprises 17 colleges and more than 100 research, service and education centers, bureaus and institutes. UF offers 100 undergraduate degree programs, more than 200 graduate programs and 30 combined-degree programs.