



## **TEAMS and USPS Employee Handbook**

The policies and procedures in this handbook were updated on April 5, 2012.

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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](http://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](http://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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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](http://www.hr.ufl.edu), or contact any of our offices for assistance.

Again, welcome to the University of Florida.

A handwritten signature in black ink that reads "Paula Varnes Fussell". The signature is written in a cursive style.

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).

## Web Site

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 *human-resources@ufl.edu*  
903 West University Avenue  
Phone: 392-1075 Fax: 392-5495

### Classification and Compensation

P.O. Box 115009 *compensation@ufl.edu*  
903 West University Avenue  
Phone: 392-2HRS Fax: 846-3058

### Employee Relations

P.O. Box 115003 *emprel@ufl.edu*  
903 West University Avenue  
Phone: 392-1072 Fax: 392-7991

### Employee Relations Offices

<b>E&amp;G and Auxiliaries</b>	<b>Health Science Center</b>	<b>IFAS</b>	<b>Physical Plant</b>
P.O. Box 115003 Room 212, HRS Bldg Phone: 392-6615 Fax: 392-1726	P.O. Box 100346 Room H-8 Phone: 392-3786 Fax: 273-9026	P.O. Box 110281 2038 McCarty Phone: 392-4777 Fax: 392-3226	P.O. Box 117700 Rm. 106, Bldg 702 Phone: 392-2333 Fax: 846-2043

### Workers'/Unemployment Compensation/ Drug and Alcohol Testing

P.O. Box 115008 *workcomp@ufl.edu*  
903 West University Avenue  
Phone: 392-4940 Fax: 392-8329

**Institutional Equity and Diversity**

P.O. Box 115010                      *eeo@ufl.edu*  
903 West University Avenue  
Phone: 273-1778                      Fax: 392-5495

**Leave Administration**

P.O. Box 115001                      *central-leave@ufl.edu*  
903 West University Avenue  
Phone: 392-2HRS                      Fax: 846-3058

**Recruitment and Staffing**

P.O. Box 115002                      *employment@ufl.edu*  
903 West University Avenue  
Phone: 392-2HRS                      Fax: 846-0668

**Immigration Compliance Services**

P.O. Box 115002                      *ics@ufl.edu*  
903 West University Avenue  
Phone: 392-2HRS                      Fax: 846-0668

**Training and Organizational Development**

P.O. Box 115006                      *training@ufl.edu*  
903 West University Avenue  
Phone: 392-4626                      Fax: 392-1055

**University Benefits and Retirement**

P.O. Box 115007                      *benefits@ufl.edu*  
P.O. Box 115005                      *retirement@ufl.edu*  
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](http://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 paydays 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 Florida Statutes 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](http://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](http://fa.ufl.edu/forms/pdf/fa-ps-dda.pdf) or [fa.ufl.edu/forms/pdf/fa-ps-ddma.pdf](http://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](http://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](http://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](http://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 [www.ufid.ufl.edu](http://www.ufid.ufl.edu)

## **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](http://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 university-sponsored 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](http://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](mailto:compensation@ufl.edu) to ensure you are credited for continuous state service. Please contact University Benefits at (352) 392-2HRS or [benefits@ufl.edu](mailto: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](mailto:employment@ufl.edu) or visit [www.hr.ufl.edu/recruitment](http://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](http://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](http://www.irs.gov/pub/irs-pdf/fw4.pdf), to Classification and Compensation, P.O. Box 115009, 903 West University Avenue. Contact Classification and Compensation at (352) 392-2HRS or [compensation@ufl.edu](mailto:compensation@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](http://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](mailto: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](mailto: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](http://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 (usually the "Weekly Elapsed" screen in the myUFL system) 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](http://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](mailto: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](mailto: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](mailto: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](mailto: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](http://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](http://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 Policies

## Leave Entitlements

These benefits are subject to change, based on current UF policy and regulations.

**LEAVE ENTITLEMENTS**  
(These benefits are subject to change, based on current UF policy and regulations) Updated 02/02/2012

Salary Plan	Full-time Vacation Accrual per pay period	Full-time Sick Leave Accrual per pay period	Full-time Post Doc Leave Accrual per pay period	Vacation: End of Year Conversion to Sick Leave	Overtime Comp Leave (>40 hours)	Regular Comp Leave (>FTE)	Special Comp Leave (>FTE)	Cashout Lifetime Maximums	
								Vacation	Sick
TEAMS Non- Exempt (Hourly)**	6,769 hours	4 hours	N/A	>352 hours	Applicable	N/A	Applicable	Up to 200 hours	TEAMS AND USPS SEPARATIONS EFFECTIVE 01/01/2012 AND OUT-OF-UNIT FACULTY EFFECTIVE 02/17/2012: Employees shall not be paid for any unused sick leave upon separation from employment except in the following circumstances: upon separation from University employment as a result of retirement on or before June 30, 2016. *Hired prior to 4/1/2010 AND 10+ yrs service: one-quarter of balance up to 480 hours *Hired prior to 4/1/2010 with less than 10 yrs service: not eligible for sick leave cashout
TEAMS Exempt (Salary)**	6,769 hours	4 hours	N/A	>352 hours	N/A	N/A	N/A	Up to 200 hours	
USPS Non- Exempt (Hourly)*	*0-5 yrs service: 4 hours *5-10 yrs service: 5 hours *10+ yrs service: 6 hours	4 hours	N/A	>240 hours	Applicable	N/A	Applicable	Up to 200 hours	
USPS Exempt (Salary)*	*0-5 yrs service: 4 hours *5-10 yrs service: 5 hours *10+ yrs service: 6 hours	4 hours	N/A	>240 hours	N/A	Applicable	Applicable	Up to 200 hours	
Out-of-unit 12-month Faculty**	6,769 hours	4 hours	N/A	>352 hours	N/A	N/A	N/A	Up to 200 hours	
Out-of-unit 9/10-mo. Faculty, 9/10-mo. TEAMS**	N/A	4 hours	N/A	N/A	N/A	N/A	N/A	N/A	*Hired 4/1/2010 or after: not eligible for sick leave cashout
In-unit 12-month Faculty**	6,769 hours	4 hours	N/A	>480 hours	N/A	N/A	N/A	Up to 352 hours	*Hired prior to 4/1/2010 AND 10+ yrs service: ¼ of balance up to 480 hours *Hired 4/1/2010 or after: not eligible for sick leave cashout
In-unit 9/10-mo. Faculty, 9/10-mo. TEAMS**	N/A	4 hours	N/A	N/A	N/A	N/A	N/A	N/A	*Hired prior to 4/1/2010 AND 10+ yrs service: 1/4 of balance up to 480 hours *Hired 4/1/2010 or after: not eligible for sick leave cashout
Post Docs**	N/A	N/A	5 hours	N/A	N/A	N/A	N/A	N/A	N/A
OPS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

\*\*TEAMS employees, Post Docs, and 12 month faculty are eligible for 4 Personal Leave Days, which have no cash value upon termination.

\*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 the University of Florida.

### **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](http://www.hr.ufl.edu/leave/sickleavepool).

### **Domestic Violence Leave**

Under a new Florida law, as of July 1, 2007, 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

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

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

<sup>1</sup>In 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.

<sup>2</sup> 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 in a twelve-month period 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](mailto: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 TEAMS employees may either attend a Benefits Enrollment session or complete the enrollment themselves online. 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 so long as the change is consistent with the event and the paperwork for the change is submitted to the University Benefits and Retirement and Retirement office within **31 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 by contacting University Benefits and Retirement at 392-2HRS, or [benefits@ufl.edu](mailto:benefits@ufl.edu), or your Human Resource Services satellite office. A detailed outline of available benefits, including a benefits worksheet and tutorial to assist you with your selections, also is provided in the Benefits section of our web site found at [www.hr.ufl.edu/benefits](http://www.hr.ufl.edu/benefits).

## 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 for single- or family-coverage. 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.

HMOs 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 refer to the company brochures or visit the Benefits section of our web site at [www.hr.ufl.edu/benefits](http://www.hr.ufl.edu/benefits) 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 31 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.

### **Domestic Partner Health Insurance**

All benefits-eligible faculty and staff are eligible for domestic partner health insurance. 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.

The plan is sponsored through AvMed and is an HMO plan design. Although it is an HMO, care can still be accessed while outside of the local network, however, plan benefits will tend to be less generous. For family coverage, the monthly premium is comprised of both an employee and employer contribution. Based on IRS regulations, the portion paid on behalf of the employee is considered non-taxable, however the contribution made on behalf of the partner/family is considered taxable income to the employee.

Employees with domestic partners who work for the University of Florida and are in benefits eligible positions are able to enroll in the UF's Partner Program (similar to the state's spouse program). Coverage under the Partner Program is provided at a minimum cost as long as both are full-time employees. However, due to IRS regulations, the value of the benefit is considered income for purposes of calculating federal taxes. This impact will be assessed to the primary partner (i.e., the individual who has been employed longer). For more information on the plan, visit [www.hr.ufl.edu/benefits](http://www.hr.ufl.edu/benefits) or call (352) 392-2477.

## **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. Actual coverage amount is equal to 1½ times your salary. The university pays 80 percent of your premium, based upon your FTE. Effective January 1, 2011, the coverage amount will be a flat \$25,000. This insurance is for the employee only—dependents are not eligible. For more information or updates, please visit [www.hr.ufl.edu/benefits](http://www.hr.ufl.edu/benefits) or call (352) 392-2HRS.

### **State of Florida Group Life Insurance: Optional**

Employees are eligible to purchase one to five times their salary as part of this state of Florida-sponsored supplemental life insurance plan. Employees may choose this plan during their first 60 days of employment without evidence of insurability. 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.

### **University Term Life Insurance**

This level-term life insurance program is available to all USPS and TEAMS employees with at least a .50 FTE. As a new employee, you may purchase up to \$100,000 of life insurance for yourself, up to \$50,000 for your spouse, and up to \$25,000 for your children. Under no circumstances may a dependent be covered for more than half of the amount of the employee's coverage.

Each year during Open Enrollment and without evidence of insurability, you may apply to purchase \$10,000 of additional insurance for yourself and \$5,000 for dependents. Requests for additional coverage may be submitted at any time along with a medical application. There is no limit on the amount of insurance available to you and/or your spouse; however, dependent children are limited to a maximum of \$25,000 of coverage. Although this coverage may be increased only during open enrollment, it may be decreased or cancelled at any time.

## **Supplemental Insurance Coverage**

All premiums for state-sponsored supplemental insurance plans must be deducted on a pre-tax basis.

### **Cancer Plans**

Several coverage-level options are available. An individual must be cancer-free to enroll, and the amount of coverage varies with the plan selected. Every plan has a first occurrence benefit, which is a lump-sum payment made directly to the insured at the time cancer is diagnosed. This plan also helps pay toward the cost of transportation and family lodging--two major expenses that are not covered by primary health insurance.

### **Dental Coverage**

Several coverage options are currently available, offering pre-paid 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. Indemnity plans have deductibles, but you may go to a dentist of your choice.

*Please note:* The University of Florida offers a *post-tax* dental coverage plan. Please see details below under Other Insurances.

### **Hospital Expense Supplemental Plans**

Several supplemental hospitalization insurance plan options are available and 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 Accident and/or Short-Term Disability Insurance**

The state accident plan provides coverage for accidental injuries on or off the job and pays regardless of any other insurance you may have, including workers' compensation, hospitalization, vacation leave, or sick leave. Benefits are paid directly to you unless you specify otherwise. The short-term disability plan provides a partial income replacement for up to two years in the event of a disability or illness. The amount and the benefit period may vary based upon your needs.

### **Florida Flexible Benefits Plan**

All TEAMS and USPS employees paid from salary sources are eligible to participate in the Florida 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 and life insurance premiums paid on a pre-tax basis must sign a waiver each year 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 submit a claim to the People First Service Center along with proof of the expense. 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- or post-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 will be eligible to enroll in a Limited Medical Reimbursement Account. Expenses eligible for reimbursement under the account include dental, vision, and some preventative services. 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 enrolled in an HSA.
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.

Again, money deposited into this account must be used by the calendar year-end, or it will be lost.

## **Other Insurances**

### **Long-Term Care Insurance**

This insurance is available to all USPS and TEAMS employees with at least a .50 FTE and their spouses. In addition, parents and grandparents of both the employee and his or her spouse are eligible to enroll via medical application. Long-term care insurance provides coverage for extended care for a chronic illness or disabling condition. Care may be provided in the home, a community-based facility, or an institution.

### **Long-Term Disability Insurance**

All employees with FTEs of at least .50 may participate in long-term disability insurance, which provides a lifetime partial income in the event of disability. Employees may elect either a 30-day or a 90-day elimination period during which benefits will become payable under the plan. This income benefit is tax-free and can help maintain an income source in the event of a disability.

### **Personal Accident Insurance**

This plan provides 24-hour, worldwide coverage for you and your dependents for accidental death and dismemberment. Various coverage limits are available.

## **Qualifying Status Change Events**

As a result of participation in the Florida flexible benefits plan, which means that premiums are taken on a pre-tax basis, **employees may make changes to their benefits only within the first 31 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.

## **Other Benefits**

### **Automobile Insurance**

You may purchase automobile insurance under a contract between the university and a major insurance carrier that serves large employee groups. Information regarding the company and its agent may be obtained from University Benefits and Retirement, your Human Resource Services satellite office, or the Benefits of Employment section of our web site at [www.hr.ufl.edu/benefits](http://www.hr.ufl.edu/benefits). Although this is not a group plan, payment of premiums may be handled through payroll deductions.

### **Discounts to Florida Attractions**

As a benefit of your employment, you are eligible to receive discount cards for Busch Gardens and Sea World. Employees may obtain these cards by visiting University Benefits and Retirement or their Human Resource Services satellite office.

## 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 (FPP)

All employees are eligible to participate in the Florida Pension Plan (FPP). This is a defined benefit plan in which all contributions are made by the University of Florida. The plan has been non-contributory for members since 1975.

If you participate in the FPP, 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 (listed below) 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.

The following factors apply to Florida Retirement System (FRS) benefits (for regular class\*):

- 1.60% Age 62 or 30 years of service at time of retirement
- 1.63% Age 63 or 31 years of service at time of retirement
- 1.65% Age 64 or 32 years of service at time of retirement
- 1.68% Age 65 + or 33 + years of service at time of retirement

The FPP 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 three percent annual cost-of-living increases. 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 (made prior to 1975) 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 made prior to January 1, 1975.)

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 Florida Pension Plan will be eligible for benefits under Social Security coverage.

For more information, please contact University Retirement at 392-2HRS or [retirement@ufl.edu](mailto:retirement@ufl.edu).

*\* Regular class refers to USPS, TEAMS, and Academic Personnel who are not enrolled in the FRS Investment Plan or Optional Retirement Plan, 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 Florida Retirement System (FRS) benefits were enhanced to provide additional choices for employees upon reaching normal retirement age, age 62, or 30 years of service at any age.\*

(Special Risk normal retirement date is age 55, or 25 years of special risk service, whichever comes first.) 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.

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](http://www.hr.ufl.edu/retirement/other/specialpayplan.asp) or contact University Retirement. Because DROP is complex, you are encouraged to arrange for a one-on-one retirement counseling session with a University Retirement specialist. Please contact University Retirement at (352) 392-2HRS or [retirement@ufl.edu](mailto:retirement@ufl.edu) to schedule an appointment.

### **Florida Retirement System Investment Plan (FIP)**

Exempt and non-exempt employees may choose instead to participate in the FRS Investment Plan (FIP), also known as the Public Employees Optional Retirement Program (PEORP). The FIP is a defined contribution plan in which the employer contributes a percentage of the employee's salary into an annuity on a biweekly basis. Retirement benefits are determined by the amount in an employee's account at the time of termination. 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 FIP. Visit [www.myfrs.com](http://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 FIP also are eligible for benefits under Social Security coverage.

### **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 from several companies by payroll deduction. These 403(b) and 457(b) tax-sheltered annuities result in a tax deferral 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. For details, please visit the Retirement section of HRS's web site at [www.hr.ufl.edu/retirement/voluntary/roth403b.asp](http://www.hr.ufl.edu/retirement/voluntary/roth403b.asp) or contact University Retirement.

### **Retirement and Financial Planning Programs**

Each year, University Retirement sponsors the Retirement and Financial Planning presentations—a series of programs offered free of charge and open to all university employees. The Retirement and Financial Planning series is designed to help you set financial objectives and create a plan to ensure you reach them. Contact University Retirement at (352) 392-2HRS or [retirement@ufl.edu](mailto:retirement@ufl.edu), or visit the Training section of our web site at [www.hr.ufl.edu/training](http://www.hr.ufl.edu/training) for a schedule and program descriptions.

# 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 Resource Services 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.

## 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](mailto: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](mailto: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 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](http://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](mailto: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](http://my.ufl.edu) and navigate to Request Training Enrollment via 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](mailto: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](http://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](mailto: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.

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](http://www.hr.ufl.edu/training/compliance) for a current list of our partners.

### **Computer Application Training**

Employees often need to use Microsoft Excel 2007 or Microsoft Access 2007 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 help, New Horizons instructors are on campus, at a reduced rate of \$75 per day, to provide all-day instruction on these important computer applications. These workshops are held each semester and last all day—typically 8:30 a.m. to 4:30 p.m. with an hour’s break for lunch on your own.

If a charge will be assessed for a workshop, the fee will be listed in the course title—for example, Microsoft Excel – Basic – \$75. If you are registered for a course, you will receive an invoice one (1) week prior to the session date. You must complete the invoice, including appropriate ChartFields and supervisory signature, and return it via fax to the Office of Human Resource Services at (352) 393-5495 by the session date. Charges will be assessed for completions (the employee attended the workshop as registered), “no shows” (the employee registered but did not attend), and last-minute cancellations (the person registered, then cancelled, but with less than three days’ notice). There will be no charge for timely cancellations.

### **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](http://my.ufl.edu), then navigate to 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.

### **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 assistant 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 up to and including assistant director level. Employees at the assistant 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](http://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](http://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 attend New Employee Orientation 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.

### **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 and go to > My Self Service > Training and Development > Preventing Sexual Harassment.

### **PRO3 Series**

The Pro3 Series comprises 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](http://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](http://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](http://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**

- "Great Leaders, Great Teams, Great Results" is a two-day session for leaders based on the work of Steven Covey, Ram Charan, Jack Welch, and others. This program includes a 360-degree assessment for participants and is aligned with the UF leadership/management competency model.
- "Leadership Foundation" is a one-day workshop that focuses on principles of leadership excellence.
- For information about Advanced Leadership for Academics and Professionals and the UF Academy, please see the Leadership Development section, above.
- With our 360-degree Assessments, several tools are available to support leaders on campus get useful feedback about their effectiveness.

#### **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 \$2,000, 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 Bob Parks, Assistant Director for Training and Organizational Development, at (352) 273-1756.

# 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. 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](mailto: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](mailto: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. 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 Office of Institutional Equity and Diversity at 903 West University Avenue, P.O. Box 115010, (352) 273-1778 or (352) 273-1725. 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](http://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](mailto:osfield@ufl.edu) or by telephone at 392-7056 (voice), 846-1046 (TDD). For more information, visit UF’s Americans With Disabilities Act Compliance Office web site at [www.ada.ufl.edu](http://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](http://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](http://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 7:00 AM to 11:00 PM (holidays excluded). Rides are by appointment only. Ride requests must be submitted by 2:00 PM the day before your first ride. To schedule a ride, visit us online at [parking.ufl.edu](http://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](http://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](mailto: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](mailto:abuse@ufl.edu). For more information, please visit the Computing and Network Services web site at [www.cns.ufl.edu](http://www.cns.ufl.edu) or the Office of the General Counsel's site at [www.generalcounsel.ufl.edu](http://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](mailto: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](mailto: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](mailto: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](http://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 the director of Institutional Equity and Diversity. 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 Institutional Equity and Diversity Office at (352) 392-1075 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](http://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](http://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](http://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](http://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/](http://privacy.health.ufl.edu/) or contact the Privacy Office at (352) 273-5094.

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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](http://www.generalcounsel.ufl.edu/regulations) (Chapter 6C1, Florida Administrative Code), your individual notice of appointment, and documents in your personnel file.

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