

**One employee at a time,
our nation grows.**

**Welcome to
The Gator Nation.**

UF | UNIVERSITY of
FLORIDA
The Foundation for The Gator Nation



Welcome to The Gator Nation



On behalf of the Office of Human Resource Services, welcome to the University of Florida (UF) and The Gator Nation. We are delighted with your decision to join one of the top academic institutions in the country. As one of only 17 public, land-grant institutions designated a member of the Association for American Universities, UF is highly regarded for its educational opportunities, renowned faculty, innovative research, and service.

Ranked by *careerbliss.com* as one of the top 10 great universities to work, UF has a reputation as an outstanding employer. In addition to being a great place to work, the university is located in Gainesville, Florida—a city ranked as one of the “50 best places to live and play” by *National Geographic Adventure* and one of the “top 10 small cities” by *USA Today*.

This guide provides an overview and introduction to the university programs, policies, and opportunities that will help you begin a successful career at UF. Please take some time to familiarize yourself with these resources. Should you need more detailed information about any of the issues outlined in this guide, I encourage you to explore our web site at **www.hr.ufl.edu** or contact any of our offices for assistance.

It is the people who make a university great. We hope you find your employment with the university challenging and rewarding because our success depends on you.

Again, welcome to the University of Florida.

Paula Varnes Fussell

PAULA VARNES FUSSELL
Vice President for Human Resource Services

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New Employee Guide 2012 Edition

WHERE TO FIND US

Human Resource Services is located at 903 West University Avenue.

Satellite offices serve employees of the Health Science Center, IFAS, and the Physical Plant Division (PPD):

Health Science Center
H8 Communicore Building

IFAS
2038 McCarty Hall

PPD
Building 701

Of course, you can always find us online. Visit us at www.hr.ufl.edu.

HOW TO CONTACT US

Call our Service Center at (352) 392-2HRS, TDD 1 (800) 955-8771, or e-mail us at human-resources@ufl.edu.

Editor: Angie Brown
Cover Photo: Ray Carson, UF News Bureau

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UF UNIVERSITY of
FLORIDA
Office of Human
Resource Services



UF faculty members have conducted research or taught on every continent — even Antarctica.

The Gator Nation

For information about UF athletics, students, alumni, and more—including links and videos —visit theufadventure.com.

Online resource for employees

Visit UF's GatorResources web page at www.hr.ufl.edu/gatorresources for links to a range of helpful information as you become familiar with your new role and beyond.

Getting Started

Everyone associated with the University of Florida—past, present, and future—is a member of The Gator Nation! The Gator Nation is all over the world and includes students, alumni, faculty, staff, and administration as well as family and friends.

Each task you perform as part of your job at UF helps add another brick to the foundation of The Gator Nation. Your work — from answering phones to mentoring students, from conducting cutting-edge research to making campus more beautiful — is vital to the atmosphere, culture, and traditions that make the University of Florida the unique institution it is. Just as you will come to know and enjoy this university as the special place where you do your work, you will be adding your own creativity, energy, and excitement to make it what it will be tomorrow.

The University of Florida employs approximately 24,000 employees with a range of job titles, descriptions, and pay plans. Each pay plan has its own variation of benefits and employment practices. As a new employee, you may fall into one of three pay plans:

- **Academic Personnel** include professors, university librarians, research associates, and lecturers—to name a few.
- **TEAMS—Technical, Executive, Administrative, and Managerial Support** — includes employees such as biological scientists, accountants, custodians, program assistants, and many more.

Note: While some current employees have chosen to remain with an older pay plan, new staff employees are hired under the TEAMS pay plan. The older pay plan is called USPS, or University Support Personnel System.

- **OPS (Other Personnel Services)** includes temporary employees who are not eligible for the standard benefit programs, but are automatically enrolled in an alternative retirement program.

For more information about UF's pay plans, please visit Human Resource Services' web site at www.hr.ufl.edu.

Campus Slang

The Gator Nation: Everyone associated with the University of Florida—past, present, or future—is a member of The Gator Nation. Go Gators!

RTS: Regional Transit System. This is the local bus network operating on campus and throughout Gainesville.

DDDs: Campus memoranda sent to Deans, Directors, and Department Chairs.

French Fries: The bright yellow steel sculpture located near the CSE building. The actual name of the piece is Alachua (the name of the county in which Gainesville is located).

The Rock, or the Potato: The large rock at the center of Turlington Plaza. It is a “simulated moon rock” that was donated to the university many years ago. Turlington Plaza is a very popular meeting place on campus.

The Set: Area located beside Carleton Auditorium where students “hang out” between classes.

HOW TO GET NEWS AND INFORMATION

UF is a large and sometimes overwhelming organization. These sources make it easier to stay up-to-date on university news and information.

The **InfoGator**, an electronic newsletter from Human Resource Services, is a monthly publication with news about your work/life at UF, including insurance updates, professional development opportunities, vacation and pay reminders, and much more. All TEAMS, USPS, and Academic Personnel are automatically subscribed to the InfoGator, as it is the primary source of employer-employee communication. If you do not receive the InfoGator within the first three months of your employment, please e-mail human-resources@ufl.edu.

InsideUF is produced in print and online by the Office of University Relations for faculty, staff, and students of the University of Florida. An official campus news source, InsideUF is designed to serve the diverse information needs of the broad UF community. The main goal of InsideUF is to feature news of people, places, and events from every corner of campus. InsideUF may be found online at insideuf.ufl.edu.

The **Independent Florida Alligator** is a student-run newspaper focusing on University of Florida news. It is distributed free-of-charge via newsstands throughout campus Monday through Friday and may be found online at www.alligator.org.

UF's portal, or myUFL, is an internal communications vehicle for university faculty and staff. Located on the web at my.ufl.edu, the portal is where you will find your personal payroll statement, update your contact information, report time and leave, check your benefits information, and more. Many employees also use myUFL to perform job functions including human resource and financial transactions. For access to myUFL, you will need a GatorLink username and password.

Campus memoranda sent to Deans, Directors, and Department Chairs (DDD) are available for any employee to receive as well. To subscribe to the DDD e-mail list, visit www.admin.ufl.edu/ddd. The subjects of these memoranda are generally related to organizational and policy changes.

UF's Office of Sustainability

Learn how UF is working to reduce its carbon footprint and create a culture of sustainability—and find out how you can help—at www.sustainability.ufl.edu.



Plaza of the Americas: The large lawn in front of the Smathers Library (Library West).

CSE: Computer Science and Engineering. The main computer lab is located next to the Hub and Turlington Hall.

The Hub: The Hub is home to the UF International Center as well as one of the campus food courts.

UFPD: University of Florida Police Department. UF has on-campus law enforcement. In addition, more than 230 Emergency Blue Light Phones provide a direct link to the UFPD Communications Center, and in case of an emergency, simply pick up the receiver or push the button and you're connected. The operator will know your exact location on campus and will dispatch an officer to your area regardless of voice contact.

JWRU or the Union: J. Wayne Reitz Union. The student union is a centrally located facility with a food court, campus bookstore, Gator 1 ID Card Services, game room, bowling alley, travel agency, outdoor equipment outfitter, salon, frame/picture shop, cinema, hotel, Student Activities Center, Career Resource Center, Student Government offices, and more.

How to get your Gator 1 card

Ask your unit's administrative support to complete the On-Line ID Card Authorization. Bring a picture ID (such as a driver's license or passport) to one of the ID Card offices to receive your Gator1 Card.

ID Card Services

Room G071
UF Bookstore & Welcome Center
Museum Road
(352) 392-8343
idcard@bsd.ufl.edu
8:00 a.m. to 4:30 p.m.

Shands and Health Science Center Employees:

Shands Hospital

Employee Resource Center

Room #1004
1600 SW Archer Road
(352) 392-0043
7:30 a.m. to 4:30 p.m.

Health Science Center

Medical Science Building

Room NG10

Need to run an errand?

Try ZipCar

Ten low-emission vehicles, including three hybrids, are available for use by anyone in the UF community. Pay from \$8 an hour or \$66 a day for the vehicle, gas, insurance, maintenance, a reserved parking space, 180 free miles per day, roadside assistance, and 24-hour customer service. For more information, please visit

www.zipcar.com/ufl.

Getting around campus

An overview of campus transportation options is available at www.parking.ufl.edu/pages/transcommopt.asp. A point-to-point "Campus Cab" is available for UF faculty and staff on the Main Campus, East Campus, and some UF facilities in Alachua. Call (352) 392-7433 or learn more at parking.ufl.edu/subpages/campuscab.html.

GATOR 1 ID CARDS

In addition to being the official University of Florida ID card, the Gator 1 Card provides access for faculty, staff, and students, as well as their spouses or domestic partners, to many activities on campus, such as:

1. CIRCA Computer Labs
2. Campus libraries and access to periodical databases in LUIS
Your Library Identification Number is printed under the barcode and starts with 200. For first use, present at the library circulation desk to activate. Those who are not faculty, staff, or students (e.g., spouses) must apply for special borrower privileges.
3. Student Rec & Fitness Center and Southwest Rec Center (fees apply for staff and faculty)
4. Recreation facilities at Lake Wauburg
5. Intramural sports
6. Gator Growl tickets
7. Gator Dining account
8. Prepaid vending accounts
9. Gated parking lots
10. Free RTS bus service
11. Use as a Wachovia Bank ATM card
12. Security and door-entry systems at Shands Hospital and some UF locations
13. ID/security badge at the Health Science Center and Shands Hospital

GETTING TO WORK

Of course you can drive or walk to work, but some alternatives to consider are:

Regional Transit System (RTS)

RTS provides public transportation covering most of Gainesville with frequent bus routes throughout the university. It is a free benefit of employment with a Gator 1 card. For route information, please visit www.go-rts.com. A real-time GPS locator for buses is also available at ufl.transloc.com.

Bicycles

Gainesville and the University of Florida are bicycle-friendly communities, as many employees and students opt to ride their bikes to campus. When available, use bike lanes and always adhere to Florida's bicycle laws. For more information, visit www.police.ufl.edu/csd/csd_bsep.asp. Most RTS buses are equipped with bicycle racks so you can take your bike with you.

Carpool Program

UF's carpool program encourages eligible University of Florida and Shands faculty and staff members to share the ride to and from campus. Registered carpool members purchase their own annual carpool decals at about half the cost of an Orange or Blue faculty/staff decal. UF Zimride can help you find carpool partners by searching for other employees who live near you and have similar schedules and lifestyle preferences. For more information, visit zimride.com/ufl.

PARKING ON CAMPUS

Individuals who have an ongoing need to park a motor vehicle on campus during restricted hours (weekdays, 7:30 a.m. to 4:30 p.m. unless signage indicates otherwise) must display a valid decal or permit. The permit you hold will allow you to park in one or more specific areas, depending on the decal. The decal you may purchase is determined by several eligibility requirements.

Decals may be purchased at the Customer Service Office, Bldg. 254, Gale Lemerand Drive (just north of the corner of Gale Lemerand Drive and Mowry Road). Eligible faculty and staff can buy decals either annually or for the current semester; select decals can be purchased on a monthly, weekly, or daily basis. An annual decal is valid from May 1 until April 30. Annual decals may be renewed each year beginning in April.

Faculty and staff using a state-issued Disabled Persons Parking Placard are required to purchase a UF Disabled Persons Parking Decal. Both the placard and the decal must be displayed on your vehicle to avoid citations. If you have a mobility-related disability, you may be eligible for special parking accommodations by purchasing a UF Disabled Persons Decal.

INDIVIDUALS WITH DISABILITIES

The University of Florida, adhering to the guidelines of the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 (Section 504), makes reasonable accommodations to employees and prospective employees with disabilities.

To help provide the best possible service to students, staff, faculty, and visitors, the University of Florida's ADA Compliance Office ensures access for persons with disabilities. The office also coordinates information sessions for Academic Personnel and Student Affairs staff.

For more information about access to telecommunications, alternate print publications, physical access, transportation, interpreters for the deaf and hearing-impaired, or any other disability-related issues, please contact the ADA Compliance Office at (352) 392-7056 (TDD/TTY 711), 916 Newell Drive, or visit www.ada.ufl.edu.

EQUAL EMPLOYMENT OPPORTUNITY

UF is committed to providing equal opportunity in all university practices, programs, policies, and procedures. Any applicant or employee who believes that he or she has been discriminated against may file a complaint with the Institutional Equity and Diversity office. All complaints shall be investigated in accordance with the procedures set forth by university regulations and policies or law.

SEXUAL HARASSMENT

UF seeks to maintain a safe and comfortable workplace and academic environment. HRS provides online sexual harassment training for employees and students. Sexual harassment of employees, students, or visitors will not be tolerated by the university. Call the Institutional Equity and Diversity office with questions or concerns about sexual harassment, including information about reporting procedures. For more information, visit www.hr.ufl.edu/eo/sexharassment.htm.

Transportation & Parking Services

Hours: Mon. - Fri., 8:00 a.m. to 4:30 p.m.

Phone: (352) 392-7275 (until 5:00 p.m.)

www.parking.ufl.edu

Gator Lift

Gator Lift provides fast, dependable, and comfortable on-campus transportation to members of the UF community with permanent or temporary disabilities. To schedule a ride, use the Gator Lift Transportation Scheduling Form at www.parking.ufl.edu/subpages/gatorlift.html. Please be sure to call Gator Lift at (352) 494-2305 before your first ride to confirm your schedule. For more information about Gator Lift, call Transportation and Parking Services at (352) 392-8048.

Institutional Equity and Diversity

Phone: (352) 392-1075

www.hr.ufl.edu/eo

Online training available

New employees are expected to complete an online sexual harassment training within their first 30 days of employment, and current employees are expected to complete the online refresher training program every two years. To do so, sign on to the myUFL system at my.ufl.edu and navigate to My Self Service, Training and Development, Online Learning, "Preventing Sexual Harassment."

Computing Policies and Services

The University of Florida has a dynamic and diverse information technology environment serving students, faculty, staff, and groups affiliated with The Gator Nation.

POLICIES

All UF employees are required to abide by two fundamental computing policies. The Acceptable Use Policy describes appropriate actions and conduct expected with the use of university technology resources. The Data Security Policy defines employee responsibilities to ensure UF restricted information is protected. Both policies are available on the University of Florida Information Technology (UFIT) web site at www.it.ufl.edu/policies.

SERVICES

Desktop Support. Your college, department, or unit provides desktop support for your computer, laptop, and/or mobile device. Contact your departmental administrator to be sure you know who will provide this service for you.

E-Learning Support. UF Information Technology (UFIT) provides resources, technical assistance, and equipment to assist UF faculty, staff, and students. The office supports 15,000+ course sections through the e-Learning course management system. Visit lss.at.ufl.edu for more information.

E-mail. UF uses a variety of e-mail systems, including UF Exchange, which offers secure e-mail, unlimited storage, web access, and support for mobile devices. Your department will provide you with an e-mail account on the system it uses.

GatorLink. Everyone who accesses University of Florida computing services is required to have a GatorLink username and password. Your GatorLink ID is associated with your UFID. For more information about GatorLink visit www.gatorlink.ufl.edu.

Help Desk. The UF Computing Help Desk provides phone, e-mail, and walk-in computer consulting to faculty, staff, and students as well as communications with campus IT support as needed to resolve computing issues. Services include GatorLink account services, technical consulting, enterprise web services support, discounted personal software, help with desktop applications, and assistance with personally-owned laptop and mobile devices. Visit helpdesk.ufl.edu for more information.

High Performance Computing. The university has significant clustered computational facilities for research computing. See www.hpc.ufl.edu for additional information.

ISIS. The Integrated Student Information System (ISIS) available at www.isis.ufl.edu is the university's registration and records system.

IT Security. The University of Florida has made online security, records, and data privacy a top priority. It is vitally important that everyone affiliated with The Gator Nation remain vigilant when it comes to protecting university information systems. All members of the university community should visit security.ufl.edu regularly for updated information and alerts.

UFIT provides many additional services to campus. Visit www.it.ufl.edu for more information.

Preserving your privacy rights

The University of Florida values individuals' privacy and actively seeks to preserve the privacy rights of those who share information with us. Policies and procedures applying to information in health, workplace, academic, and financial situations may be found on the UF Privacy Office's web site at privacy.ufl.edu. If you have questions or concerns, please call the Privacy Office at (352) 273-1212.

In case of emergency

The University of Florida collects employees' personal contact information for the sole purpose of disseminating information quickly to as many sources as possible in the event of an emergency or disaster affecting campus. You will be asked to provide this information when you obtain your Gatorlink ID.

Please know that your personal emergency contact, personal cell phones, and personal e-mail addresses will not be used for any other purpose or shared with parties outside the university. Additionally, this information is exempt from the Sunshine Law, meaning no other agency may be granted access to it. For more information on UF's Emergency Management plans, please visit www.ehs.ufl.edu/disasterplan.

In 1965, Gatorade was created in a UF lab and is now sold worldwide in a multitude of flavors.

MYUFL SYSTEM

myUFL, found at my.ufl.edu, is the university's portal for access to a variety of online services and enterprise-wide applications. Services and applications available include purchasing, travel and expense reimbursement, hiring, reporting time and leave, research administration, accounting functions, student finances, and more. The system is managed by UF Enterprise Systems. Here are a few ways you may use the myUFL system during your first days of employment.

View your earnings statement. Because the University of Florida typically does not issue paper paychecks, you can view and print your earnings statement from myUFL. It is recommended that you regularly check your online earnings statement for accurate deductions at my.ufl.edu. Sign on with your GatorLink username and password. Then click Main Menu > My Self Service > Payroll and Compensation > View Paycheck. Other useful menu items under Payroll and Compensation include W-4 Tax Information, Compensation History, and View Leave History.

Electronic W-2s. To consent to receive your W-2 electronically, log in to the myUFL system, click Main Menu, and navigate to My Self Service > W-2/W-2c Consent. Consent will be confirmed via e-mail and is valid for all subsequent years unless you choose to withdraw consent, or upon termination of employment. If you do not consent, you will receive your W-2 by U.S. mail. Employees are responsible for updating their contact information in the myUFL system.

Timekeeping. Non-exempt employees, who are paid an hourly rate, should report time worked through myUFL's Time Reporting function, or via a time card, depending on their departments' protocols. While non-exempt employees are required to "punch out" during lunch, they are not required to report breaks. To report time, sign on to my.ufl.edu with your GatorLink username and password. Then click Main Menu > My Self Service > Time Reporting > Report Weekly Punch Time. Under the blue bar, enter the date and time, punch type ("IN" or "OUT"), and click "Save."

Exempt employees and Academic Personnel are paid a salary and report time on an exception basis – specifically, sick, vacation, and sometimes holiday time. All employees who accrue leave report such absences through myUFL's My Self Service > Time Reporting > Weekly Time Elapsed function.

Keep your address up-to-date. The UF Directory is the sole authoritative source for employee addresses. If you need to update your contact information, please do so via the UF Directory. Sign on to my.ufl.edu with your GatorLink username and password. Click Main Menu > My Account > Update My Directory Profile. Employees are strongly encouraged to list accurate home and campus mailing addresses. Your UF Business Mailing Address refers to your campus MAILING address, not your physical location. The university sends important information related to your benefits to this address.

Register for training. UF offers many opportunities for professional development. To register for courses, sign on to myUFL, click Main Menu, then navigate to My Self Service > Training and Development. Click on "Request Training Enrollment" and then search and/or register for courses by date, title, or course number, or click "Search" to view all available courses. More information about Training and Organizational Development, as well as other training resources, may be found online at www.hr.ufl.edu/training.

Travel. Many departments have centralized travel arrangements through a college or department administrator. If you will be entering travel arrangements for yourself or those in your department, you will be expected to complete training on this function.



Find the tools you need

The myUFL Toolkits provide a range of resources designed to assist you in using the myUFL system, including online simulations, instruction guides, and contact information. Visit the HRS web site at www.hr.ufl.edu/toolkits to learn more.



Insurance

Part of what makes the University of Florida's benefits package so appealing is its insurance and retirement plans. If you choose to enroll in the insurance plans available, you must do so within 60 days of your date of hire. After enrolling in health and basic life insurance, your effective date—the date on which your coverage begins—will fall on the first day of the following month. The effective date for other benefits will vary based on the plan and the payroll cycle.

SIGNING UP FOR BENEFITS

New TEAMS and Academic Personnel employees are encouraged to attend either New Employee Orientation (designed for staff) or Faculty Orientation (for Academic Personnel) prior to enrolling in benefits. New employees may sign up for benefits by one of two methods:

- Enroll online through People First, the state of Florida's third-party administrator for "state-sponsored" plans, by visiting <https://peoplefirst.myflorida.com> or by calling (866) 663-4735, OR
- Sign up for a Benefits Enrollment session offered through Human Resource Services. In this group session, a UF benefits counselor will assist you and other recently hired employees in navigating the People First system to enroll online in your chosen "state-sponsored" plans.

In either case, to complete your enrollment, you will need a People First ID (not your UFID), which is assigned by People First upon your being hired at UF. Your People First ID will be mailed to your home address with information on how to establish a password.

You also may enroll in "University-sponsored" plans, which are not found in the People First system, by completing the necessary forms and returning them to the University Benefits and Retirement office or any HRS satellite office. Forms may be found online at www.hr.ufl.edu/forms.

We encourage you to attend an orientation session and review the benefits information found on our web site at www.hr.ufl.edu/benefits before attending a Benefits Enrollment session. If you are not able to attend an orientation session, please consider viewing our online tutorial, found at www.hr.ufl.edu/training/neo, which may help with your benefits decisions.

QUALIFYING STATUS CHANGES

IRS regulations state that changes to pre-tax benefits can only be made during Open Enrollment or if there is a "qualifying status change." Qualifying status changes include marriage, divorce, birth, adoption, change in legal guardianship, death of a spouse or dependent, change to full- or part-time employment, change in a spouse's employment, unpaid leave of absence for an employee or spouse, or change in a dependent's eligibility.

In addition, upon your eligibility for Medicare or at age 70, some supplemental insurance coverage stops. Please see the specific supplemental insurance brochure for details.

All qualifying status changes must be reported to University Benefits and Retirement no later than 31 days after the date of the event. Most changes will be effective on the first day of the month following the requested change and the necessary payroll deduction. **IMPORTANT:** If the change is not made within 31 days, you must wait until the next Open Enrollment period to change your elections. For more information, contact a UF benefits counselor at (352) 392-2HRS or visit the "Work & Life Events" section at www.hr.ufl.edu/benefits.

When will my coverage begin?

Insurance coverage begins the first of the month after your hire date, provided you have completed benefits enrollment. If your hire date is near the end of the month and you wish to request coverage effective the first of the following month, please call University Benefits and Retirement immediately at (352) 392-2HRS for further guidance.

Open Enrollment

UF's Open Enrollment, a time during which employees are able to elect or make changes to an insurance or supplemental plan, is held during the fall of each year (usually September or October). Enrollments and changes made during Open Enrollment will become effective January 1. Depending on the changes made during Open Enrollment, payments may begin one month in advance, and when applicable, eligibility documentation for dependents must be provided within 60 days.

PRE-TAX PREMIUMS

Many of the premiums deducted from your paycheck to pay for your benefit elections are deducted on a pre-tax basis. Pre-tax means the premiums are deducted before federal income tax and FICA (Social Security) taxes have been calculated, thus eliminating tax on the portion of salary used for the premiums, which provides a tax advantage to you.

Changes in any pre-tax program may be made only during Open Enrollment or within 31 days following a qualifying status event. The pre-tax option for health and Basic State Life insurances may be waived; however, pre-tax deductions taken on the majority of the state supplemental plans cannot be waived. Waivers must be requested by completing a form and returning it to People First.

DEPENDENTS

Eligible dependents include your:

- spouse
- children through age 30* (natural, adopted, step, foster, and those for whom you have legal guardianship)
- disabled children beyond age limits; incapable of self-sustained employment; dependent for financial support
- eligible dependent's newborn child for 18 months after birth, or until eligible dependent who is the infant's parent no longer qualifies as a dependent, whichever comes first

* Children age 19 through 30

- **Family Coverage Tier:** Children age 19 through the end of the calendar year in which they turn 26, are covered under the regular "family plan"
- **Optional Over-Age Coverage:** For health insurance only—coverage for children age 26 through the end of the calendar year they turn 30 may be purchased at an additional premium if they:
 - are not married
 - have no dependents (i.e., children, domestic partner)
 - are not provided or otherwise have available health insurance, and
 - either live in Florida or are a student in another state

The eligibility requirements listed above apply to the State of Florida-sponsored plans. Dependent age varies slightly for UF-sponsored plans.

SPOUSE AND PARTNER PROGRAMS

An eligible employee whose spouse works in a benefits-eligible position for a state of Florida government agency (including UF) may enroll in the health insurance Spouse Program. This program combines the state's matching portion of each member's insurance premium, providing health insurance at a minimal cost to these employees provided both employees are in full-time, benefits-eligible positions. Should one spouse terminate employment with the state of Florida—or in the event of a divorce, change in FTE, or leave of absence—University Benefits and Retirement must be notified within 31 days of the event.

Employees with domestic partners who work for the University of Florida and are in benefits-eligible positions are able to enroll in UF's Partner Program. Coverage under the Partner Program is provided at a minimal cost to both full-time employees. Based on IRS guidelines, some additional tax implications are associated with enrollment in the plan; however, UF adjusts for taxes taken to compensate for the impact.

Please note...

This benefits summary is not a plan document and therefore is not all-inclusive of the state health insurance program. For additional information, please visit these web sites:

<https://peoplefirst.myflorida.com> (requires log-in with your People First ID and password) or www.myflorida.com/mybenefits.

You may also contact the People First Service Center at (866) 663-4735 or University Benefits and Retirement at (352) 392-2HRS, or call or visit an HRS satellite office.

Especially for UF employees ... Gator Perks!

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

Health Insurance

UF employees may choose from several health insurance plans including preferred provider organization (PPO) plans and health maintenance organization (HMO) plans. Both of the PPO plans use preferred provider care networks and provide worldwide coverage. The HMOs available are based throughout Florida, and each designates its own specific coverage area. Premiums for the State PPO and HMO plans are the same.

The Health Investor PPO and HMO plans have lower premiums than the State PPO and HMO plans but have much higher deductibles. The high deductible associated with these plans means you will pay more money out-of-pocket before coverage begins. We strongly encourage you to review the plan booklets for all health plans before you make your final choice. The plans have significant differences, and the amount you pay for coverage and services provided varies greatly.

No matter which plan you choose, health insurance premiums are deducted on a pre-tax basis unless you request after-tax deductions through a pre-tax waiver.

For more detailed information, including links to provider web sites created specifically for state and/or university employees, please visit www.hr.ufl.edu/benefits/insurance.

	Biweekly Premium & Deductible	Co-insurance
BlueCross BlueShield PPO	Individual coverage \$25, Family \$90 Deductible Network: \$250/year for individual \$500/year for family Non-Network: \$750/year for individual \$1,500/year for family	Network: 20% of co-insurance, subject to deductible / Non-Network: 40% of co-insurance, subject to deductible Office Visits: Primary \$15, Specialist \$25 Emergency Services: \$100 co-pay (waived if admitted) Inpatient Hospital Charge: \$250, then 20% of network-allowed amount
AvMed, United Healthcare*, Aetna, Florida Health Care, Capital Health Plan, or Coventry Health Care HMO	Individual coverage \$25, Family \$90 Deductible none	Office Visits: Primary \$20, Specialist \$40 Emergency Services: \$100 co-pay (waived if admitted) Inpatient Hospital Charge: \$250
Health Investor Plan PPO or HMO option	Individual coverage \$7.50, Family \$32.15 Deductible Network: \$1,250/year for individual \$2,500/year for family Non-Network: \$2,500/year for individual \$5,000/year for family HMO (Network): \$1,250/year for individual \$2,500/year for family	Office Visits (PPO & HMO): 20% co-insurance, subject to deductible Emergencies (PPO & HMO): 20% co-insurance, subject to deductible Inpatient Hospital Charge 20% co-insurance, subject to deductible

Rates based on full-time employment

PPO PLANS

BlueCross BlueShield of Florida is the servicing agent for both the State PPO and Health Investor PPO plans. Its responsibilities include claims processing, customer service, utilization review, and the establishment and maintenance of the preferred provider organization (PPO) for network enrollees.

PPO providers have agreed to charge no more than a negotiated, pre-set allowance for all covered services that is generally lower than the provider's normal charge. The provider cannot bill you more than that amount. With a non-PPO provider, you are subject to higher basic charges plus the difference between what the plan will pay the provider and what the provider charges. A copy of the PPO Provider Directory for your area can be reviewed at www.bcbsfl.com.

Pre-Existing Conditions. The State Employees' PPO Plan has a "6-month/12-month" pre-existing condition exclusion for new members. This means that if you and/or any dependents over age 19 have received diagnostic treatment or services for any covered accident or illness within the six months prior to coverage taking effect, it is considered a pre-existing condition.

Services related to the care and treatment of this pre-existing condition will not be covered for 12 months after the effective date of coverage. You and your dependents may be eligible to receive full

Coverage	Comments
<p>Network Coverage Area: United States</p> <p>Non-Network Coverage Area: Worldwide</p>	<p>Pre-tax</p> <p>A 6/12 pre-existing condition applies.</p> <p>For a comparison of Network/Non-Network preferred provider care co-payments and deductibles, visit the PPO insurance section of the state's web site at www.myflorida.com/mybenefits. Please direct questions regarding specific procedures to BlueCross BlueShield of Florida at (800) 825-2583.</p>
<p>Regional coverage area</p> <p>If outside of coverage area, must be life- or limb-threatening</p> <p>*United Healthcare – Nationwide coverage area with assistance from member services</p>	<p>No pre-existing condition provision.</p> <p>For a listing of HMOs and their coverage areas, visit the HMO insurance section of the state's web site at www.myflorida.com/mybenefits.</p>
<p>PPO</p> <p>Network Coverage Area: United States</p> <p>Non-Network Coverage Area: Worldwide</p> <p>HMO</p> <p>Regional coverage area</p> <p>If outside of coverage area, must be life- or limb-threatening</p>	<p>PPO: A 6/12 pre-existing condition applies.</p> <p>For a comparison of Network/Non-Network preferred provider care co-payments and deductibles, visit the PPO insurance section of the state's web site at www.myflorida.com/mybenefits. Please direct questions regarding specific procedures to BlueCross BlueShield of Florida at (800) 825-2583.</p> <p>HMO: No pre-existing condition provision.</p> <p>A listing of HMOs and areas may be found at www.myflorida.com/mybenefits.</p>



In 2005, UF became the first university in the world to be designated a Certified Audubon Cooperative Sanctuary for environmental and wildlife management.

Primary Care Physician

As part of selecting an HMO plan, you may be required to select a participating primary care physician (PCP) from those in the HMO's provider network. The PCP will authorize all medical care including referrals to specialists and hospital admissions. Participants are not allowed to refer themselves to a specialist or hospital.

PCPs and other medical service providers will vary among HMOs. Employees may contact the HMO and request a provider list or go online to review the contracted physicians. When selecting a plan, employees should remember that the selection should not be made because of a particular physician. If the physician decides to discontinue association with the plan or the contract is not renewed, participants will need to choose a new PCP from the provider network. Please contact your HMO to determine if you are required to select a PCP.

Mail-order prescriptions

Medco Pharmacy Services offers a mail-order program. Prescriptions for up to a 90-day supply can be filled through the program by completing a patient profile and order form and mailing your prescription to Medco Pharmacy Services. Your prescription will be mailed to your home.

or partial credit toward the State Employees' PPO Plan pre-existing condition exclusion if you have satisfied the full or partial pre-existing exclusion period under prior health insurance coverage and have not had a loss of coverage that exceeds 63 days between the time your previous coverage ended and your new coverage takes effect. The pre-existing condition exclusion is automatically waived for members transferring from an HMO contracted under the State Employees' Health Insurance Program.

HMO PLANS

HMOs may not be available in all areas of the state. If one is not available in the county in which you live or work, the only state-sponsored health insurance option available is the State Employees' PPO Plan. For more information regarding the HMOs available in each county, please visit the state's web site at www.myflorida.com/mybenefits. In addition to the standard HMO plan designs, many of the HMO providers also offer the Health Investor HMO option.

Each HMO is a self-administered, pre-paid, direct-service health plan that provides health services to people who live or work within the HMO's service area. Most HMOs provide limited or no coverage for services outside their service areas except in the case of life- or limb-threatening emergencies. It is important to understand the HMO's policy, especially if any covered dependents do not live in the service area. However, HMOs serving employees in more than one service area will provide coverage to dependents residing in a different county if it is part of the HMO's service area.

Because HMOs emphasize early detection and treatment of illness to reduce expensive and inconvenient hospital stays, they tend to offer a range of benefits that may include preventive health care and additional services.

HMOs do not have a pre-existing condition exclusion.

DOMESTIC PARTNER BENEFITS

All benefits-eligible faculty and staff may enroll in domestic partner health insurance. It is available to both same- and opposite-sex partners as well as children of the employee and partner as long as the eligibility criteria are satisfied. The plan is sponsored through AvMed and is an HMO plan design. Coverage is available outside the local AvMed network; however, plan benefits are less generous for services provided outside of its network. The employee's cost for domestic partner insurance is \$180.00 per month for family coverage. Based on IRS guidelines, some additional tax implications are associated with enrollment in the plan; however, UF adjusts for taxes taken to compensate for the impact. Please call (352) 392-2HRS or visit www.hr.ufl.edu/benefits for more information.

PRESCRIPTION DRUG PROGRAM

Prescriptions for up to a 30-day supply can be filled through the card program. Medco Pharmacy Services is the provider for this program. A directory of participating pharmacies is available by calling (877) 531-4793 or visiting medco.com/sofrxplan. When a generic is available but the pharmacy dispenses the brand-name medication for any reason other than the doctor having indicated "dispense as written," the member will pay the difference in cost between the brand and the generic, plus the brand copay, PPO members on certain maintenance prescriptions may refill up to three times at a retail pharmacy; after that, remaining prescriptions must be refilled by mail order.

HEALTH SAVINGS ACCOUNTS

Employees who elect health insurance coverage under either the Health Investor PPO plan or HMO plan are eligible to participate in a health savings account (HSA). The state will contribute \$500 per year (\$41.66 per month) to the HSA for those with individual coverage and \$1,000 per year (\$83.33) for those with family coverage. Part-time employees will receive prorated contributions based on FTE. In addition, employees may contribute their own additional pre-tax money into HSAs.

Funds in the HSA can be used to pay medical expenses incurred while meeting the higher deductible associated with these health plans. HSA reimbursements are for medical expenses including co-pays and deductibles. Over-the-counter medications require a prescription in order to qualify as an eligible expense. Funds in the HSA earn interest and can be carried over from year to year, unlike flexible spending accounts (see below) which must be used by the plan's grace period deadline or all balances will be forfeited. Please note that there are monthly service fees charged by the bank that maintain the HSA. Please see the plan brochure and HSA election form for more details. Online enrollment is available through People First.

FLEXIBLE SPENDING ACCOUNTS

The **Medical Reimbursement Account** enables you to set aside pre-tax dollars through payroll deduction to pay for eligible out-of-pocket medical expenses not covered by insurance. Examples include health and dental deductibles, co-payments, eyeglasses, and over-the-counter drugs with a prescription. The full amount of your election is available on the first day of the calendar year. Employees may receive reimbursement by using the issued debit card or by filing claim forms. This plan is not available to participants enrolled in the Health Investor Health Plans.

The **Dependent Care Reimbursement Account** offers an advantage for those who need to provide daycare or elder care for their dependent(s). This type of account is payroll deducted on a pre-tax basis. The amount of reimbursement available for eligible expenses is limited to the amount that has been contributed to the account; i.e., the full amount of your election is not available on the first day of the calendar year.

The **Limited Purpose Medical Reimbursement Account**, intended to partner with the Health Savings Account (HSA), sets aside pre-tax dollars to pay for eligible expenses. IRS regulations do not allow an employee to have both an HSA and a Medical Reimbursement Account. Therefore, the state has created the Limited Purpose Medical Reimbursement Account to allow for reimbursement of eligible expenses not covered by the HSA. In general, eligible expenses payable from this account would be non-medical expenses like vision and dental expenses. Deductibles and co-pays are not eligible reimbursements with this plan. Only employees who elect either the Health Investor PPO or HMO and the Health Savings Account should consider the Limited Purpose Medical Reimbursement Account. Employees may use their issued debit card or file claims by the April 15 deadline.

Funds in all three flex accounts must be used by the end of the plan year. Any funds remaining at the end of the plan's grace period from January 1 through March 15 of each calendar year, or that have not been filed for reimbursement by April 15 each calendar year, will be forfeited. Enrollment for reimbursement accounts must be completed during the first 60 days of your employment period. Medical and dependent care reimbursement account salary reductions carry forward from one calendar year to the next unless stopped or changed during the fall open enrollment period. Online

Premium amounts listed are calculated biweekly. Rates are effective January 1, 2012. “Yes” under the “Pre-Tax” heading indicates premiums are paid on a pre-tax basis. For plans with pre-tax premiums, changes may only be made during the annual fall Open Enrollment period or within 31 days of a qualifying status event.

Supplemental Plans

Supplemental insurance plans are offered to provide coverage for dental expenses and additional coverage for charges and deductibles related to hospitalization, intensive care, cancer, and short-term disability due to an accident or sickness. Please refer to the company brochures for more details. All premiums are deducted on a pre-tax basis unless otherwise specified; these pre-tax benefits cannot be waived.

DENTAL INSURANCE

Ameritas Indemnity with PPO Choice (code 4064)

Biweekly Premium:	\$5.10 for employee, \$10.38 for employee + spouse, \$13.50 for employee + child(ren), \$18.78 for employee + family
Pre-tax:	yes
Deductible:	\$50 per person per benefit year waived on Type I 3 family max
Co-payment:	varies with procedure; save out-of-pocket with a PPO provider
Coverage:	varies with procedure; see payment schedule
Comment:	maximum benefit per year is \$1,000 per person may use any dentist of your choice includes limited coverage of vision care online enrollment available through People First
More info:	www.myflorida.com/mybenefits (under “dental”)

Assurant Heritage Plus Pre-paid / HMO (code 4024)

Biweekly Premium:	\$6.80 for employee, \$11.49 for employee + spouse, \$14.87 for employee + child(ren), \$17.43 for employee + family
Pre-tax:	yes
Deductible:	none
Co-payment:	varies with procedure
Coverage:	exams, x-rays, routine cleanings, fluoride treatments at no charge; no maximum limits; specialty care: 15-25% discount
Comment:	must select an Assurant network dentist includes a limited vision benefit online enrollment available through People First
More info:	www.myflorida.com/mybenefits (under “dental”)

DENTAL INSURANCE *continued*

Biweekly Premium:	\$20.74 for employee, \$39.82 for employee + spouse, \$46.92 for employee + child(ren), \$62.07 for employee + family
Pre-tax:	yes
Deductible:	\$50 per person, per year Applies to Types II and III services only (waived for Types I and IV services)
Co-payment:	varies with procedure covered under Types I or II coverage
Coverage:	Type I pays 100% Type II pays 80% Type III pays 25% for the first year and 50% thereafter—offers standard benefits like semi-annual cleanings and x-rays maximum benefit per year is \$1,000 per person online enrollment available through People First
Comment:	may use dentist of your choice; additional savings with PPO dentist see brochure, which defines types I, II, and III procedures includes a limited coverage of vision care online enrollment available through People First
More info:	www.myflorida.com/mybenefits (under “dental”)

Assurant Freedom Advance Indemnity with PPO Choice
(code 4074)

Biweekly Premium:	\$13.69 for employee, \$24.61 for employee + spouse, \$28.96 for employee + child(ren), \$35.13 for employee + family
Pre-tax:	yes
Deductible:	none
Co-payment:	varies with procedure
Coverage:	routine cleanings, x-rays, and silver fillings at no charge no maximum limits
Comment:	must select a Cigna Network dentist online enrollment available through People First
More info:	www.myflorida.com/mybenefits (under “dental”)

Cigna Dental Plan Pre-paid / HMO
(code 4034)

Biweekly Premium:	\$15.49 for employee, \$28.66 for employee + spouse, \$32.02 for employee + child(ren), \$46.49 for employee + family
Pre-tax:	yes
Deductible:	\$25 per person per year; maximum \$50 family
Coverage:	varies with procedure (see payment schedule) maximum benefit per year is \$1,200 per person
Comment:	may use any dentist of your choice save out-of-pocket if you use a PPO dentist online enrollment available through People First
More info:	www.myflorida.com/mybenefits (under “dental”)

CompBenefits Preferred Plus PPO Plan
(code 4054)

DENTAL INSURANCE *continued*

Comp Benefits Network Plus Pre-paid / HMO (code 4004)

Biweekly Premium:	\$11.50 for employee, \$22.67 for employee + spouse, \$27.03 for employee + child(ren), \$34.53 for employee + family
Pre-tax:	yes
Deductible:	none
Co-payment:	varies with procedure
Coverage:	routine cleaning fluoride treatment silver fillings at no charge orthodontics and specialty by referral from primary care dentist no maximum limits
Comment:	must select a Network Plus Comp Benefits dentist online enrollment available through People First
More info:	www.myflorida.com/mybenefits (under "dental")

Comp Benefits Select 15 Pre-paid / HMO (code 4044)

Biweekly Premium:	\$6.32 for employee, \$10.60 for employee + spouse, \$11.50 for employee + child(ren), \$16.49 for employee + family
Pre-tax:	yes
Deductible:	none
Co-payment:	varies with procedure
Coverage:	routine cleaning, fluoride treatment (up to 16 years of age), and fillings (silver) are at no charge specialty care is discounted by 25% no maximum limits
Comment:	must select a Comp Benefits dentist includes a limited vision benefit online enrollment available through People First
More info:	www.myflorida.com/mybenefits (under "dental")

Comp Benefits Schedule B Indemnity (code 4084)

Biweekly Premium:	\$7.37 for employee, \$10.98 for employee + spouse, \$11.65 for employee + child(ren), \$18.55 for employee + family
Pre-tax:	yes
Deductible:	\$50 per person, per year (maximum of 3 family members) waived for Type I service
Co-payment:	varies with procedure
Coverage:	varies with procedure (see payment schedule) maximum benefit per year is \$1,000 per person, per year
Comment:	may use any dentist of your choice includes a limited vision benefit online enrollment available through People First
More info:	www.myflorida.com/mybenefits (under "dental")

DENTAL INSURANCE *continued*

Biweekly Premium:	\$5.46 for employee, \$11.98 for employee + spouse, 14.95 for employee + child(ren), \$20.99 for employee + family
Pre-tax:	yes
Deductible:	none
Co-payment:	varies with procedure
Coverage:	no charge for examinations, x-rays, routine cleaning, silver fillings, or fluoride treatment 25% discount for procedures not listed
Comment:	must select a UHC Network dentist primary care dentist selection through member services is not required prior to making an appointment
More info:	www.myflorida.com/mybenefits (under "dental")

**UnitedHealthCare / Solstice
S700 Dental Pre-Paid / HMO**
(code 4014)

VISION INSURANCE

Biweekly Premium:	two vision plan options with rates based on option and coverage level selected; see brochure.
Deductible:	N/A
Co-payment:	Exam \$10 (applies to Exam Plus Option only); lenses \$10
Coverage:	pays 100% after co-pays for exam and/or material pays 100% after co-pay for single/bifocal/trifocal lenses pays 100% for contact lenses if medically necessary (pre-authorization required) provides a \$75 wholesale frame allowance or \$100 contact allowance (instead of frames/lenses)
Comment:	exam once every 12 months (exam plus option only) lenses once every 12 months; frames once every 24 months some Lasik discounts also available online enrollment available through People First
More info:	www.myflorida.com/mybenefits (under "vision")

HumanaVision

LONG-TERM CARE INSURANCE

Biweekly Premium:	determined by age and amount of coverage selected
Pre-tax:	no
Deductible:	none
Co-payment:	none
Coverage:	a variety of plans is available; please see brochure
Comment:	provides coverage for expenses related to care given for a chronic illness or disabling condition that is expected to continue for an extended period of time may include medical, social, housing or other support services applications are sent directly to CNA
More info:	Call (800) 528-4582 www.hr.ufl.edu/benefits (under "Supplemental Plans")

CNA Insurance Companies

LIFE INSURANCE

Basic State of Florida Group Insurance Plan (Minnesota Life) Level Term Life

Biweekly Premium:	state pays 100% of premium for full-time employees; part-time employees pay based on FTE
Pre-tax:	yes
Coverage:	\$25,000
Comment:	level term insurance includes accidental death and dismemberment provision online enrollment available through People First current participants may make beneficiary changes at any time by visiting the Minnesota Life web site (using People First ID) at web1.lifebenefits.com/lb/florida/home.htm
More info:	www.hr.ufl.edu/benefits (under "Life Insurance")

Optional State of Florida Group Insurance Plan (Minnesota Life) Level Term Life

Biweekly Premium:	determined by age and amount of coverage employee pays 100% of premium see brochure on how to figure rates
Pre-tax:	no
Coverage:	available in multiples of up to seven times annual salary or \$1 million, whichever is less new-hire guarantee issue amount is \$500,000 coverage greater than \$500,000 requires a medical application available for employee only
Comment:	level term insurance includes accidental death and dismemberment provision current participants may make beneficiary changes at any time by visiting the Minnesota Life web site (using People First ID) at web1.lifebenefits.com/lb/florida/home.htm online enrollment available through People First
More info:	www.hr.ufl.edu/benefits (under "Life Insurance")

Group Term Life (Lincoln Financial Group)

Biweekly Premium:	determined by age, smoker/non-smoker status, amount of coverage employee pays 100% of premium see brochure on how to figure rates
Pre-tax:	no
Coverage:	fixed term life guarantee issue amount up to \$300,000 (employee); \$50,000 (spouse); \$25,000 (child) maximum dependent coverage can be no more than 50% of employee amount
Comment:	no limit on coverage amount for employees must be at least .50 FTE to enroll can apply anytime via medical application for amounts exceeding guaranteed renewal amounts during annual open enrollment enrollment not available online; forms must be sent to HRS
More info:	www.hr.ufl.edu/benefits (under "Life Insurance")

SHORT-TERM DISABILITY

Biweekly Premium:	varies with level of disability coverage; see brochure for rates
Pre-tax:	yes
Deductible:	none
Co-payment:	none
Coverage:	\$580-\$3,480 per month according to income, level of coverage selected, and elimination period selected, includes sickness
Comment:	may not exceed $\frac{2}{3}$ of salary; disability benefits may be payable from first day of injury for base plan for no more than 12 months; requires a company application, online enrollment with People First, and contact with Colonial; call (352) 335-5016
More info:	www.myflorida.com/mybenefits (under "other supplemental benefits")

Colonial Life and Accident

LONG-TERM DISABILITY

Monthly Premium:	\$0.59 per \$100 of monthly salary per year (annual salary \div 12 \div 100 x \$0.59 = monthly premium)
Pre-tax:	no
Deductible:	none
Co-payment:	none
Coverage:	66 $\frac{2}{3}$ of salary (up to \$15,000/mo. based on salary); benefits paid beginning on 91 st day of disability; minimum benefit paid is 10% of regular benefit or \$100, whichever is greater
Comment:	must be at least .50 FTE; benefits reduced for primary Social Security, other disability insurance, salary or paid leave, workers' compensation, or retirement; enrollment available first 60 days of employment and by medical application thereafter; enrollment not available online; forms must be sent to HRS
More info:	www.hr.ufl.edu/benefits (under "Supplemental Plans")

Standard Long-Term Disability 90-day elimination period

Monthly Premium:	\$0.85 per \$100 of monthly salary per year (annual salary \div 12 \div 100 x \$0.85 = monthly premium)
Pre-tax:	no
Deductible:	none
Co-payment:	none
Coverage:	66 $\frac{2}{3}$ of salary (up to \$15,000/mo. based on salary); benefits paid beginning on 31 st day of disability; minimum benefit paid is 10% of regular benefit or \$100, whichever is greater
Comment:	must be at least .50 FTE; benefits reduced for primary Social Security, other disability insurance, salary or paid leave, workers' compensation, or retirement; enrollment available first 60 days of employment and by medical application thereafter; enrollment not available online; forms must be sent to HRS
More info:	www.hr.ufl.edu/benefits (under "Supplemental Plans")

UNUM Long-Term Disability 30-day elimination period

CANCER INSURANCE

American Family Life Assurance Company (AFLAC)

Biweekly Premium:	Level 1—employee: \$9.35, employee + children: \$10.85, family: \$15.25 / Level 3—employee: \$16.75, employee + children: \$20.10, family: \$27.95
Pre-tax:	yes
Deductible:	none
Co-payment:	none
Coverage:	\$1,500–\$5,000 first-occurrence benefit based on level of coverage; \$200–\$300 each day of hospital confinement increases to \$400–\$600 each day on the 31 st consecutive day of confinement based on level of coverage; \$200–\$300 cancer treatment based on level of coverage; \$40–\$75 per calendar year for cancer screening wellness benefit based on level of coverage
Comment:	benefits vary according to level of insurance protection; some variation in types of treatment among the two levels; assists with indirect expenses, which can exceed 66% of total costs; requires <u>both</u> a company application and enrollment through People First
More info:	Call 1 (800) 780-3100 or visit www.myflorida.com/mybenefits (under “other supplemental benefits”)

AFLAC Specified-Disease Rider (SDR)

Biweekly Premium:	Level 1 & 3 rates, plus rider coverage rates below, plus: employee: \$0.50, employee + children: \$0.75, family: \$1
Pre-tax:	yes
Deductible:	none
Co-payment:	none
Coverage:	initial hospitalization benefit is \$1,000 pays \$200/day for hospitalization for treatment of one of the listed dread diseases; increases to \$500/day on the 31 st consecutive day of confinement
Comment:	lifetime maximum is \$100,000 per insured; purchased only as a rider to the AFLAC cancer policy; requires <u>both</u> a company application and enrollment through People First
More info:	Call 1 (800) 780-3100 or visit www.myflorida.com/mybenefits (under “other supplemental benefits”)

AFLAC Building Benefit Rider (BBR)

Biweekly Premium:	Level 1 & 3 rates, plus rider coverage rates below, plus: Level 1—employee: \$0.90, employee + 1: \$1.35, family: \$1.95 Level 3—employee: \$1.50, employee + 1: \$2.25, family: \$3.25
Pre-tax:	yes
Deductible:	none
Co-payment:	none
Coverage:	adds \$100–\$500 each anniversary year to the first occurrence benefit if cancer free, depending on number of units purchased
Comment:	purchased only as a rider to the AFLAC cancer policy; requires <u>both</u> a company application and enrollment through People First
More info:	Call 1 (800) 780-3100 or visit www.myflorida.com/mybenefits (under “other supplemental benefits”)

CANCER INSURANCE *continued*

Biweekly Premium:	\$4.35 for employee, \$8.32 for family
Pre-tax:	yes
Deductible:	none
Co-payment:	none
Coverage:	\$600 per day for days 1-7 of confinement \$1,000 per day for days 8-15
Comment:	pays for confinement in hospital intensive care or neonatal intensive care units no lifetime maximum requires <u>both</u> a company application and enrollment through People First
More info:	Call 1 (800) 780-3100 or visit www.myflorida.com/mybenefits (under "other supplemental benefits")

AFLAC Hospital Intensive Care

Biweekly Premium:	\$6.25 for employee, \$10.45 for family
Pre-tax:	yes
Deductible:	none
Co-payment:	none
Coverage:	\$50 cancer screening / wellness benefit \$200/day for first 30 days of hospital confinement and \$400/day thereafter maximum limit of 180 days per year for up to \$100/day for private duty nursing in a hospital up to \$5,000/year for radiation and chemotherapy
Comment:	requires <u>both</u> a company application and enrollment through People First
More info:	Call (352) 335-5016 or visit www.myflorida.com/mybenefits (under "other supplemental benefits")

Colonial Cancer

HOSPITAL EXPENSE PLAN

Cigna Preferred Provider Plus (PPP)

Biweekly Premium:	varies based on age and coverage level
Pre-tax:	yes
Deductible:	none
Co-payment:	none
Coverage:	\$250/hospital admission; 10% of first \$25,000 of eligible in-hospital expenses and walk-in surgical centers or ambulatory centers; \$2,500 max inpatient emergency benefit per accident; up to \$100 ambulance benefit per inpatient confinement
Comment:	assists payment of deductible and co-payment of primary health insurance; reverts to 30/20 Plus provision if hospital confined due to emergency outside Florida; requires <u>both</u> a company application and enrollment through People First
More info:	Call 1-800-780-3100 or visit www.myflorida.com/mybenefits (under “other supplemental benefits”)

Cigna State Insurance Supplement (SIS)

Biweekly Premium:	varies based on age and coverage level
Pre-tax:	yes
Deductible:	none
Co-payment:	none
Coverage:	Network Hospital: \$100/admission; 10% of next \$25,000 of eligible charges for hospital expense, ambulatory surgical center and alcohol/drug/mental health services Non-Network Hospital: 100% of first \$250/individual/admission; \$100/day room and board; \$200/day intensive care 20% of UCR hospital miscellaneous charges; 80% of UCR charges for occupational and speech therapy up to \$1,000/calendar year; 10% of eligible charges for ambulatory surgery center—up to \$2,500/person/calendar year; 80% of UCR charges for ambulance—up to \$400/ occurrence
Comment:	basic design of this plan is to provide reimbursement for specified hospital expenses; slightly higher benefit than PPP for out-of-state coverage; benefits are calendar year; no pre-existing conditions provision; requires <u>both</u> a company application and enrollment through People First
More info:	Call 1-800-780-3100 or visit www.myflorida.com/mybenefits (under “other supplemental benefits”)

Cigna Hospital Confinement Indemnity (365 Plus)

Biweekly Premium:	varies based on age and coverage level
Pre-tax:	yes
Deductible:	none
Co-payment:	none
Coverage:	pays \$100 or \$200/day of hospital confinement, based on level
Comment:	Designed to coordinate with HMO coverage; additional benefits included per schedule of benefits; requires <u>both</u> a company application and enrollment through People First
More info:	Call 1-800-780-3100 or visit www.myflorida.com/mybenefits (under “other supplemental benefits”)

HOSPITAL EXPENSE PLAN *continued*

Biweekly Premium:	varies based on age and coverage level
Pre-tax:	yes
Deductible:	none
Co-payment:	none
Coverage:	\$30 daily hospital benefit; \$60 daily intensive care benefit; \$250 of first hospital "special charges"; 20% of next \$12,500 "special charges"; "special charges" include all hospital charges other than room and board; limited vision coverage
Comment:	maximum payable for all daily room and board benefits per confinement is \$3,600; plan covers in-hospital only; plan is designed to assist paying deductible and co-payment of primary health insurance where no PPO facility is available; requires <u>both</u> a company application and enrollment through People First
More info:	Call 1-800-780-3100 or visit www.myflorida.com/mybenefits (under "other supplemental benefits")

Cigna Hospital Supplement (30/20Plus)

Biweekly Premium:	Option 1—\$4.79: employee, \$9.60: employee +1, \$12.59: family Option 2—\$10.18: employee, \$20.30: employee +1, \$26.76: family
Pre-tax:	yes
Deductible:	none
Co-payment:	none
Coverage:	Option 1: \$100/day of hospital confinement Option 2: \$200/day of hospital confinement % of daily benefit for up to 30 days extended care based on type of facility, 90-day pre-existing clause, doesn't include Workers' Comp
Comment:	maximum benefit each hospitalized injury or illness is 365 days; call (800) 277-2300 to get a claim form, ask for the Hospital Income Benefits Department; requires <u>both</u> a company application and enrollment through People First
More info:	Call State Securities Company at 1-800-277-2300 or visit www.myflorida.com/mybenefits (under "other supplemental benefits")

New Era Life Hospital Income

Biweekly Premium:	\$9.60 for employee, \$12.93 for employee +1, \$16.36 for employee +2
Pre-tax:	yes
Deductible:	none
Co-payment:	none
Coverage:	additional benefit of \$200/day for days 4-10 while in hospital
Comment:	this is purchased only as a rider to the New Era Life Hospital Income policy; requires <u>both</u> a company application and enrollment through People First
More info:	Call State Securities Company at 1-800-277-2300 or visit www.myflorida.com/mybenefits (under "other supplemental benefits")

Option 1 with Expanded Coverage Rider

ACCIDENT INSURANCE

Colonial Life & Accident

Biweekly Premium:	check with company
Pre-tax:	yes
Deductible:	none
Co-payment:	none
Coverage:	24-hour coverage for accidents that occur on- or off-the-job Optional spouse and dependent coverage. Coverage includes various payments for initial, hospital, and follow-up care; common accidental injuries; and transportation and lodging expenses
Comment:	see plan brochure for more details enrollment must be done through an agent
More info:	call (352) 335-5016 for an appointment www.myflorida.com/mybenefits (under “other supplemental plans”)

UF Personal Accident

Biweekly Premium:	refer to company brochure for premium on coverage level selected
Pre-tax:	no
Deductible:	none
Co-payment:	none
Coverage:	24-hour coverage for injuries caused by accidents on or off the job. Plans covers various benefits to include accidental death, dismemberment, and paralysis benefits; day care and tuition benefits; repatriation benefits, etc.
Comment:	employee may enroll or make changes to coverage at any time, employee must be at least .50 FTE to enroll enrollment not available online; forms must be sent to HRS
More info:	www.hr.ufl.edu/benefits (under “Supplemental Plans”)

AUTOMOBILE INSURANCE

Hanover Insurance Company

Biweekly Premium:	check with company premium is payable via payroll deduction
Pre-tax:	no
Deductible:	automobile, boat, personal umbrella
More info:	Willis HRH—Call an agent at (352) 378-2511 or 1-800-825-1652.

Leave and Holidays

VACATION

Vacation leave is earned each pay period and credited on the last day of that pay period, and accrual begins upon your hire date. Faculty on 12-month appointments and full-time TEAMS employees typically will accrue vacation leave at a rate of 6.769 hours biweekly, approximately 22 days per year. Vacation leave for part-time employees is earned in proportion to the amount of time in pay status during each pay period. Any vacation leave hours over 352 that are not used by the end of December of each calendar year will convert to sick leave; hours converted will also include accruals for that pay period.

Upon separation from UF, you will be paid for up to 200 hours of any unused vacation leave. If you transfer to a vacation leave-accruing position within UF, your vacation leave balance will be transferred.

SICK LEAVE

All eligible employees earn four hours of sick leave from the time they are employed; it is credited on the last day of each pay period. There is no waiting period for using sick leave. Sick leave for part-time employees is earned in proportion to the amount of time in pay status during each pay period. There is no limit to the amount of sick leave employees may accrue.

Earned sick leave may be approved for time off from work because of exposure to a contagious disease that may endanger others; for personal visits to doctors or dentists; and for personal illness that includes disability caused, or contributed to, by pregnancy. As an Academic Personnel or TEAMS employee, you also may use your sick leave in reasonable amounts for illness, injury, or death within your immediate family pending supervisory approval. In instances of a serious medical condition of you or a member of your family, you may be eligible for an extended medical leave of absence under the Family and Medical Leave Act (FMLA). Parental leave is also available.

DOMESTIC VIOLENCE LEAVE

Under a new Florida law, Florida employers must provide employees up to three days of leave in a twelve-month period if the employee or a family or household member is a victim of domestic violence. The fiscal year of July 1 to June 30 is considered the 12-month period. 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. More information may be found online at www.hr.ufl.edu/leave/domesticviolence.

HOLIDAYS

The following are official UF holidays for 2012:

- New Year's Day: Monday, January 2
- Martin Luther King Jr. Day: Monday, January 16
- Memorial Day: Monday, May 28
- Independence Day: Wednesday, July 4
- Labor Day: Monday, September 3
- UF Homecoming: Friday, November 9
- Veterans Day: Monday, November 12
- Thanksgiving: Thursday and Friday, November 22 and 23
- Christmas: Tuesday, December 25

PERSONAL LEAVE DAYS

Faculty on 12-month appointments and TEAMS employees are eligible for four personal leave days per year (32 hours assuming full-time status). Personal leave days are intended to give flexibility to enable units to close during the period of December 26 to 31 when possible.

Sick Leave Pool

The university's Sick Leave Pool enables employees to combine a portion of their accrued sick leave for collective use. Sick Leave Pool Open Enrollment is October 1-31 each year. Employees who join the Sick Leave Pool may be able to draw upon the pool because of personal catastrophic illness or injury. If you are transferring from a State of Florida agency, contact Leave Administration at (352) 392-5732 or central-leave@ufl.edu as soon as possible for Sick Leave Pool information. For details and an application, visit www.hr.ufl.edu/leave/sickleavepool.

Details available online

For more information about vacation, holidays, and sick leave, visit Leave Administration's web site at www.hr.ufl.edu/leave or contact central-leave@ufl.edu.

Retirement

New faculty and eligible TEAMS employees may choose one of three plans: the State University System Optional Retirement Program, the Florida Retirement System's Florida Pension Plan, or the Florida Retirement System's Florida Investment Plan. All three retirement plans include employer and mandatory employee contributions. Health Science Center faculty must join the SUSORP.

STATE UNIVERSITY SYSTEM OPTIONAL RETIREMENT PROGRAM (SUSORP)

The SUSORP is a defined contribution plan. Eligible employees must enroll within 90 days from the date of their appointment, or they will automatically be enrolled in the Florida Pension Plan. SUSORP enrollment is complete when a contract has been issued by an SUSORP Provider Company and when the proper State of Florida enrollment forms have been submitted to the Division of Retirement. The SUSORP is a 403(b) Tax Sheltered Annuity Program, and enrollees are immediately vested. Participants may also choose to make additional voluntary contributions up to the maximum allowed by current IRS guidelines.

FLORIDA PENSION PLAN (FPP)

TEAMS employees who are not eligible for the SUSORP will be enrolled in the Florida Pension Plan. The FPP is a defined benefit plan. After eight years of service, an employee has vested rights in the FPP and may retire at age 65 with full benefits, or at an earlier age with reduced benefits. (Special Risk normal retirement is age 60, or 30 years of special risk service, whichever comes first.) Annual benefits are calculated on an average of the eight years of highest earnings multiplied by a percentage factor that is based on age or years of service with the state. Thirty-three years of service (or 30 years of special risk service) also entitles an employee to full benefits upon retirement, regardless of age. The FPP includes provisions for retirement income, disability income, and credit for wartime military service prior to state employment if employed before January 1, 1987. These provisions may be supplemented by contributions to one or more of the various tax-deferred annuities plans available through UF payroll deduction.

Deferred Retirement Option Program. Employees who reach normal retirement—age 65, or 33 years of service at any age (age 60, or 30 years of special risk service, for Special Risk normal retirement)—may have their FPP benefits accumulate in the Deferred Retirement Option Program (DROP). These benefits earn interest while the employee continues to work for an FRS employer for up to five years. When the designated DROP period ends, the employee must terminate employment, at which time a distribution of the accumulated DROP benefits may be taken before monthly FRS retirement pension benefits begin.

FLORIDA INVESTMENT PLAN (FIP)

All employees—unless otherwise mandated—are eligible to consider enrollment in the Florida Investment Plan. It is a defined contribution plan. The employee may enroll within five months from his or her date of appointment. The FIP vesting period is one year. Formal counseling for this plan is conducted by the MyFRS financial guidance counselors. For more information, please visit www.myfrs.com.

SUSORP Providers

ING North America Insurance Corporation
www.ingretirementplans.com/custom/florp
(352) 317-8992
(352) 215-1676

Jefferson National Life Insurance Company
www.jeffnat.com
(352) 215-1676

MetLife Investors USA Insurance Company
www.metlifeinvestors.com
(352) 371-7638
(352) 219-0835

TIAA-CREF
www.tiaa-cref.org/uf
(877) 267-4510 (ext. 265109)
(800) 842-2003 (ext. 263502)

VALIC
www.valic.com/floridaorp
(352) 367-2409

State of Florida rehires, please note...

Effective July 1, 2010, new laws went into effect that significantly impact retirement eligibility. Any person who has received a pension or distribution/withdrawal—including rollovers—from any State of Florida-administered retirement plan is not eligible for renewed membership in any such plan. If you are receiving a pension payment from FRS or took a distribution or rollover from an ORP or FRS Investment Plan, you will not be able to participate in a state retirement plan while employed at UF.

TAX-SHELTERED PLANS

One way to meet long-term financial goals is to participate in a tax-deferred program. Because these plans are designed for long-term retirement planning, employees should use another method to save to meet more immediate needs. Contributions to all retirement savings plans are made via payroll deduction.

403(b) Plans. The 403(b) is a tax-deferred retirement plan available to all employees. Contributions and investment earnings in a 403(b) plan grow with tax deferred until withdrawal, presumably at retirement, when they are taxed as normal income. The companies listed at right are approved UF providers.

457(b) Plans. The 457(b) plan is a non-qualified tax-deferred compensation plan that works very much like other retirement plans like the 403(b). Employees set aside money for retirement on a pre-tax basis through a salary deferral agreement with their employer. The money is directed into an investment company offered by the state. The 457 (b) contributions grow tax-free until withdrawal at retirement or termination of employment. This plan is administered by the Florida Bureau of Deferred Compensation. Please visit WWW.myfloridadeferredcomp.com for more information and a list of investment providers.

ROTH 403(b) PLAN

Unlike a traditional 403(b) plan, the Roth 403(b) enables individuals to contribute after-tax dollars to an account that will grow tax-deferred. Employees pay taxes as contributions are made and do not lower their taxable income for the contribution year. However, tax-free treatment of distributions and earnings is provided to qualified distributions—i.e., those made five years or more from the date the first Roth contribution was made and the participant reaches age 59½, he or she becomes disabled, or upon the participant's death. The four providers offering this option are: VALIC, Fidelity, ING, and MetLife.

FICA ALTERNATIVE PLAN

The FICA Alternative Plan is a defined contribution plan authorized under Section 401(a) of the Internal Revenue Code. BENCOR Inc. is the plan administrator for the University of Florida. Adjunct faculty, post-docs, house staff, and hourly and exempt OPS employees (except for phased retirees, rehired retirees, current recipients of OASDI) are eligible to participate in the FICA Alternative Plan. The plan is mandatory for eligible employees, who will be automatically enrolled or un-enrolled based on their salary plan status during the affected pay period. There is no minimum age or service requirement. Participants contribute 7.5% of their wages to an investment account in their name. Medicare contributions at 1.45% will continue to be withheld and matched by the employer. Please note that recipients of OASDI (Old Age, Survivors, and Disability Insurance), which is not paid by the participant or the University, are exempt from Social Security taxes and do not qualify for the FICA Alternative Plan.

RETIREMENT AND FINANCIAL PLANNING SERIES

Throughout the year, University Retirement offers workshops and seminars on a variety of subjects that provide valuable information regarding financial matters. Social Security and Medicare, FRS Pension Plan and DROP Overview, Estate Planning, Building Your Financial Future, and Roth 403(b) vs. Pre-Tax Deferrals are some of the presentations offered. All faculty and staff are invited to take advantage of this benefit. More information is available online at www.hr.ufl.edu/retirement.

Tax-Sheltered 403(b) Providers

Fidelity Investments
www.fidelity.com
(888) 788-7500
(800) 343-0860

ING North America Insurance Corporation
www.ingretirementplans.com
(352) 317-8992
(352) 215-1676

MetLife Investors USA Insurance Company
www.metlifeinvestors.com
(352) 371-7638
(352) 219-0835

TIAA-CREF
www.tiaa-cref.org/uf
(877) 267-4510 (ext. 265109)
(800) 842-2003 (ext. 263502)

VALIC
www.valic.com
(352) 367-2409

Professional Development

How to register for courses

Sign on to myUFL at my.ufl.edu, click “Main Menu,” then navigate to My Self Service > Training & Development. Select “Request Training Enrollment,” then search and register for courses by date, title, or course number. Clicking “Search” without entering any criteria will return all currently available courses offered through HRS. Enter “Online” under location to easily identify our available online training.

To register employees via Manager Self Service, you must have the security role of UF_EL_manager. Please work with your department security administrator to request this role via the Access Request System. Note that Advanced Leadership for Academics and Professionals and the UF Academy are year-long programs that require an application process instead of registration.



Organizational Development

Organizational Development services include strategic planning, retreat facilitation, and workplace assessments. Many teams at UF have worked with T&OD to develop a meaningful organizational plan. Contact T&OD at (352) 392-4626 for a consultation. Some fees apply.

Training and Organizational Development (T&OD) provides employees with opportunities to learn new skills and polish existing ones. In addition to gaining improved skills, faculty and staff acquire the kind of confidence that translates into greater on-the-job efficiency and productivity. Most courses are free to employees and considered “time worked.” To learn more about T&OD’s offerings, please visit the training section of HRS’s web at www.hr.ufl.edu/training.

LEADERSHIP DEVELOPMENT AT UF

Advanced Leadership for Academics and Professionals. Offering two tracks—one for academic leaders and the other for professional staff—this program is based on leadership competencies specifically identified as being important for success at UF. Program participants attend certain activities within their tracks; at other times, the tracks come together to explore leadership development issues. The program accepts up to 20 participants annually who attend 6 events, each 1 to 2 days in length, over the course of a year. The program includes seminars, assessments, and access to the key leaders in the organization.

The UF Academy. The UF Academy is a program created for emerging leaders at our university. Designed for exempt employees up to and including the director level as well as interested faculty, the UF Academy prepares employees for higher-level responsibilities at the University of Florida. Exempt employees with at least two years of supervisory or decision-making experience are eligible to participate. Employees at the assistant director level or higher as well as faculty may apply to participate with fewer than two years at the university.

MANAGING AT UF: SUPERVISORY CHALLENGE

Aligned with the University of Florida’s Leadership/Management Competency Model, the Supervisory Challenge is designed to provide UF managers with meaningful information about successfully addressing the ultimate challenge: managing people for peak performance. To achieve this certification, participants attend 10 required workshops and 2 electives—for a total of 12 workshops. Employees who choose to work toward the “Managing at UF: The Supervisory Challenge” certificate may do so at their own pace and complete workshops in any order. There is no time limit for completion of the new certificate. Workshops are free and open to all faculty and staff who are interested in learning more about being an effective manager. Search for course numbers that begin with SCS.

LEADERSHIP/MANAGEMENT COMPETENCY MODEL AND THE UF LEADER 360

Based on interviews and focus groups of effective leaders and managers at UF, our Leadership/Management Competency Model forms a framework that describes the knowledge, skills, and behaviors needed to be an excellent leader at UF. UF Training and Organizational Development offers development opportunities where possible to help cultivate these competencies, including a 360-degree assessment—the UF Leader 360—available to interested UF leaders and managers.

UF Leader 360 is a multisource assessment that provides leaders with anonymous, questionnaire-based feedback from a variety of raters including colleagues, direct reports, supervisors, and customers. By soliciting feedback from a variety of people, leaders receive a full-circle perspective on their leadership skills. Leaders invite a minimum of 15 people to complete the online assessment. Once the feedback is collected, the leader is provided with a summary report of the results. A coaching

session is also included in the assessment process. There is a small fee for this service. To learn more, please visit www.hr.ufl.edu/training/leadership.

PRO3 SERIES FOR ADMINISTRATIVE PROFESSIONALS

The Pro3 series is designed to increase the knowledge and skills of administrative professionals in three key areas: fiscal management, human resources/payroll, and academic department support. Linked directly to identified competencies for UF employees, this series focuses on cultivating skills and knowledge in areas such as accounting, budget development, fund and spending knowledge, completing hiring and appointments, problem solving, and analytical thinking. Expected outcomes of the series include an improved ability, on the part of administrative professionals, to support the university's strategic objectives. Learn more by visiting www.hr.ufl.edu/training/pro3.



MYUFL SYSTEMS COURSES

Designed to provide employees with a consistent foundation, these hands-on and online training workshops address topics associated with human resources, payroll, financials, and sponsored-program applications in the myUFL system. All employees who have access to the applications should attend the associated workshops, which are offered on a regular basis. The myUFL toolkits, found online at www.hr.ufl.edu/training/myUFL/toolkits, include simulations, updated instructional guides, security role and training information—along with links to other helpful web sites—for many of the myUFL subsystems. Close to 20 toolkits are currently available, designed to assist employees in executing HR, financial, and other administrative transactions. Questions? Contact T&OD at training@ufl.edu.

e-learning

Complete training when you need it without leaving your office. Certain myUFL system and Pro3 workshops, among others, are available.

GENERAL TRAINING

Workshops also are available that cover an array of subject matter—all designed with the UF employee in mind! From technical and policy-driven issues at our university to programs dealing with personal and professional development, you can expect to find a program that is right for you. Be Your Best courses are designed to enhance polish, poise, and perspective. The Business Communication series is devoted to helping employees learn how to communicate more effectively in our environment—including basic grammar, diversity awareness, listening skills, and more. The Project Management series focuses on the critical skills needed for managers and coordinators to execute projects thoroughly and on-time.

New Employee Program

Training and Organizational Development coordinates New Employee Orientation for newly hired TEAMS employees. Academic Personnel and TEAMS employees also are encouraged to visit UF's New Employee Program web page at www.hr.ufl.edu/training/neo for an overview of their benefit and retirement options as well as some helpful resources as they become familiar with their new roles.

EDUCATION PROGRAMS

Employee Education Program. UF provides tuition assistance for full-time employees to take college courses at the state university closest to their work location. Some employees may also be eligible to attend classes at a local community or state college. You must be employed for six months prior to the EEP deadline to qualify. Visit www.hr.ufl.edu/education/eep to learn more.

Higher Education Opportunity. Each year, UF selects 50 children of full-time TEAMS (staff) employees to receive undergraduate tuition assistance at the University of Florida. Children who are not accepted at UF may use the benefit to attend any public community or state college in the state of Florida. For more information, please visit www.hr.ufl.edu/education/heo.

Arts and Culture

UNIVERSITY OF FLORIDA PERFORMING ARTS

Take advantage of UF's extensive musical, theatrical, and dance performances brought to you by UF Performing Arts. UFPA regularly presents a variety of programs in the Phillips Center, University Auditorium, and the Baughman Center. You can also participate in pre- and post-performance discussions, which are typically held for most UFPA-presented performances. Attendees have the opportunity to learn more about the artists, composers, pieces, and influences on the works. Discussions are led by the artists themselves, tour members, directors, choreographers, UF faculty, community members, and UFPA staff.

You can find detailed performance schedules, virtual tours of the facilities, seating charts, and other information online at www.performingarts.ufl.edu or by calling (352) 392-2787. Be sure to sign up for the mailing list to receive information on upcoming performances and events!

PHILLIPS CENTER FOR THE PERFORMING ARTS

The Phillips Center consists of a 1,700-seat proscenium hall and the 180-seat Squitieri Studio Theatre. It is located in the University of Florida Cultural Plaza near the intersection of 34th Street and Hull Road. Since opening its doors in January 1992 with three sold-out performances of *CATS*, the Phillips Center has hosted performers as diverse as Tony Bennett, Itzhak Perlman, *RIVERDANCE*, Dame Kiri Te Kanawa, Ray Charles, Alvin Ailey American Dance Theater, Alison Krauss, *STOMP*, Yo-Yo Ma, David Sedaris, Bolshoi Ballet, Wynton Marsalis, Jerusalem Symphony Orchestra, and Capitol Steps. In recent years, the Phillips Center has hosted world premieres and been home to productions of *AEROS* and *The People of the Forest* as they mounted new, collaborative works.

NADINE MCGUIRE THEATRE AND DANCE PAVILION

The Nadine McGuire Theatre and Dance Pavilion, a 46,000-square foot facility, is the home of the School of Theatre and Dance, the renovated 415-seat Constans Theatre, and a 200-seat Black Box Theatre. The beautiful building features a soaring glass atrium at its center which is surrounded by classrooms; three dance and four acting studios; large scene and costume shops with natural lighting; computer, design and lighting labs; physical therapy and dressings rooms; and faculty and staff offices.

UNIVERSITY AUDITORIUM

The University Auditorium is a historic hall on the UF campus that is suitable for musical concerts, special lectures, convocations, and less technically-demanding dance concerts and pageants. The Auditorium is one of several university buildings included in the National Register of Historic Places. It was completed in the mid 1920s and renovated and expanded as a bicentennial project in 1976. The facility includes a concert stage, seating for 867 guests, and the Friends of Music room—a tastefully designed and decorated room used for receptions. The Auditorium is also home to the Anderson Memorial Organ. Donated in 1925, the organ has since been expanded and improved with the installation of additional pipes and a five manual console, making it one of the major instruments of its kind in the Southeast. More information, as well as a virtual tour of the University Auditorium, can be found at the UFPA web site, www.performingarts.ufl.edu.



Courtesy of IMG Artists

UF Cultural Plaza

For more information on the UF Cultural Plaza, which includes the Florida Museum of Natural History, the Harn Museum of Art, and the Phillips Center for Performing Arts, please visit www.culturalplaza.ufl.edu.

BAUGHMAN CENTER

The Baughman Center is a non-denominational space open for private contemplation on weekdays. On weekends, it often hosts private events such as weddings and memorial services. The center consists of two separate buildings: a 1,500-square-foot pavilion and a 1,000-square-foot administrative building. The pavilion has fixed-bench seating that accommodates 96 people.

THE UNIVERSITY GALLERIES

The University Galleries have been recently focused on the development of exhibitions involving interdisciplinary partnerships. Their mission is to present the work of studio faculty and students in the School of Art and Art History. For more information on any of the galleries, please call (352) 273-3000 or visit www.arts.ufl.edu/galleries.

The University Gallery is an integral part of the programs and curricula of the School of Art and Art History. High quality, thought-provoking exhibitions are presented every four to eight weeks that engage the university and wider community in stimulating dialogue through visual language. Internationally recognized artists are featured each year. A department faculty exhibition, a professionally-organized juried student arts exhibition, and MFA graduating thesis shows are presented annually. The 3,000-square-foot space is a lively, exciting venue that is also utilized for other events – such as film screenings, receptions, and lectures – throughout the academic year.

Focus Gallery is an 850-square-foot space that presents curated exhibitions of student and invited artists' work. Shows change monthly. Focus Gallery is located in the lobby of the School of Art and Art History's administrative offices. This is a fun and vibrant venue.

Grinter Gallery is located in the lobby area of Grinter Hall. Its mission is to present international artwork and artifacts. Exhibitions are educational and are installed for several months at a time. Input from many multicultural campus organizations guides the planning for Grinter Gallery.

The Art in State Buildings Program at the University of Florida (UF ASB) highlights nationally and internationally recognized artists in its growing collection of diverse art. UF ASB is dedicated to expanding and caring for the university's collection, which includes more than 157 works of public art. Up to one-half of one percent (0.5%), not exceeding \$100,000, of the state funds appropriated for a new building are allocated to the acquisition of public art for that facility. The program is financially neutral and contributes stabilizing income for artists, trade workers and craftsmen. Florida is a national public art leader, and the University of Florida's program continually provides notable contributions. Please visit www.arts.ufl.edu/asb to see the entire collection of art.

THE REITZ UNION GALLERY

Located on the 2nd floor of the Reitz Union, "the gallery" features artwork by UF students, faculty, staff, and alumni. The exhibitions and performances presented are intended to advance public awareness of contemporary art as an educational, cultural, and inspirational adventure. Also a part of the gallery is Art Underground, a gift shop featuring ethnic crafts and jewelry from developing countries around the world as well as the work of local students and professional artists. On the ground floor of the Reitz Union is The Studio, a facility that offers a variety of artistic opportunities to its guests. Please visit www.union.ufl.edu/gallery.asp for more information.



Baughman Center



Samuel P. Harn Museum of Art

THE SAMUEL P. HARN MUSEUM OF ART

Founded in 1990, the American Association of Museums-accredited Harn Museum of Art is an integral part of the University of Florida. The Harn contributes to an interconnected, international community by integrating the arts and culture into curricula throughout the university's system of colleges and centers. Its holdings include more than 8,300 works in five main collecting areas: Asian art, African art, photography, modern art of the Americas and Europe, and international contemporary art. In addition to rotating installations drawn from its permanent collection, the Harn organizes traveling exhibitions, public lectures, panel discussions, academic symposia and educational programs for adults, students, and children.

The Harn will open the 26,000-square-foot David A. Cofrin Asian art wing to the public on March 31, 2012. The galleries will be dedicated to art from China, India, Japan, Korea, and South and Southeast Asia, and will feature masterpieces from the Neolithic period to the present day.

Admission is free. Hours are 11 a.m. to 5 p.m. Tuesday through Friday, 10 a.m. to 5 p.m. Saturday, and 1 to 5 p.m. Sunday. The museum is open from 6 to 9 p.m. the second Thursday of every month for Museum Nights. The Camellia Court Café is open seven days a week from 11 a.m. to 3 p.m. For more information, call (352) 392-9826 or visit www.harn.ufl.edu.

FLORIDA MUSEUM OF NATURAL HISTORY

The Florida Museum of Natural History is Florida's official state museum of natural history, chartered by the Florida Legislature in 1917. The museum and its staff are dedicated to understanding, preserving, and interpreting biological diversity and cultural heritage to ensure their survival for future generations. The Florida Museum is one of the largest natural history museums in the United States, with more than 32 million specimens of amphibians, birds, butterflies, fish, mammals, mollusks, reptiles, vertebrate and invertebrate fossils, recent and fossil plants, and associated databases and libraries.

With a diverse range of changing exhibits on everything from chocolate to dinosaurs, as well as Florida wildlife, ecology, fossils, and native peoples, everyone can find something of interest at the Florida Museum of Natural History. The museum sponsors field trips, movie nights, children's classes, fossil digs and offers a wide variety of volunteer opportunities.

Admission to the museum is free, though fees are charged for admission to special exhibits and the Butterfly Rainforest. For more information, please visit www.flmnh.ufl.edu/.

BAT HOUSE

The largest occupied "bat house" in North America, and perhaps the world, resides on UF's campus across from Lake Alice on Museum Road. Each evening at dusk, visitors line up along the street awaiting the exodus of more than 300,000 free-tailed bats. This "bat house" provides free pest control for the university and Gainesville—removing between 2.5 billion insects (more than 2,500 pounds) each night! Assuming that each bat consumes 500 to 1,000 insects, 1,000 pounds of leafhoppers, moths, midges, winged ants, beetles, and mosquitoes are removed from our yards, gardens, and farms on a daily basis. For more information, see www.flmnh.ufl.edu/bats.

Butterfly Rainforest

Explore a tropical oasis of flowers and waterfalls with hundreds of living butterflies from around the world as you experience the Florida Museum of Natural History's Butterfly Rainforest exhibit. The screened vivarium houses tropical plants and trees to support 65 to 85 different species and hundreds of free-flying butterflies at any given time.

UF's Samuel Proctor Oral History program houses more than 4,000 interviews with a range of subjects including Florida politicians, WWII and Civil Rights veterans, women in healthcare, Florida pioneers and ranchers, Southeastern Native Americans and many more.

GEORGE A. SMATHERS LIBRARIES

The Libraries of the University of Florida form the largest information resource system in the state of Florida. Collections cover virtually all disciplines and include a wide array of formats—from books and journals to manuscripts, maps, and recorded music. Increasingly, collections are digital and are accessible on the Internet via the library web page or the library catalog. The George A. Smathers Libraries provide primary support to all academic programs except those served by the Lawton Chiles Legal Information Center. Libraries and collections are:

- Library West
- Smathers Library
- Marston Science Library
- Architecture and Fine Arts Library (201 Fine Arts Building A)
- Education Library (1500 Norman Hall)
- Allen H. Neuharth Journalism and Communications Library (1060 Weimer Hall)
- Music Library (231 Music Building)
- UF Digital Collections at www.uflib.ufl.edu/UFDC
- Health Science Center Libraries
- Lawton Chiles Legal Information Center at the Fredric G. Levin College of Law

UNIVERSITY PRESS OF FLORIDA

Established in 1945, the University Press of Florida ranks within the top third of publishing houses in the Association of American University Presses (AAUP) and is the second largest university press in the Southeast in new titles published. With nearly 3,000 books currently in print (including nearly 1,000 available in various electronic formats) and another 300 manuscripts in production or under advance contract, the press is an important element in enhancing the scholarly reputation and worldwide visibility of Florida's state universities. The press is a member of the AAUP, the Association of American Publishers, and the Society for Scholarly Publishing.

The press participates in the missions of Florida's state universities through a publishing program that seeks to maintain the professional excellence of American university presses in general and to present the finest national and international scholarship in those academic areas in which it publishes. The press publishes scholarly books in the arts, humanities, and natural and social sciences—more specifically, in the areas of fine arts, American religion, southern history, Latin American and Caribbean studies, literary criticism, Middle Eastern studies, environmental studies, archaeology, anthropology, natural history, horticulture, natural science, and space and technology. In recognition of our state universities' educational outreach and public roles, the press also publishes books of general interest and significance for our region and our state.

As a nonprofit publishing house, the Press operates as both a Academic Infrastructure Service Organization and a publishing business. In its latter role, the Press recognizes the need to operate the business and financial dimensions of its publishing activities in a responsible manner so it may continue to generate increased revenues that help sustain its program and support its growth and development. To this end, the Press defines its programs to include vigorous and imaginative promotion, sales, and distribution, both domestically and internationally, in order to achieve maximum dissemination of its books. To learn more about the press, please visit www.upf.com.

Discounts on UPF books

Full-time faculty and staff receive a 20% discount on all University Press of Florida books. Orders can be placed by calling (352) 392-1351.



Health, Fitness, and Recreation

LIVING WELL

Living Well is a fully supervised workout facility available to UF faculty and staff for either annual or six-month membership fees. Living Well also is available for employee spouses and partners. Instructors perform assessments designed to estimate body composition, flexibility, cardiorespiratory fitness, and muscular endurance. In addition, members have access to group exercise classes, walking clubs, and exercise incentive programs. For more information or to download an application, visit www.hhp.ufl.edu/livingwell.

GATOR ATHLETICS

Demand for Gator basketball and football tickets is very high. UF faculty and staff may purchase tickets without a contribution. For information about tickets and event schedules, please visit www.gatorzone.com. To purchase tickets to any Gator sporting event, call 1 (800) 34-GATOR.

THE STEPHEN C. O'CONNELL CENTER

The Stephen C. O'Connell Center (SCOC) is a multi-purpose facility that is the site of various academic, athletic, recreational, and entertainment activities. Users/clients include university departments, student and campus organizations, the University Athletic Association, as well as the Gainesville and surrounding communities. In addition to hosting daily educational classes and sporting events the building is the site for concerts, family activities, trade shows, lectures, and commencement ceremonies. During designated hours the weight rooms, indoor track, and pool are available for use by students, faculty, and staff. The SCOC employs one of the largest part-time student workforces on campus. For more information and event calendars, or to sign up for the listserv, please visit the O'Connell Center web site at www.oconnellcenter.ufl.edu.

A healthier Gator Nation

A comprehensive list of campus health-related services, resources, and events for faculty, staff, and students is at your fingertips. Visit HealthyGators.ufsa.ufl.edu to learn more about the Healthy Gators Coalition, chaired by UF First Lady Chris Machen with representatives from more than 40 campus groups. Its mission is to create a campus environment supportive of the development and maintenance of a healthy body, mind, and spirit for all members of the University of Florida community.

Family & Work/Life Balance

Employee Assistance Program (EAP)

The EAP, available free of charge to all UF faculty and staff (including OPS), provides a wide range of mental health services including individual employee evaluation and referral, consultation services for supervisors, workshops and training sessions, and support groups.

Individual consultation is available by calling the EAP at 392-5787 to schedule an appointment.

These confidential sessions are provided by licensed mental health professionals employed by the university. If additional counseling is necessary, the EAP will refer employees to community providers that accept university health insurance or charge fees based on income level.

For more information, visit www.eap.ufl.edu.

U Matter, We Care

UF community members care about each other and proactively reach out to help when needed. U Matter, We Care extends UF's caring culture by educating our community about signs and symptoms of distress, and providing those in distress with appropriate resources to receive professional, confidential assistance.

Departments may request a printed version of UF's Helping Employees in Distress Resource Guide by e-mailing human-resources@ufl.edu.

For more information about the U Matter, We Care initiative, please visit www.umatter.ufl.edu.



Flexible schedules and alternate work location

While the university's workweek is typically Monday through Friday, 8 a.m. to 5 p.m., many departments and supervisors allow flexible work schedules. 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.

Flexible schedules and alternate work locations are subject to approval. Visit www.hr.ufl.edu/recruitment/policy for more information.



In 2006, The University of Florida became the first school in NCAA Division I history to capture national titles in football and men's basketball during the same calendar year.

RECREATIONAL SPORTS

The Department of Recreational Sports offers programs and services at various recreation facilities and fields available to UF faculty and staff. A Recreational Sports membership is required for access to some facilities, while others are free with a valid Gator 1 Card. For specific information about fees and hours of operation, visit recsports.ufl.edu. RecSports offers many fitness and recreation opportunities—including strength training seminars, more than 120 group fitness classes each week, personal training packages, fitness assessments, and a variety of special events and competitions. As members, faculty and staff can take advantage of these programs as well as strength and conditioning facilities housed in the Southwest Recreation Center, Student Recreation & Fitness Center, and the O'Connell Center. The Southwest Recreation Center and the Student Recreation & Fitness Center both feature weight rooms, basketball courts, group fitness studios, and racquetball courts. In addition, outdoor field space and basketball courts throughout campus and open-recreation opportunities at the Broward Outdoor Recreation Complex are available.

INTRAMURAL SPORTS

The Department of Recreational Sports offers a number of team and individual activities free to faculty and staff with a valid Gator 1 Card. These include flag football, basketball, soccer, volleyball, softball, tennis, racquetball, 3-point contests, bowling, and sport competitions. For a complete list by semester, please visit recsports.ufl.edu.

LAKE WAUBURG

Located just eight miles south of campus on Highway 441, Lake Wauburg offers UF students, faculty, and staff a place to relax and enjoy the great outdoors. Many activities are available, including boating, volleyball, disc golf, challenge course, climbing wall, biking and more. Admission and activities are free with a Gator 1 Card. Card-holders may bring up to four guests.

Shands Fitness & Wellness Center

Located on the first floor of the Shands Cancer Hospital parking garage on SW 13th St., the Shands Fitness and Wellness Center offers UF employees another fitness option for a low monthly membership fee. To learn more, visit www.shands.org/find/outpatient/rehab/wellnesscenter.

Discounts to Florida Attractions

Discount offers to a variety of Florida attractions, as well as other area goods and services, are available through the Gator Perks program. Visit www.hr.ufl.edu/benefits/gatorperks for more information.

PK Yonge Developmental Research School

Established in 1934, PK Yonge (PKY) is a public school in the College of Education at the University of Florida. It is a center of educational innovation for students from Kindergarten through 12th grade with approximately 1,150 students chosen by lottery.

The mission statement of PKY is to build a community of learners who work well together, respect differences, and hold high expectations for intellectual, social, and emotional growth.

For more information, please visit the PKY web site at www.pkyonge.ufl.edu or call (352) 392-1554.

Baby Gator

Baby Gator, UF's Child Development and Research Center, offers high-quality care and early education for children of UF students, staff, and faculty. The multi-cultural, multi-lingual curriculum is designed to encourage children ages six weeks to five years to explore and experience the world around them. In addition, Baby Gator provides research and training opportunities for students and faculty investigating topics in early childhood.

Baby Gator at Lake Alice is open 7 a.m. to 6 p.m.; Baby Gator at Newell Drive is open 6:30 a.m. to 6:00 p.m. For more information, please contact Director Pamela Pallas at (352) 273-8000 or visit www.babygator.ufl.edu.

Higher Education Opportunity (HEO) for Children of TEAMS Employees

The Higher Education Opportunity (HEO) provides children of full-time TEAMS employees with the opportunity of tuition assistance for an undergraduate education at UF. Each year, 50 children of TEAMS employees are chosen at random from a pool of eligible applicants to participate. 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 or state college for each selected child. To learn more, visit www.hr.ufl.edu/education/heo.

Awards Programs

TEACHER/SCHOLAR OF THE YEAR AWARD

Teacher/Scholar of the Year is the highest honor bestowed upon a faculty member by UF. The award is presented to a faculty member who demonstrates excellence in both teaching and scholarly activity. The individual receives a cash award and the Presidential Medallion. For more information, please visit www.aa.ufl.edu/aa/facdev/career/awards.shtml.

TEACHER/ADVISOR OF THE YEAR AWARDS

UF recognizes its outstanding teachers and advisors from throughout the campus by awarding Teaching/Advising Awards, which are available to all colleges offering undergraduate instruction. These awards encourage and reward excellence, innovation, and effectiveness in teaching or advising. For more information, visit www.aa.ufl.edu/aa/facdev/career/awards.shtml.

DISTINGUISHED ALUMNI PROFESSOR AWARD

The Distinguished Alumni Professor award, given by the UF Alumni Association, recognizes superior and highly influential teachers whose contributions to the community, state, and nation have brought distinction to the university. For more information, visit www.ufalumni.ufl.edu/about.

SUPERIOR ACCOMPLISHMENT AWARDS

This annual awards program recognizes UF faculty and staff who contribute outstanding and meritorious service, efficiency and/or economy, or to the quality of life provided to students and employees. Division-level award recipients receive cash awards of \$200 each and are then eligible for university-level awards. Eight \$1,000 and eight \$2,000 cash awards are made at the university-wide level. Award categories include clerical/office support, support services, scientific/technical, administrative/supervisory, administrative/professional, academic personnel, community service, and diversity & inclusion. For more information, please visit www.hr.ufl.edu/awards/saa.



DAVIS PRODUCTIVITY AWARDS

A joint effort of Florida Tax Watch, the Florida Council of 100, and the State of Florida, the Davis Productivity Awards are presented annually to honor state government employees throughout Florida who have clearly exceeded performance expectations and job descriptions in ways that improve service delivery and save money for Florida taxpayers and businesses. Cash awards of \$200 to \$2,750 plus commemorative plaques and certificates are presented to recognize permanent, full-time, individual state employees, as well as employee teams, work units, partnerships, and agencies. For more information, please visit www.hr.ufl.edu/awards/davis.



MERITORIOUS SERVICE AWARD

This award is designed to recognize the outstanding service of long-time employees retiring from the University of Florida. To be eligible for this award, employees must have at least ten years of service with the university, be nominated by a letter from the supervisor or department chair, and have the nomination letter signed by the appropriate vice president. For more information, please visit www.hr.ufl.edu/awards/meritorious.

For more on university awards

Visit the Awards and Recognition section of Human Resource Services' web site, found at www.hr.ufl.edu/awards

Gainesville, Florida

POPULATION

Approximately 120,000 of Alachua County's total population of approximately 247,000

CLIMATE

Average highs between 76 and 82° F in the spring and fall, between 89 and 91° F in the summer, and as high as 69° F in the winter. Average rainfall is 35 inches per year and average hours of sunshine is 2,800 annually.

TAXES

6.25% Retail Sales Tax (food & medicine exempt)

Homestead Exemption - \$25,000

No state personal income tax

No state inheritance tax

No franchise tax

No inventory tax

AGE

29.4% age 18-24

26.7% age 25-44

16.4% age 45-64

9.8% age 65-up

Cities within two-hour drive: Jacksonville, Orlando, Tallahassee, Tampa, Ocala, Lake City, St. Augustine, Cedar Key, Live Oak

RESOURCES

**Gainesville Chamber
of Commerce**

gainesvillechamber.com

**Gainesville Visitors &
Convention Bureau**

www.visitgainesville.com

Alachua County Schools

www.sbac.edu

University of Florida
Office of Human Resource Services

Mailing Address:

P.O. Box 115000
Gainesville, FL 32611-5000

Physical Address:

903 West University Avenue
Gainesville, FL 32601-5117

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