Welcome to The Gator Nation.
One employee at a time, our nation grows.
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 FUSELL
Vice President for Human Resource Services
Gainesville, Florida

POPULATION
Approximately 124,000 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
6.0% Retail Sales Tax (food & medicine exempt)
Homestead Exemption - up to $50,000
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
www.gcco.com

Gainesville Visitors & Convention Bureau
www.visittgainseville.com

Alachua County Schools
www.sbac.edu
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New Employee Guide 2013 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

The Institute of Food and Agricultural Sciences (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.
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 the 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 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.

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Did You Know?

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.

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 newstands 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 (DDDs) 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, hair 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 Gator 1 Card.

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

Shands and Health Science Center Employees:

Shands Hospital
Employee Resource Center
Room #104
1600 SW Archer Road
(352) 392-0043
7:30 a.m. to 4:30 p.m.

Health Science Center
Medical Science Building
Room NG10

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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
   - 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. Gated parking lots
9. Free RTS bus service
10. Use as a Wells Fargo ATM card
11. Security and door-entry systems at Shands Hospital and some UF locations
12. 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. 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.

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.
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) 392-1591 (TDD/TTY 711), 916 Newell Drive, or visit www.ehs.ufl.edu/programs/ada.

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 Employee Relations 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 preventing sexual harassment training for employees and students. Sexual harassment of employees, students, or visitors will not be tolerated by the university. Call Employee Relations with questions or concerns about sexual harassment, including information about reporting procedures. For more information, visit www.hr.ufl.edu/eeo/sxharassment.htm.
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.
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, and Direct Deposit.

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 Time > Timesheet (or Web Clock). NOTE: For a few departments, Web Clock is the preferred tool for hourly employees to report time. Be sure to check with your supervisor.

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 > Report Time > Timesheet.

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.

Did You Know?

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

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. During the initial new hire window, take the opportunity to carefully evaluate all plan options. UF offers several pre-tax insurances through People First, the state’s third party administrator, in addition to other pre- and post-tax plans under GatorCare and UFSelect, which are both sponsored by the university. Enrollments into state, GatorCare or UFSelect plans are not automatic, with the exception of the basic state life plan for full-time employees.

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. The method to enroll is determined by the insurance program you choose:

State/People First plans
Enroll online via the People First website at https://peoplefirst.myflorida.com or call (866) 663-4735. After your appointment has been processed in the UF payroll system, a People First ID (PFID) will be mailed to your home address along with password information. The PFID is assigned by the state and is different than the University of Florida ID (UFID) and password established to access the myUFL portal. Your PFID is your permanent identifier that will allow access to view benefits during the year, make qualified status changes, or make other adjustments to your benefits during the annual Open Enrollment period.

UFSelect voluntary plans
Enroll online via the myUFL portal. Upon being hired, you will be assigned a UFID and security to the myUFL portal. The portal is where most UF employees complete daily tasks and report time worked. Once you have access to the portal, navigate to:
Main Menu > My Self Service > Benefits > UFSelect & GatorCare Benefits

A single sign on process allows you to log on once into the myUFL system with your UFID and password to enter both the myUFL portal and FBMC website to complete enrollment. For additional instructions on how to enroll into the UFSelect plans, review the employee guide at: www.fbmclearningcenter.com/uf.

GatorCare health plans (UF-sponsored)
Enroll online via the myUFL portal using the same steps described under the UFSelect plans (above). This plan option offers health coverage to UF employees in a domestic partner relationship. Along with the online transaction, employees must submit additional documentation to University Benefits and Retirement to complete enrollment.

When will my coverage begin?
An active enrollment is required to sign up for benefits. Once enrolled, your coverage begin date will be determined by the plan selected, date enrolled and, for some plans, the payroll cycle. 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 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.
Benefits Enrollment sessions are also offered biweekly through Human Resource Services for employees who prefer enrollment assistance. In this group session, a UF benefits counselor assists recently hired employees in navigating the People First system or the myUFL portal to enroll in state or UF-sponsored plans.

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/neon, 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, 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 60 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 60 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.

PRE-TAX PREMIUMS
The majority of the state plans 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. 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.

Plans with UFSelect under a different benefit program are taken on a post-tax basis. Changes in pre-tax or post-tax programs may be made only during Open Enrollment or within 60 days following a qualifying status event.

Please note...
This benefits summary is not a plan document and therefore is not all-inclusive of the state or GatorCare health insurance programs. For additional information, please visit these web sites: www.myflorida.com/mybenefits or www.healthplan.ufl.edu/options_a.asp.
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.
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 eligibility and age vary slightly for UF-sponsored plans to include domestic partners and the partner’s eligible children.

SPOUSE PROGRAM

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 provided that 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 60 days of the event.

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 plan options.

Available state health plans:
• Preferred Provider Organization (PPO with Florida Blue)
• Health Maintenance Organizations (HMO with multiple vendors)
• Health Investor (High Deductible) plans with a Health Savings Accounts (PPO & HMOs are available under multiple vendors)

Available GatorCare plans (currently domestic partner coverage only):
• Preferred Provider Organization (2 PPO options with Florida Blue)
  • Prime Plus plan
  • Premium plan

No matter which plan you choose, health insurance premiums are deducted on a pre-tax basis unless you request post-tax deductions through a state pre-tax waiver. GatorCare premiums may be deducted on either a pre- and/or post-tax basis depending on your dependent’s tax eligibility status.

For more detailed information, including links to provider websites for state and GatorCare health plans, please visit www.hr.ufl.edu/benefits/insurance.

PPO PLANS
Florid Blue is the state’s servicing agent for both the PPO and Health Investor PPO plans. Their responsibilities include claims processing, customer service, utilization review, and the establishment and maintenance of the PPO network which provides worldwide coverage.

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 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.
# Health Plans

## State PPO | State HMO
---|---

Listed below are the amounts you pay for **Network/Non-Network (*)** costs and services, if applicable.

<table>
<thead>
<tr>
<th><strong>Calendar Year Deductible</strong></th>
<th>Individual</th>
<th>$250/$750*</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Family</td>
<td>$500/$1,500*</td>
<td>$0</td>
</tr>
</tbody>
</table>

| **Co-insurance (co-ins)** | Percentage you pay of the allowed amount after the calendar year deductible. For Non-Network services you may pay the co-ins plus the difference between the allowed amount and the provider’s actual charge | 20%/40%* | No co-ins; however, varying co-pays are applied to certain services |
| | | | |

| **Doctor Office Visit** | Primary Doctor | $15/40% co-ins* | $20 |
| | Specialist | $25/40% co-ins* | $40  |
| | | Network only |

| **Hospital admission and stay** | Per admission | $250 + 20% co-ins/$500 + 40% co-ins* | $250 |

| **Preventive** | Covered by plan | Covered by plan |

<table>
<thead>
<tr>
<th><strong>Coverage</strong></th>
<th>United States /Worldwide*</th>
<th>Regional coverage area</th>
</tr>
</thead>
</table>

| **Pre-existing condition provision** | Yes | No |

| **Pharmacy** | Generic | 30 day retail $7 | 30 day retail $7 |
| | Preferred Brand | 30 day retail $30 | 30 day retail $30 |
| | Non-Preferred Brand | 30 day retail $50 | 30 day retail $50 |

<table>
<thead>
<tr>
<th><strong>Out of pocket maximum</strong></th>
<th>Individual</th>
<th>$2,500</th>
<th>$1,500</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Family</td>
<td>$5,000</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

| **Plan Provider** | Certain Plan Providers may be unavailable in the areas you live or work | Florida Blue | Aetna, AvMed, Capital, Coventry, Florida HealthCare, United HealthCare |

<table>
<thead>
<tr>
<th><strong>Monthly Premiums (based on 12 month contract employees)</strong></th>
<th><strong>Employee</strong></th>
<th><strong>$50</strong></th>
<th><strong>$50</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee plus Spouse or Domestic Partner</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Employee plus Child(ren)</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Family</strong></td>
<td>$180</td>
<td>$180</td>
<td></td>
</tr>
</tbody>
</table>
Please note that pages 12 and 13 should be displayed side by side. The information provided on these two pages should be read as one continuous table.

<table>
<thead>
<tr>
<th>State Health Investor</th>
<th>PPO or HMO</th>
<th>GatorCare Prime Plus (Domestic Partner Coverage)</th>
<th>GatorCare Premium (Domestic Partner Coverage)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,250/$2,500*</td>
<td>T1–$150</td>
<td>T1–$250</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T2–$1,000</td>
<td>T2–$500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T3–N/A*</td>
<td>T3–$1,000*</td>
<td></td>
</tr>
<tr>
<td>$2,500/$5,000*</td>
<td>T1–$300</td>
<td>T1–$500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T2–$2,000</td>
<td>T2–$1,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T3–N/A*</td>
<td>T3–$2,000*</td>
<td></td>
</tr>
<tr>
<td>20%/40%*</td>
<td>T1–5%</td>
<td>T1–10%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T2–40%</td>
<td>T2–20%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T3–N/A*</td>
<td>T3–40%*</td>
<td></td>
</tr>
<tr>
<td>20%/40%*</td>
<td>T1–$15</td>
<td>T1–$20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T2–40% co-ins</td>
<td>T2–20% co-ins*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T3–N/A*</td>
<td>T3–40% co-ins*</td>
<td></td>
</tr>
<tr>
<td>20%/40%*</td>
<td>T1–$25</td>
<td>T1–$30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T2–40% co-ins</td>
<td>T2–20% co-ins*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T3–N/A*</td>
<td>T3–40% co-ins*</td>
<td></td>
</tr>
<tr>
<td>20%/40%*</td>
<td>T1–$0 + 5% co-ins</td>
<td>T1–$0 + 10% co-ins</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T2–$1,500 +40% co-ins</td>
<td>T2–$1,500 +20% co-ins</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T3–N/A*</td>
<td>T3–$1,500 +40% co-ins</td>
<td></td>
</tr>
<tr>
<td>Covered by plan</td>
<td>T1–Covered by plan</td>
<td>T1–Covered by plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T2–40%</td>
<td>T2–Covered by plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T3–N/A*</td>
<td>T3–40%*</td>
<td></td>
</tr>
<tr>
<td>PPO – United States /Worldwide*</td>
<td>United States/Worldwide*</td>
<td>United States/Worldwide*</td>
<td></td>
</tr>
<tr>
<td>HMO – Regional; out of the coverage area, must be life or limb threatening</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPO – Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>HMO – No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 day retail</td>
<td>30 day retail</td>
<td>30 day retail up to $10 max</td>
<td></td>
</tr>
<tr>
<td>30% after deductible</td>
<td>25% co-ins up to $10 max</td>
<td>25% co-ins up to $10 max</td>
<td></td>
</tr>
<tr>
<td>30 day retail</td>
<td>30 day retail</td>
<td>30 day retail from $25 to $50 max</td>
<td></td>
</tr>
<tr>
<td>30% after deductible</td>
<td>25% co-ins up to $25 to $50 max</td>
<td>25% co-ins up to $25 to $50 max</td>
<td></td>
</tr>
<tr>
<td>30 day retail</td>
<td>30 day retail</td>
<td>30 day retail from $70 to $100</td>
<td></td>
</tr>
<tr>
<td>50% after deductible</td>
<td>40% co-ins up to $70 to $100</td>
<td>40% co-ins up to $70 to $100</td>
<td></td>
</tr>
<tr>
<td>$3,000/$7,500*</td>
<td>T1–$2,500</td>
<td>T1–$2,500</td>
<td></td>
</tr>
<tr>
<td>Non-Network amounts reflected only apply to the PPO</td>
<td>T2–$5,000</td>
<td>T2–$2,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T3–N/A*</td>
<td>T3–$5,000*</td>
<td></td>
</tr>
<tr>
<td>$6,000/$15,000*</td>
<td>T1–$5,000</td>
<td>T1–$5,000</td>
<td></td>
</tr>
<tr>
<td>Non-Network amounts reflected only apply to the PPO</td>
<td>T2–$10,000</td>
<td>T2–$5,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T3–N/A*</td>
<td>T3–$10,000*</td>
<td></td>
</tr>
<tr>
<td>PPO–Florida Blue</td>
<td>Florida Blue</td>
<td>Florida Blue</td>
<td></td>
</tr>
<tr>
<td>HMO–same as the state HMO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$15</td>
<td>$50</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>$100</td>
<td>$140</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>$80</td>
<td>$110</td>
<td></td>
</tr>
<tr>
<td>$64.30</td>
<td>$150</td>
<td>$180</td>
<td></td>
</tr>
</tbody>
</table>
HMO PLANS

Each HMO provides health services to people who live or work within the HMO’s service area. 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 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.

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 with minimal out-of-pocket costs that may include preventive health care and additional services.

HMOs do not have a pre-existing condition exclusion.

HEALTH INVESTOR (HIGH DEDUCTIBLE) PLANS

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 for visits and services until the annual deductible has been met. Once the deductible is satisfied, the plan begins to pay on a co-insurance basis. Carefully review the plan booklets before you make your final choice. To help offset expenses related to the plan, employees should also enroll in a health savings account (HSA), where employer and employee money can be contributed on a pre-tax basis. Funds in the HSA can then be used to help pay the deductible, co-pays, co-insurance, etc., which reduce out-of-pocket expenses.

GATORCARE HEALTH PLANS
(DOMESTIC PARTNER COVERAGE)

Benefits eligible faculty and staff in a domestic partner relationship may enroll in the GatorCare health plan. 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. GatorCare is a self-insured university plan administered by Florida Blue and Magellan Pharmacy Solutions—both third party administrators. Each offers comprehensive provider networks within Florida and across the U.S. and has extensive experience with the processing of both medical and pharmacy claims for payment.

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.
The two GatorCare plans to select from include: Prime Plus or Premium. Both provide incentives to utilize the GatorCare Network, which includes UF&Shands facilities and providers, as well as some community providers that help round out GatorCare services. Similar to the state PPO, GatorCare has a "6-month/12-month" pre-existing condition exclusion for new members. For plan details and the schedule of benefits, visit www.healthplan.ufl.edu/options_a.asp.

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. In certain circumstances, employees may qualify to have premiums deducted as pre-tax, based on their domestic partner’s and dependents’ IRS tax filing status. Please call (352) 392-2HRS or visit www.hr.ufl.edu/benefits for more information.

**STATE PRESCRIPTION DRUG PROGRAM**

Express Scripts (formerly Medco) is the pharmacy benefits manager for prescription benefits for all state health plan options. Prescriptions for up to a 30-day supply can be filled through the card program. 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 co-pay. 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. Call (877) 531-4793 for questions regarding the state’s pharmacy plan or visit www.myflorida.com/mybenefits for more information.

**HEALTH SAVINGS ACCOUNTS**

Employees who elect health insurance coverage under either the state’s 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. 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 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 application for more details.
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.
## Additional Coverage Options

Both the state and UF offer additional supplemental or voluntary insurance plans that provide coverage for accident, dental or vision expenses; charges related to hospitalization; critical illness and cancer coverages; disability due to an accident or sickness; and life insurance options—as well as pet and legal insurance plans. A summary of plan comparison charts is provided below; however, for full details, please refer to the state and UF plan brochures.

**UF Plans:** [www.fbmlearningcenter.com/uf](http://www.fbmlearningcenter.com/uf)

**State of Florida Plans:** [www.myflorida.com/MyBenefits/Health/Health_home.htm](http://www.myflorida.com/MyBenefits/Health/Health_home.htm)

### Life Insurance

<table>
<thead>
<tr>
<th></th>
<th>State Basic Life</th>
<th>State Optional Life</th>
<th>UFSelect Term Life</th>
<th>UFSelect LifeEvent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coverage amount available at hire guarantee issue</strong></td>
<td>$25,000 maximum</td>
<td>1 to 7(X) salary up to 1 million</td>
<td>Employee $300,000</td>
<td>Employee up to $200,000, not to exceed $20 per week in premiums</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$500,000 up to $1 million-a medical application is required</td>
<td>Spouse/partner $50,000</td>
<td>Spouse/partner and Child(ren) $5,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$25,000 max</td>
<td>Higher amounts available by medical application</td>
<td>Higher amounts available by medical application</td>
</tr>
<tr>
<td><strong>Guarantee issue during annual Open Enrollment</strong></td>
<td>N/A</td>
<td>Can increase by 1(X) salary without a medical application if already enrolled and if coverage does not exceed $500,000</td>
<td>Employee $10,000</td>
<td>Guarantee issue amount is determined by the company</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Higher amounts available by medical application</td>
<td>Spouse/partner $5,000</td>
<td>Higher amounts available by medical application</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Child(ren) $5,000</td>
<td>Higher amounts available by medical application</td>
<td></td>
</tr>
<tr>
<td><strong>Employer paid</strong></td>
<td>Yes; 100% paid for full-time employee; part-time pay based on FTE</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Pre-tax</strong></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Spouse/domestic partner coverage</strong></td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Dependent coverage</strong></td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes, but as a separate priced benefit</td>
</tr>
<tr>
<td><strong>Cash value</strong></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Accidental death and dismemberment</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Includes a Long Term Care rider that pays a monthly benefit equal to 4% of the death benefit that can also be used to help with long term care expenses for up to 25 months</td>
</tr>
<tr>
<td><strong>Coverage Rider</strong></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Monthly Premiums** - each varies based on the amount of coverage selected, with some plans factoring age, salary or tobacco status, etc. See plan brochures on how to calculate your premiums.
<table>
<thead>
<tr>
<th>Prepaid Dental Plans</th>
<th>State Assurant Prepaid 225 Plan Code—4025</th>
<th>State CIGNA Dental Plan Code—4034</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Year Deductible</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Calendar Year Maximum</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Pre-tax</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Coverage</td>
<td>Choose a primary network dentist with member services. After your information is sent on the monthly patient list to the primary dental office, you can then access services.</td>
<td>Network only/must choose a primary dentist</td>
</tr>
<tr>
<td>Waiting Period</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>ADA code</td>
<td>Common Services</td>
<td></td>
</tr>
<tr>
<td>D1110/D1120/D0272</td>
<td>Preventive care - cleanings plus bitewing x-rays/once every 6 months</td>
<td>$0-Once every 12 months for bitewings</td>
</tr>
<tr>
<td>D2140/D2150</td>
<td>Silver fillings 1-2 surfaces</td>
<td>$10-$15</td>
</tr>
<tr>
<td>D2330/D2331</td>
<td>White fillings 1-2 surfaces/front teeth</td>
<td>$25-$35</td>
</tr>
<tr>
<td>D2391/D2392</td>
<td>White fillings 1-2 surfaces/back teeth</td>
<td>$60-$70</td>
</tr>
<tr>
<td>D2750</td>
<td>Crown, porcelain fused to high noble</td>
<td>$225 (plus lab fees)</td>
</tr>
<tr>
<td>D4341</td>
<td>Periodontal therapy, 4 plus teeth/ quadrant</td>
<td>$75</td>
</tr>
<tr>
<td>D7140</td>
<td>Extraction, erupted tooth or exposed root</td>
<td>$18</td>
</tr>
<tr>
<td>D7210</td>
<td>Extraction, surgical</td>
<td>$69</td>
</tr>
<tr>
<td>D8080/D8090</td>
<td>Orthodontic treatment for adolescent/adult</td>
<td>$2,000-$2,200</td>
</tr>
<tr>
<td>Coverage for domestic partners and partner’s dependents</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Premiums (based on 12 month contract employees)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$14.93</td>
</tr>
<tr>
<td>Employee plus Spouse or Domestic Partner (if applicable)</td>
<td>$25.17</td>
</tr>
<tr>
<td>Employee plus Child(ren)</td>
<td>$33.26</td>
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<tr>
<td>Family</td>
<td>$43.54</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th></th>
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<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Network only/must choose a primary dentist</td>
<td>No</td>
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</tr>
<tr>
<td>Network only/must choose a primary dentist</td>
<td>Network only/must choose a primary dentist</td>
<td>Network only/no primary dentist required</td>
<td>See any dentist within the network</td>
<td>Network only/must choose a primary dentist</td>
<td>No</td>
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<td>No</td>
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<td>$300</td>
<td>$240 (plus metal)</td>
<td>$245 (plus labs)</td>
<td>$246 (plus labs)</td>
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<td>$1,580</td>
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<td>$23.58</td>
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# PPO Dental Plans

<table>
<thead>
<tr>
<th>In Network</th>
<th>Non-Network</th>
<th>State Humana Preferred Plus Plan Code—4054</th>
<th>Eagles Direct Reimbursement Plan No Network Required</th>
<th>Elite Preferred PPO</th>
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<tbody>
<tr>
<td><strong>Calendar Year Deductible</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee $25</td>
<td>Employee $50</td>
<td>$50/person</td>
<td>No network required—use any dentist</td>
<td>Type I services - waived Type II services-$50/person (for family coverage a total max of $150)</td>
</tr>
<tr>
<td>Family $50</td>
<td>Family $100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Calendar Year Maximum</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,200/person</td>
<td>$1,200/person</td>
<td>After $50 deductible all services are coverage at 50% up to the $1,500/ person annual max. Exclusions—implants and cosmetic dentistry.</td>
<td>$1,000/person</td>
<td></td>
</tr>
<tr>
<td><strong>Pre-tax</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Waiting Period</strong></td>
<td>Orthodontics—prior carrier credit (12-month wait for new enrollees)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>ADA Code</strong></td>
<td><strong>Common Services</strong></td>
<td><strong>You Pay</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D1110/D1120/D0272</strong></td>
<td>Preventive- cleanings (adults and children) and plus bitewing x-rays</td>
<td>$0</td>
<td>20%</td>
<td>$0</td>
</tr>
<tr>
<td><strong>D2140/D2150</strong></td>
<td>Silver fillings 1-2 surfaces</td>
<td>20%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>D2330/D2331</strong></td>
<td>White fillings 1-2 surfaces/front teeth</td>
<td>20%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>D2391/D2392</strong></td>
<td>White fillings 1-2 surfaces/back teeth</td>
<td>20%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>D2750</strong></td>
<td>Crown, porcelain fused to high noble</td>
<td>50%</td>
<td>70%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>D4341</strong></td>
<td>Periodontal therapy, 4+ teeth/quadrant</td>
<td>20%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>D7140</strong></td>
<td>Extraction, erupted tooth or exposed root</td>
<td>20%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>D7210</strong></td>
<td>Extraction, surgical</td>
<td>20%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>D8080/D8090</strong></td>
<td>Orthodontic treatment for adult and child (full treatment case up to 24 months including fixed/removable appliances)</td>
<td>50%; $1,500 lifetime maximum benefit</td>
<td>Not covered</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Coverage for domestic partners and partner’s dependents</strong></td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Monthly Premiums (based on 12 month contract employees)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td>$31.76</td>
<td>$37.48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee plus Spouse or Domestic Partner (if applicable)</td>
<td>$58.76</td>
<td>$71.86</td>
<td></td>
<td></td>
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<tr>
<td>Employee plus Child(ren)</td>
<td>$65.66</td>
<td>$71.86</td>
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<tr>
<td>Family</td>
<td>$95.32</td>
<td>$122.74</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Year Deductible</td>
<td>Review plan brochure for services covered under Type I-IV</td>
<td>$50/person waived on Type I (With a 3 family maximum deductible)</td>
<td>Employee $50 Family $150</td>
</tr>
<tr>
<td>Calendar Year Maximum</td>
<td>$1,000/person</td>
<td>$1,250/person</td>
<td>$1,000/person</td>
</tr>
<tr>
<td>Pre-tax</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Coverage</td>
<td>PPO dentist- you pay the dentist's discounted fee minus the plan payment. Non-PPO dentist- you pay the dentist's actual charge minus the plan payment. You save 10-30% with a PPO dentist.</td>
<td>Any dentist; however, you save by using a PPO network dentist</td>
<td>Any dentist</td>
</tr>
<tr>
<td>Waiting Period</td>
<td>No</td>
<td>12 month waiting period for orthodontics</td>
<td>No</td>
</tr>
<tr>
<td>ADA Code</td>
<td>Common Services</td>
<td>You Pay</td>
<td></td>
</tr>
<tr>
<td>D1110/D1120</td>
<td>Preventive - cleanings (child &amp; adult)/once every 6 months</td>
<td>Cost above $21-$30 $0</td>
<td>Cost above $18.00-$18.90</td>
</tr>
<tr>
<td>D0272</td>
<td>Bite wings/once every 6 months</td>
<td>Cost above $13 $0/once a year</td>
<td>Cost above $12.60</td>
</tr>
<tr>
<td>D2140/D2150</td>
<td>Silver fillings 1-2 surfaces</td>
<td>Cost above $25-$32 20%</td>
<td>Cost above $11.70-$18.00</td>
</tr>
<tr>
<td>D2330/D2331</td>
<td>White fillings 1-2 surfaces, front teeth</td>
<td>Cost above $30-$38 20%</td>
<td>Cost above $15.30-$22.50</td>
</tr>
<tr>
<td>D2391/D2392</td>
<td>White fillings 1-2 surfaces, back teeth</td>
<td>Cost above $33-$42 20%</td>
<td>Cost above $11.70-$18.80</td>
</tr>
<tr>
<td>D2750</td>
<td>Crown, porcelain fused to High Noble</td>
<td>Cost above $156 75% for first year and 50% thereafter</td>
<td>Cost above $180.00</td>
</tr>
<tr>
<td>D4341</td>
<td>Periodontal therapy, 4+ teeth/quadrant</td>
<td>Cost above $52 75% for first year and 50% thereafter</td>
<td>Cost above $14.40</td>
</tr>
<tr>
<td>D7140</td>
<td>Extraction, erupted tooth or exposed root</td>
<td>Cost above $28 20%</td>
<td>Cost above $14.40</td>
</tr>
<tr>
<td>D7210</td>
<td>Extraction, Surgical</td>
<td>Cost above $54 75% for first year and 50% thereafter</td>
<td>Cost above $26.10</td>
</tr>
<tr>
<td>D8080/D8090</td>
<td>Orthodontic treatment for adults and children (full treatment case up to 24 months- including fixed/removable appliances)</td>
<td>Not covered 50% (lifetime maximum reimbursement $1,000 per child. Adults are not covered)</td>
<td>Not Covered</td>
</tr>
<tr>
<td>Coverage for domestic partners and partner’s dependents</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Monthly Premiums (based on 12 month contract employees)</td>
<td>Employee $10.20</td>
<td>$41.48</td>
<td>$14.74</td>
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<tr>
<td>Employee plus Spouse</td>
<td>$20.76</td>
<td>$79.63</td>
<td>$21.96</td>
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<tr>
<td>Employee plus Child(ren)</td>
<td>$27.00</td>
<td>$93.84</td>
<td>$23.30</td>
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<tr>
<td>Family</td>
<td>$37.56</td>
<td>$124.14</td>
<td>$37.10</td>
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</table>

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<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Year Deductible</td>
<td>None, after plan co-payments</td>
<td>None, after plan co-payments</td>
<td>None, after plan co-payments</td>
</tr>
<tr>
<td>Calendar Year Maximum</td>
<td>Up to plan limits</td>
<td>Up to plan limits</td>
<td>Up to plan limits</td>
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<tr>
<td>Lifetime Maximum</td>
<td>Unlimited</td>
<td>Unlimited</td>
<td>Unlimited</td>
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<tr>
<td>Pre-tax</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Waiting Periods</td>
<td>None</td>
<td>None</td>
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<tr>
<td>(based on the date of service)</td>
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<tr>
<td>Exam every</td>
<td>12 months</td>
<td>N/A</td>
<td>12 months</td>
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<tr>
<td>Lenses every</td>
<td>12 months</td>
<td>12 months</td>
<td>12 months</td>
</tr>
<tr>
<td>Frames every</td>
<td>24 months</td>
<td>24 months</td>
<td>24 months</td>
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<tr>
<td>Co-payments (You pay)</td>
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<tr>
<td>Exam</td>
<td>$10</td>
<td>N/A</td>
<td>$10</td>
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<tr>
<td>Lenses and/or frames</td>
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<td>$10</td>
<td>$15</td>
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<td>Benefits (Plan pays)</td>
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<td>In-Network</td>
<td>Non-Network</td>
<td>In-Network</td>
<td>Non-Network</td>
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<td>Eye exam</td>
<td>$100% after co-pay</td>
<td>$50 allowance</td>
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<td>Lenses</td>
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<td>Single</td>
<td>$40 allowance</td>
<td>100% after co-pay</td>
<td>$40 allowance</td>
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<td>Bifocal</td>
<td>$60 allowance</td>
<td>100% after co-pay</td>
<td>$60 allowance</td>
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<td>Trifocal</td>
<td>$80 allowance</td>
<td>100% after co-pay</td>
<td>$80 allowance</td>
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<tr>
<td>Frames</td>
<td>$75 wholesale</td>
<td>$60 retail</td>
<td>$75 wholesale</td>
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<td>Contact lenses (can be substituted for lenses; coverage can be applied to one or the other)</td>
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<td>Elective</td>
<td>$100 allowance</td>
<td>$100 allowance</td>
<td>$100 allowance</td>
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<td>Medically necessary (requires prior authorization)</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
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<td>Lasik</td>
<td>All plan options provide a benefit for Lasik. Network providers offer a greater discount; however members can also receive a 10% discount off usual, customary, and reasonable charges at preferred LASIK provider locations and pay no more than $1,800 per eye for the Conventional LASIK procedure and $2,300 per eye for Custom LASIK.</td>
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<tr>
<td>Coverage for domestic partners and partner's dependents</td>
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<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Monthly Premiums (based on 12 month contract employees)</td>
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<tr>
<td>Employee</td>
<td>$5.85</td>
<td>$4.36</td>
<td>$6.54</td>
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<td>Employee plus Spouse or Domestic Partner (if applicable)</td>
<td>$11.56</td>
<td>$8.60</td>
<td>$13.08</td>
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<tr>
<td>Employee plus Child(ren)</td>
<td>$11.44</td>
<td>$8.50</td>
<td>$12.44</td>
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<td>Family</td>
<td>$17.98</td>
<td>$13.38</td>
<td>$19.54</td>
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# Cancer, Intensive Care & Critical Illness Plans

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<thead>
<tr>
<th>Benefits</th>
<th>State Aflac Cancer/Intensive Care*</th>
<th>State Colonial Cancer/Intensive Care*</th>
<th>UFSelect Trustmark Critical Illness*</th>
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<tbody>
<tr>
<td>Helps pay indirect and direct cost related to cancer diagnosis, procedures, and treatments</td>
<td>Plan Code— Level 1—6500</td>
<td>Plan Code— Level 3—6510</td>
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<tr>
<td>First occurrence benefit</td>
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<td>N/A</td>
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<tr>
<td>Level 1—$1,500 employee and spouse; $2,500 child</td>
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<tr>
<td>Level 3—$5,000 employee and spouse; $7,500 child</td>
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<tr>
<td>Cancer Screening</td>
<td>Level 1—$40</td>
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<tr>
<td>Level 3—$75</td>
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<tr>
<td>Hospital Confinement</td>
<td>Level 1—$200 day (days1-30) or $400 per (30 days +)</td>
<td>$200 per day first 30 days, $400 after first 30 days</td>
<td>See first occurrence</td>
</tr>
<tr>
<td>Level 3—$300 day (days1-30) or $600 per (30 days +)</td>
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<tr>
<td>Intensive Care</td>
<td>N/A</td>
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<td></td>
</tr>
<tr>
<td>See additional coverage section below</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Radiation/Chemotherapy</td>
<td>Plan 1—$200 daily treatment Plan 3— $300 daily treatment</td>
<td>$150 per day, Calendar year max $5,000</td>
<td>See first occurrence</td>
</tr>
<tr>
<td>Reconstructive Surgery</td>
<td>Level 1—$325-$2,500 per procedure Level 3—$350-$3,000 per procedure</td>
<td>$3,000 maximum per procedure including anesthesia, limit 2 per site</td>
<td>See first occurrence</td>
</tr>
<tr>
<td>Additional Coverage- may be purchased at an extra cost</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>• Disease rider</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• Building benefit rider</td>
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</tr>
<tr>
<td>• Intensive care policy can be purchased as a separate, stand-alone policy which covers: $600 per day (days 1-7) $1,000 per day (days 8-15), limited to 15 days per confinement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coverage for domestic partners and partner’s dependents</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Monthly Premiums</td>
<td>Varies by plan selected</td>
<td>Employee $12.50 Family $20.90</td>
<td>Varies depending on age and coverage amount</td>
</tr>
<tr>
<td>*See companies’ brochures or insurance agent for more information- some pre-existing conditions may apply</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Hospital Supplemental Plans

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-tax</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hospital admission benefit</td>
<td>$250/admission</td>
<td>$100/admission</td>
<td>N/A</td>
</tr>
<tr>
<td>Daily room and board</td>
<td>10% of next $25,000 of eligible hospital expenses</td>
<td>10% of next $25,000 of eligible hospital expenses</td>
<td>8130—$100/day 8140—$200/day</td>
</tr>
<tr>
<td>Other covered benefits at various amounts</td>
<td>Ambulatory surgical center, substance treatment center, and ambulance</td>
<td>Covers in/out of network benefits at different amounts, ambulatory surgical center, substance treatment center, occupational and speech therapy, and ambulance</td>
<td>Ambulatory surgical center, convalescent and home health care</td>
</tr>
<tr>
<td>Maximum benefit/confinement</td>
<td>$2,500/confinement 90 days apart</td>
<td>$2,500/confinement 90 days apart</td>
<td>Convalescent pays 60% of daily benefit up to a 20 day limit; home health pays 50% of daily benefit up to 7 day limit/confinement</td>
</tr>
<tr>
<td>Coverage for domestic partner and partner’s dependents</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**Monthly Premiums (based on 12 month contract employees)**

- **Employee:** Varies—tiered and age banded—see brochure
- **Employee plus 1 dependent:** Varies—tiered and age banded—see brochure
- **Employee plus 2 or more dependents:** Varies—tiered and age banded—see brochure

### Legal Services

<table>
<thead>
<tr>
<th></th>
<th>UFSelect MetLaw/Hyatt Legal Plan</th>
<th>UFSelect Preferred Legal Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network</td>
<td>12,000 participating attorneys nationwide</td>
<td>Florida based plan of network attorneys. Out of state assistance available.</td>
</tr>
<tr>
<td>Benefits</td>
<td>A range of services to include unlimited legal advice via telephone, office consultation, and review of legal documents among others. *Please see company brochure for a complete list of services.</td>
<td>A range of services to include unlimited legal advice via telephone, office consultation, and review of legal documents among others. *Please see company brochure for a complete list of services.</td>
</tr>
<tr>
<td>Covered Members</td>
<td>Plan includes spouse/domestic partner and dependents.</td>
<td>Plan includes spouse/domestic partner, dependents and entire household.</td>
</tr>
<tr>
<td>Additional Plan Feature</td>
<td>Reduced fee for personal injury, probate and estate administration. Additional fees for family matters.</td>
<td>Reduced fees (40-70%) for representation on all types of legal services.</td>
</tr>
<tr>
<td>Monthly Premiums (Based on 12 month contract employees)</td>
<td>$16.50</td>
<td>$9.96</td>
</tr>
</tbody>
</table>
### Hospital Supplemental Plans

<table>
<thead>
<tr>
<th>State Hospital Supplement (30/20 Plus) Plan Code—8110</th>
<th>State New ERA Hospital plan Plan Codes—8060</th>
<th>8080</th>
<th>8070</th>
<th>UFSelect Allstate Low</th>
<th>Supplemental Hospital Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>$250/admission</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>$415/ member/yr</td>
<td>$1,245/ member/yr</td>
<td>$2,075/member/yr</td>
</tr>
<tr>
<td>$30/day</td>
<td>$100/day</td>
<td>$100/day (from day 1-4)</td>
<td>$200/day</td>
<td>$165/day*</td>
<td>$495/day*</td>
<td>$825/day*</td>
</tr>
<tr>
<td>$30/day for ICU Plus- 20% of next $12,500 of eligible hospital expenses (up to $2,500/confinement)</td>
<td>$200/day</td>
<td>$200/day (from day 4-10)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Ambulatory surgical center</td>
<td>Home health, hospice care, extended care, &amp; ambulatory surgical center</td>
<td>Intensive care, hospital or ambulatory surgical center, home health, ambulance and other eligible hospital related expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$3,600/confinement 90 days apart</td>
<td>$1,400/confinement 90 days apart</td>
<td>*180 days maximum per confinement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Premiums (based on 12 month contract employees)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee:</td>
<td></td>
</tr>
<tr>
<td>$9.58</td>
<td>$12.92</td>
</tr>
<tr>
<td>Employee plus 1 dependent:</td>
<td>$19.20</td>
</tr>
<tr>
<td>Employee plus 2 or more dependents:</td>
<td>$25.18</td>
</tr>
</tbody>
</table>

### Disability Plans

<table>
<thead>
<tr>
<th>Disability Plans</th>
<th>State Short Term Disability/STD Plan Codes—5020</th>
<th>UFSelect Long Term Disability/LTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
<td>Replaces portion of employee’s income because of a covered illness or injury</td>
<td>Replaces 66 2/3 of employee’s income because of a covered illness or injury</td>
</tr>
<tr>
<td>Benefit Periods</td>
<td>3 months, 6 months, or 12 months based on plan selected</td>
<td>Until Social Security Normal Retirement age (SSNRA)</td>
</tr>
<tr>
<td>Elimination Period (waiting period before benefits are payable)</td>
<td>Choose from 0, 7, 14 or a 30 day elimination period</td>
<td>Choose a 30 or 90 day elimination period</td>
</tr>
<tr>
<td>Monthly Benefit</td>
<td>$580– $3,480 based upon income</td>
<td>Pays 66 2/3 of the first $22,500 monthly pre-disability earnings, reduced by deductible income—$15,000 maximum monthly benefit</td>
</tr>
<tr>
<td>Dependent coverage</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Monthly Premiums</td>
<td>*see companies’ brochures for more information on how to calculate cost</td>
<td>Varies by on the monthly benefit amount, benefit and eliminations period selected</td>
</tr>
</tbody>
</table>
# Accident Insurance

<table>
<thead>
<tr>
<th></th>
<th>Colonial Accident 5002</th>
<th>UFSelect Trustmark Accident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Year Deductible</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Co-Payment</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>24 hour coverage</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Pre-Tax</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Wellness Benefit</td>
<td>N/A</td>
<td>Includes routine physicals, immunizations and health screening tests. The $100 benefit is payable for up to two visits/person/year; waiting period is 60 days after coverage begin date.</td>
</tr>
<tr>
<td>Catastrophic Accident coverage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td>$100,000*</td>
<td>$150,000</td>
</tr>
<tr>
<td>Spouse</td>
<td>$100,000*</td>
<td>$75,000</td>
</tr>
<tr>
<td>Child</td>
<td>$50,000*</td>
<td>$75,000</td>
</tr>
<tr>
<td>*Paid after a one year elimination period from the date of the covered accident</td>
<td>No elimination period</td>
<td></td>
</tr>
<tr>
<td>Injuries and dismemberment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accidental Death **by common carrier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td>$75,000/$100,000**</td>
<td>$100,000/$200,000**</td>
</tr>
<tr>
<td>Spouse</td>
<td>$75,000/$100,000**</td>
<td>$50,000/$100,000**</td>
</tr>
<tr>
<td>Child</td>
<td>$15,000/$20,000**</td>
<td>$25,000/$50,000**</td>
</tr>
<tr>
<td>Coverage for domestic partner and partner’s dependents</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Coverages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Initial care- emergency room visits, ambulance, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Accident hospital care–per admission deductibles or co-pays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Follow up care–doctors visits, physical therapy, crutches, wheelchair; prosthetics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Benefits payments for fractures, dislocations, injuries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Surgical care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Transportation/lodging</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Pays regardless of any other insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Portable coverage; member can continue if they change jobs or retire</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Monthly Premiums (based on 12 month contract employees)

<table>
<thead>
<tr>
<th></th>
<th>Colonial Accident 5002</th>
<th>UFSelect Trustmark Accident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$18.00</td>
<td>$18.48</td>
</tr>
<tr>
<td>Employee and Spouse</td>
<td>$24.00</td>
<td>$28.30</td>
</tr>
<tr>
<td>Employee and Child(ren)</td>
<td>$30.00</td>
<td>$43.00</td>
</tr>
<tr>
<td>Family</td>
<td>$36.00</td>
<td>$52.84</td>
</tr>
</tbody>
</table>

# VPI Pet Insurance

<table>
<thead>
<tr>
<th></th>
<th>UFSelect Major Medical Plan-Comprehensive</th>
<th>UFSelect Medical Plan-Economical</th>
<th>UFSelect Injury Plan</th>
<th>UFSelect Feline Select Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit</td>
<td>Accidents, illnesses and hereditary conditions. Freedom to use any vet</td>
<td>Accident and illnesses. Freedom to use any vet</td>
<td>Accidents only, no medical conditions</td>
<td>Covers 15 common cat conditions only</td>
</tr>
<tr>
<td>Deductible</td>
<td>Flexible</td>
<td>Flexible</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Maximum Benefit</td>
<td>$14,000</td>
<td>$7,000</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Monthly Premiums (based on 12 month contract employees)

<table>
<thead>
<tr>
<th></th>
<th>Colonial Accident 5002</th>
<th>UFSelect Trustmark Accident</th>
</tr>
</thead>
<tbody>
<tr>
<td>$26-$36* dogs</td>
<td>$20-$28* dogs</td>
<td>$12*</td>
</tr>
<tr>
<td>$16-$23* cats</td>
<td>$13-$18* cats</td>
<td>$11*</td>
</tr>
</tbody>
</table>

*Sample monthly rates. Your rates will be calculated and deducted on a per pay period basis. The above premiums vary based on the age of the pet, species, size (as an adult), plan type, deductible, and state of residence.
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.asp.

HOLIDAYS

The following are official UF holidays for 2013:

- New Year’s Day: Tuesday, January 1
- Martin Luther King Jr. Birthday: Monday, January 21
- Memorial Day: Monday, May 27
- Independence Day: Thursday, July 4
- Labor Day: Monday, September 2
- UF Homecoming: Friday, November 8
- Veterans Day: Monday, November 11
- Thanksgiving: Thursday and Friday, November 28 and 29
- Christmas: Wednesday, 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.
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) 219-1676

Jefferson National Life Insurance Company
www.jeffnat.com
(352) 219-1676

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.
Professional Development

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 site 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 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. 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 websites—for many of the myUFL subsystems. More than 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.

**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.

**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 dressing 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.
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 J. Wayne 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/programsartsleisure/thegallery for more information.
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 opened the 26,000-square-foot David A. Cofrin Asian art wing in 2012. The galleries are dedicated to art from China, India, Japan, Korea, and South and Southeast Asia, and 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 nearly 40 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, adult programs, 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.
**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)
- UF Digital Collections at [www.uflib.ufl.edu/UFDC](http://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, of which it is a member. It is the second largest university press in the Southeast, with nearly 3,000 books currently in print (including nearly 1,000 available in various electronic formats). With 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 also an active member of the Association of American Publishers and the Society for Scholarly Publishing.

The Press furthers and supports the missions of Florida’s state universities with a publishing program that seeks to maintain the professional excellence of American university presses and to present the finest national and international scholarship. Areas of publication include the arts, humanities, and natural and social sciences. More specifically: 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, books of general interest and significance for our region and our state are also published.

As a nonprofit publishing house, the Press operates as both an 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 that continues 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](http://www.upf.com).

**Did You Know?**

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.

**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) 392-6867.
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.livingwell.ufl.edu.

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.

Family & Work/Life Balance

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.

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.

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 (352) 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.

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.
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 Broyard 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.

Did You Know?
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.

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.fitness.uflandshands.org.

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 website 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.; Baby Gator at PK Yonge is open 7 a.m. to 6 p.m. For more information, please contact Director Pamela Pallas at (352) 273-2264 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/teacher-scholar.

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/toty.

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.
Campus Map

University of Florida

Attractions
1. Alfred A. Ring Tennis Pavilion
2. Bat House
3. Baughman Meditation Center
4. Butterfly Rainforest
5. Century Tower
6. Florida Field at Ben Hill Griffin Stadium
7. Florida Museum of Natural History
8. Gator Band Shell
9. McKethan Baseball Stadium
10. Percy Beard Track Field
11. Phillips Center for the Performing Arts
12. Reitz Union
13. Samuel P. Harn Museum of Art
14. Shands Hospital
15. Stephen C. O'Connell Center
16. University Auditorium
17. University Golf Course Clubhouse
18. University Historic District
19. University Hotel & Conference Center
20. University Music Building
21. University President’s Residence
22. University Gallery
23. Wilmot Gardens

Legend
- Attractions
- wooded & Wetland Areas
- University Campus
- Historic District
- Lakes

Century Tower is one of the most identifiable features on UF's campus. The dream of building a tower began in 1953, when alumni sought funds to construct a memorial in remembrance of students killed in World War II. The tower also commemorates the 100th anniversary of the University of Florida in 1853. The tower, named for the funds raised by alumni, was completed in 1956, and stands as a testament to the University of Florida's commitment to excellence in education.