



# **TEAMS/USPS Employee Handbook**

*Your Guide to the Gator Good*





# Welcome Gators!

Welcome to the University of Florida!

We are honored and proud that you have chosen to join the UF community. We believe you will help us on our mission to change the world, and we look forward to seeing all that we will accomplish together as you embark on your journey with us. Your path at UF has endless opportunities, and we can't wait to see what you do with them.



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# Preface

This is not your everyday employee handbook. Instead of a dry read, our hope is you will find this to be engaging—as well as a helpful and informative reference for you to have throughout your career at UF.

University of Florida Human Resources (UFHR) designed this handbook to be a common-sense guide for new and existing employees at the University of Florida who are classified as Technical, Executive, Administrative, and Managerial Support (TEAMS) or University Support Personnel System (USPS). This document is intended to represent a conversation with you—the new, existing, or prospective employee. We hope you will find the conversation to be both meaningful and beneficial.

Naturally, more detailed policies, regulations, and information can be found online—which is, frankly, a better place for such details. If we put every policy, regulation, and term and condition of your employment in one handbook, it would be way too big and no one would read it!

Anyone new to UF should be sure to visit the [Welcome to UF](#) website, a great source of information for those getting to know the UF community. Also, employee benefit details and policies change—sometimes frequently—so be sure to visit the [UFHR website](#) for the most current information. Just make a mental note that if you find this handbook conflicts with a UF policy or regulation, the policy or the regulation wins.

We welcome your feedback! If you have suggestions or ideas for topics that could be added to this handbook, we would love to hear them. Feel free to contact UFHR via email at [humanresources@ad.ufl.edu](mailto:humanresources@ad.ufl.edu) at any time. Please just put “Employee Handbook” in the subject line so your question, comment, or suggestion gets to the right place.

Visit [hr.ufl.edu/working-at-uf/employee-handbook](http://hr.ufl.edu/working-at-uf/employee-handbook) to access the online version of the handbook with direct links to the offices, resources, and webpages mentioned throughout.



# Before You Dive In

## A Note of Encouragement from Jodi Gentry, Vice President, UF Human Resources

Thank you for joining the University of Florida and The Gator Nation. I am glad you have picked up a copy of the Employee Handbook. I hope you will find it helpful.

Congratulations on joining a top-10 public university. As you will read below, UF is an amazing institution of higher learning that is on a mission. You have joined a place where we strive to educate and better the world. What we do is pretty amazing. We hope you are excited to be here.

It is important for you to know that you were hired because we believe in you. We believe in your ability to succeed and contribute to this great institution. We also recognize that you could leave UF at any time. So we have to pull our weight as an employer, too.

Please visit the [UFHR website](#) for more general information, or contact any of our offices for personalized assistance. UFHR contact information is at the end of the handbook.



If you have questions or concerns, or if problems arise further down the road, I want you to contact us.

Welcome!

A handwritten signature in black ink that reads "Jodi D. Gentry".

Jodi Gentry, Vice President, UFHR



# Chapter 1:

## Joining the UF Family

*“Big success happens when teams work together, pull for each other...”—Steve Spurrier, football coach, UF graduate, and Heisman Trophy winner*

Did you know that UF is on a mission?! As a member of this great Gator Nation, you ought to know what that [mission](#) is because you are now a part of it!

*“The University of Florida is a comprehensive learning institution built on a land-grant foundation. We are The Gator Nation, a diverse community dedicated to excellence in education and research and shaping a better future for Florida, the nation and the world. Our mission is to enable our students to lead and influence the next generation and beyond for economic, cultural and societal benefit.”*

We want you and every TEAMS and USPS employee to appreciate that UF is more than just bricks and mortar, more than just classrooms, and more than just a place to work. We are working together to make the world a better place. As members of a land-grant institution, we are called upon not to control and guard knowledge but to share and disseminate it.

In addition to being an amazing university, we are also designated as a land-grant institution. As a land-grant institution, we believe the knowledge we share should include a strong academic foundation in not just liberal arts,

*Did you know UF has employees working in every county within Florida?*

*The University of Florida's Institute of Food and Agricultural Sciences (UF/IFAS) employs around 5,600 people working on research and service all across the state. UF also has a medical complex in Jacksonville, FL, employing approximately 5,800 people.*



but also agriculture, science, and engineering—in other words, we strive to excel in a full spectrum of educational fields. At UF, we believe that the world benefits from our passion to develop and share knowledge. As UF has grown, we have become a top research institution, a top-10 public university, and a preeminent leader in higher education.

Our mission has made us great, but we still have work to do.

### **Why is having a mission important?**

Your work here amounts to more than just a paycheck. You are part of an institution that does amazing work that benefits our community, state, country, and indeed the whole world. And you contribute to that good work every day—no matter what your job title is or what your job duties entail.

**⇒ ProTip:** You can contribute to UF's noble mission by taking pride in the work you do, being a kind and compassionate colleague, serving in a trustworthy and dependable fashion, and embracing the fact that you are a role-model for other employees and students (yes, even if you do not directly work with students). You play an important role in contributing to a campus culture that is welcoming, inclusive, ethical, and civil.

**By working together, we can be greater than the sum of our thousands of parts. This is what it means to be a Florida Gator.**



## Chapter 2:

# Working in the Swamp

### The Professional Gator: Teamwork, Collegiality, and Respect

**Professionalism** is a reflection of how you conduct yourself on the job. Being a professional does not mean wearing a suit or possessing a college degree. Professionalism is reflected in your demeanor, accountability, ethics, competence, reliability, and so much more.

No matter what you do at UF, the expectations UF has for you should be clear and reasonable. To help create, maintain, and grow a positive work environment, the first step is to embrace the notion of **teamwork**. Teamwork does not mean just working well with the people you like and on the projects you enjoy. Teamwork also requires cooperation and diligence in working with others in many aspects of your job.

At its root, the word **collegiality** means the relationship between colleagues. When we work in a collegial manner, we strive to understand that we have a common purpose and we respect one another's abilities, roles, and contributions.

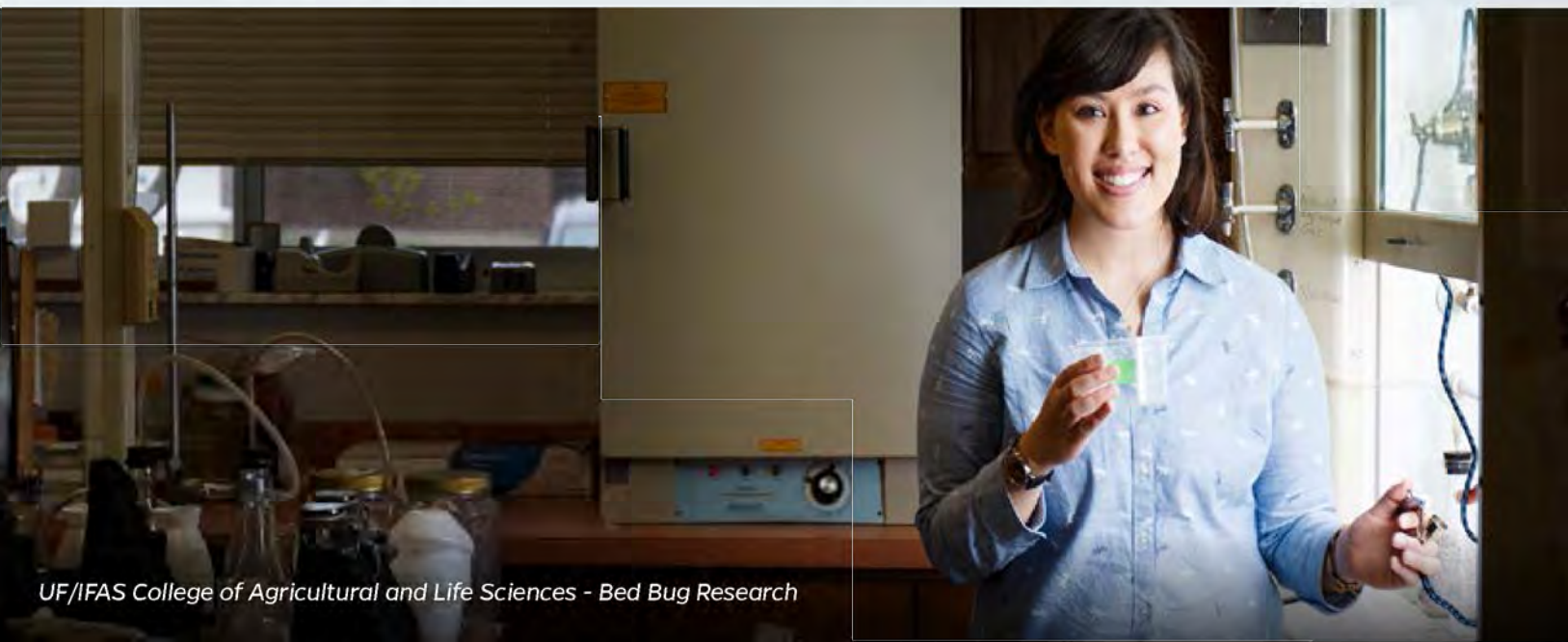
Treating all of your colleagues with respect is also essential to an efficient and effective working environment. Respect does not mean you have to be friends, but it does mean that you have to be considerate of other people's space, viewpoints, abilities, beliefs, and personalities. Being respectful starts with the recognition that everyone is worthy of respect. Respect is one of those sentiments that, if you share it and display it, you are more likely to receive it in return. Win, win.

Whenever you are working on behalf of UF, you are, in a sense, UF. When you make an impression, make it a positive one! Your actions should instill a sense of pride in yourself, your peers, and anyone affiliated with The Gator Nation.



*"So for a while, they sat peacefully in the swamp, listening...while the little panther slurped happily and the emerald leaves overhead shimmered and shook in the sunlight."*

—Carl Hiaasen,  
journalist, author, Florida  
native, and UF graduate





## It Takes All Kinds of Gators to Fill the Swamp

The first goal outlined in UF's Strategic Plan is "an exceptional academic environment that reflects the breadth of thought essential for preeminence, achieved by a community of students, faculty, and staff who have diverse experiences and backgrounds."

We all need to do our part to contribute to an inclusive learning and work environment, as well as to embrace and celebrate the tremendous diversity of the people who make up our amazing UF community. Our strategic objectives include having students, faculty, and staff with increasingly diverse demographic and geographic characteristics, and fostering a university climate that is inclusive, supportive, and respectful to all.

An inclusive definition of diversity recognizes the variety of personal and social experiences that make individuals and communities different from one another. These differences make us stronger, richer, and so much more interesting. UF embraces and values a rich community comprised of all types of people. We do not tolerate discrimination on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinion or affiliation, genetic information, or veteran status. Each of us has a shared responsibility to demonstrate integrity, respect, compassion, and fairness in how we contribute to (and represent) the UF community.

## What Does This Mean to You?

You can honor—and even better, embrace—the diversity that makes UF great by:

- Challenging biases within yourself and others
- Inspiring individuals to foster inclusion in their daily lives
- Engaging others in spirited dialogue about differing opinions, perspectives, and values
- Respecting our community as a marketplace of free and varying ideas
- Maintaining a safe environment for civil and respectful communication
- Reporting unacceptable conduct, such as sexual misconduct and harassment, discrimination against any member of the university community, and retaliation against people who were trying to stop such behavior

UF is committed to both leading and serving our global community. Each of us can support these commitments by setting high standards for ourselves and our colleagues. We hope you say, "Challenge accepted!"





## Safety First!

UF hopes you will never encounter violence or unsafe conditions at work. But unfortunately, the reality is bad things can happen anywhere, including here. We owe it to ourselves to talk about and be prepared for whatever may come our way. This section of the handbook is designed to highlight some of the most important facets of keeping our university and work areas safe. Please spend some time reviewing this section to ensure you are safe whenever and wherever you are performing work on behalf of UF, as well as outside of work.

### Workplace Violence

The University of Florida strives to maintain a safe, professional, and harmonious workplace and academic setting for all members of the university community—faculty, staff, students, alumni, vendors, customers, and visitors. In support of this commitment, the University of Florida has adopted a [Workplace Violence](#) policy to help maintain a violence-free environment.

UF's Workplace Violence policy describes conduct expectations in far greater detail than we will go into here, but you can probably guess what the main idea is: **Don't commit or threaten acts of violence.** Please ensure your own conduct could not be perceived as being disruptive, threatening, or violent.

To be clear, engaging in threatening, intimidating, or violent conduct will not be tolerated and will result in appropriate university response including, without limitation, disciplinary action (including termination) and

*Challenge yourself to be the type of person others consider positive, patient, and understanding. Take pride in being levelheaded, the voice of reason, calm, and empathetic.*

*Be the type of colleague others trust, admire, and rely upon. Bullies never earn that type of respect.*



possibly criminal prosecution. Additional information about repercussions for engaging in misconduct is covered in Chapter 7 of this handbook.

Along the same lines, if you witness someone else behaving in this manner, please report it immediately so it can be addressed in a prompt and appropriate manner. If someone broke into your house, you would not wait a month to contact law enforcement. If you witness (or are on the receiving end of) misconduct at work, we want you to respond with similar urgency.

### University of Florida Police Department

The University of Florida Police Department (UFPD) has long been a national model for campus law enforcement agencies. UFPD provides service 24 hours a day and is an integral part of UF's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many university departments and community organizations. UFPD comprises a department of both sworn law enforcement officers and civilian employees who fall under the auspices of the Office of the Vice President for Business Affairs.

All officers are professionally trained and state-of-Florida-certified, with the same authority and right to bear arms as any other law enforcement officer in Florida. UFPD provides a full range of police services, including, but not limited to, investigating all crimes committed in its jurisdiction, making arrests, providing crime prevention/community services programs, enforcing traffic laws, and maintaining crowd control for campus special events. The department maintains close connections



with local, state, and federal law enforcement agencies in implementing and coordinating campus law enforcement operations.

UF is very proud of its police department. In March 1996, UFPD became only the 14th university law enforcement agency in the country to achieve national law enforcement accreditation. It is the first university police department in the state of Florida to become accredited, and today it is one of the largest accredited university police departments in the country. Receiving both national and state accreditation is an excellent indication that the University of Florida is among the leaders in the field of campus law enforcement.

UFPD strives to play a vital role in enhancing the overall mission of the University of Florida. Concern for the community's well-being, a desire to provide service and assistance whenever possible, and a constant desire to support the academic environment are all factors inherent to UFPD's daily operations and policies.

⇒ **ProTip:** Consider downloading the [GATORSAFE](#) mobile safety app onto your smartphone. The app enables you to report tips to the UF Police Department, make emergency calls, and perform other functions that improve your personal safety and security.



## Clery Act

[The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#) (the Clery Act) requires colleges and universities participating in federal student aid programs to disclose information about crime that occurs on campus, in on-campus residences, on public property running through or immediately bordering campus, and in certain non-campus buildings frequently used by students for educational purposes.

The Clery Act is named in memory of Jeanne Clery who was assaulted and murdered in her residence hall room at Lehigh University by a fellow student in 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. It has been amended regularly over the last two decades to keep up with changes in campus safety with the most recent update in 2013 to expand the law's requirements concerning the handling of sexual violence. The mission of the Clery Act is to assist victims of crimes that come forward and work to prevent similar crimes from happening to others in the community.

Disclosures about crime statistics and summaries of security policies are made once a year in the University of Florida's Annual Security and Fire Safety Reports (ASFSR's), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year. The ASFSRs for all of the University of Florida's Clery Act campuses is available online at:

<https://police.ufl.edu/clery/2019-annual-securityfire-safety-reports/>

Under the Clery Act, the University of Florida is required to notify the university community upon confirmation of a significant emergency or dangerous situation involving an immediate or ongoing threat to the health or safety of students, faculty, staff, and visitors occurring on the campus. Fortunately, such alerts are infrequent, but you should pay attention when one is issued!

⇒ **ProTip:** Faculty and staff are encouraged to enroll in the UF Alerts system by providing a cell phone number in the emergency contact information section of their myUFL account.





## Emergency Management

This is Florida, so we also have to be prepared for inclement weather—including pesky things like hurricanes. UF’s Department of Emergency Management provides employees with a wealth of information, tips, and resources. Emergency Management works tirelessly to help ensure campus is prepared to deal with emergent situations and their aftermaths. Check out its [website](#) or follow [UF Public Safety](#) on [Facebook](#) and [Twitter \(@UFPublicSafety\)](#).

⇒ **ProTip:** UF’s Department of Emergency Management has a great section of its website called “[Take Action](#)” that contains detailed information about how to prepare for and respond to all kinds of situations. Take a few minutes to check it out. This is important not just for when you are at work, but a lot of the information is just as helpful in staying safe away from work. We want you safe at all times, not just when you’re on the clock!

## Title IX Compliance

Part of being an institution of higher education means complying with certain federal laws and regulations. Title IX of the Education Amendments of 1972 (often referred to simply as “Title IX”) is on that list.

Title IX legally prohibits public universities, including UF, from denying students and employees the benefits of, or subjecting them to discrimination under, any educational program or activity receiving federal financial assistance on the basis of sex. UF’s [Office of Title IX Compliance](#) investigates allegations of Title IX violations and ensures UF complies with this law. To be clear, committing an act of sexual harassment, sexual violence, sexual assault, etc. within the UF community is wholly unacceptable.





UF Police Department - Switchboard

Although many Title IX complaints involve students, sometimes employees are found to have engaged in misconduct or been subject to inappropriate acts. Simply put, this type of misconduct should not happen—ever. For more information about repercussions for employees engaging in such misconduct, see Chapter 7 of this handbook.

***Who is required to report suspected Title IX violations?*** The responsibility for reporting incidents of sexual harassment rests with each of us. Any employee or student who has knowledge of sexual harassment is strongly encouraged to promptly report it to the [Office of Title IX Compliance](#). Any employee with supervisory responsibility, as well as faculty who have knowledge of sexual harassment,

is required to promptly report the matter directly to the Title IX Coordinator and may be disciplined for failing to do so.

### ***Drug-Free Workplace***

While this should be painfully obvious, we still need to say it: Do not consume alcohol or take illicit drugs before or during working hours. Just don't do it. Although this is an extremely rare form of misconduct, the consequences could be serious. People can get hurt. We just cannot have that. Please read UF's [Drug-Free Workplace Statement](#). While you are at work, it's essential to have a clear mind and a sound body. This is for your safety and the safety of those around you, and to ensure the important work we do is done with integrity and quality. We are on a mission, remember?



## Federal Reporting Requirement:

Under the Federal Drug-Free Workplace Act, you are required to notify your supervisor or other appropriate management representative of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction. Obviously, we hope this legal provision never applies to any UF employee, but it is important for you to be aware of this reporting obligation.

## Tobacco-Free Campus

And another thing: No one wants to breathe second-hand smoke. (Do you know how dangerous that is?) In addition to having a drug-free workplace, we also have a tobacco-free university. (This includes, for example, indoor and outdoor properties as well as owned and leased property and vehicles.) UF's [Tobacco-Free Policy](#) prohibits not just cigarettes, but also smokeless tobacco, e-cigarettes, chewing tobacco, and pretty much any tobacco product you could inhale or spit out.

## Safety in the Workplace

The last thing we want is for you to be injured on the job. We want everyone to go home safely at the end of every workday. [Environmental Health & Safety \(EH&S\)](#) plays a critical role in helping establish and maintain a safe work environment. The list of programs EH&S manages is long, but here are just a few: biological safety, building codes, fire safety, industrial hygiene, lab safety, occupational safety, pest management, and radiation control.

Unfortunately, accidents can happen. If something happens to you, you should

immediately report your injuries, so we can best respond to and address your injuries and also any hazards that may exist that could pose a continuing risk to others. If you are injured, you (or your supervisor, if you are unable) should

immediately report the injury by calling 1-800-455-2079. Be sure your supervisor is aware of your injury. Visit the [Workers' Compensation](#) website for the most up-to-date guidance on how to respond in the case of a workplace injury.

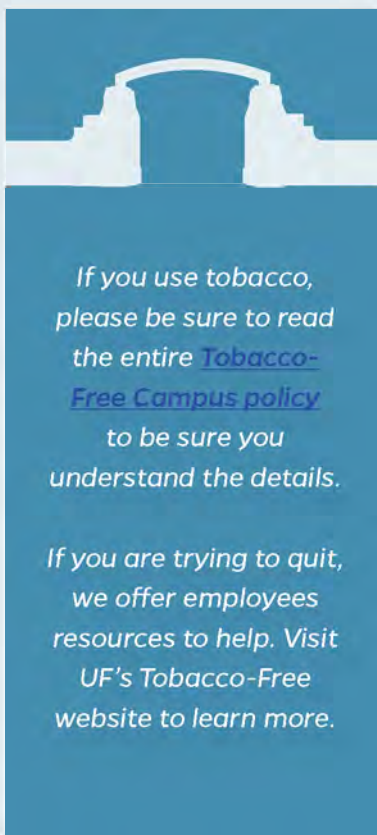
Naturally, if you become aware of an unsafe condition, don't ignore it or wait for something bad to happen to you or anyone else. Hazards should be proactively reported to your immediate supervisor or to [EH&S](#). Help keep UF safe for you and your colleagues as well as our students, guests, and visitors.

⇒ **ProTip:** Don't tough it out. If you get hurt on the job, we want to be sure you are

okay. We also don't want anyone else to get hurt in the same way. Immediately report all on-the-job injuries by calling 1-800-455-2079.

## The Bottom Line on Safety

Talking to your immediate supervisor is always a great first option for sharing a concern about safety, but there are other options available as well: Non-emergency concerns about possible threats of violence can go directly to UFPD and concerns about a workplace hazard can be directly reported to [EH&S](#). Another reporting option is to contact UFHR Employee Relations at (352) 392-1072 or [EmployeeRelations@hr.ufl.edu](mailto:EmployeeRelations@hr.ufl.edu) with any question or concern about your working conditions or safety.





## Chapter 3:

# A Day in the Life of a Florida Gator

## UF Human Resources: Working for YOU

To achieve preeminence, we need great people. We want to help UF attract and retain the strongest talent. We're committed to helping ensure UF employees enjoy a positive work environment with opportunities for learning and personal growth. UFHR supports the university's efforts toward preeminence through an aligned and contemporary approach to performance management focusing on fostering high performance.

Simply put, we want to help hire the very best people and we want to ensure these great people stay at UF. Our role is to help you settle into your job and to assist supervisors in both managing and engaging their employees.

## Leadership Responsibilities

Leadership is hard. It really is.

At UF, quite frankly, we expect a lot from our leaders. If you are a leader at UF, you are expected to set a good example of dependability, work ethic, and communication; to serve as a positive role model for other employees, students, and members of the public; to provide helpful and timely behavioral feedback to members of your team; and to set clear and challenging—yet reasonable—expectations regarding performance. We

*"I am convinced that nothing we do is more important than hiring and developing people. At the end of the day you bet on people, not on strategies."*

— Lawrence Bossidy, former CEO for General Electric and Florida snow bird



want you to be trusted by your employees and respected by your peers. And we typically want all of this on a budget and often with unforgiving deadlines and, sometimes, public scrutiny. (As we said: Leadership is hard.)

Leadership is not a privilege or a source of power, but a duty and a responsibility. To live up to UF's leadership expectations, we provide training and education to help leaders be effective. In fact, we have built an extensive leadership competencies model around which we structure our training and education. You can find a variety of leadership tools and more information about the [UF Leadership Competency Model](#) on the UFHR website. In short, the model sets up four quadrants: Build Trust, Create and Communicate Vision, Generate Alignment, and Cultivate Talent. These quadrants

represent broad categories critical for leadership success at UF.

Naturally flowing from these competencies is the underlying belief that you will be honest and fair, you will work hard, and you will value every employee. You should also readily seek assistance whenever you encounter a new problem or a worsening scenario—or when you have ideas for positive change and improvement. And please don't hesitate to seek counsel from your immediate supervisor, local human resources liaison, or from UFHR.



We know from research that the most commonly cited reason why people leave their jobs is a conflict or challenge with their immediate supervisor. We certainly do not want to lose talented employees because of negative or incompetent leadership. We should be better than that. We expect that all UF employees in leadership roles will take tremendous pride in their service to this institution and their employees while executing their duties with professionalism.

## Performance & Conduct Expectations

Every employee is expected to maintain positive standards of performance (i.e., the quality of the work you do) and conduct (i.e., your behavior and how you interact with others). We won't provide here a lengthy list of all the things you should not do at work—many of these are obvious and it would be insulting to list them all (although we do list a few here and there, just to keep things interesting).

Instead, here are a few general performance and conduct dos and don'ts to help you to get the general idea:

- **Performance Dos:** Take pride in your work; put forth your best effort; meet deadlines; be on time (for work and for meetings); pitch in when asked; volunteer to help whenever you can; ask for help and clarification whenever you need additional direction; take accountability for errors;

and be open to feedback and new ways of doing things.

- **Performance Don'ts:** Be sloppy and careless in your work (or appearance); blame others or make excuses for your mistakes; say, "but that's the way we've always done it" or "but that's not my job"; be late or distracted (e.g., by phone, email, or personal issues); or lie or misrepresent your work.
- **Conduct Dos:** Treat everyone with respect; act professionally with co-workers and everyone else you encounter on the job; get along with others—even when you disagree; comply with UF and departmental policies and guidelines as

well as applicable state and federal laws; be honest and conduct yourself with integrity; appropriately use UF property, including computers and the internet; and responsibly handle and retain UF documents and property.



- **Conduct Don'ts:** Bully or harass; be violent or threatening; use vulgar or abusive language; sleep on the job; steal stuff or steal time; come to work under the influence of drugs or alcohol; work in a manner that is unsafe to you or others; or be insubordinate. Generally, don't engage in the type of behavior you already know is wrong and unacceptable at work. Ask yourself: If I got caught doing this, would I likely get in trouble? Would my supervisor be disappointed in me? If so, you probably should not do it.



Are these exhaustive explanations? No. Again, that would just take too long. If you exercise good judgment, try to do what is right, do your job well, and listen to your leaders; you'll be fine.

Let's be realistic, though. Everyone has a bad day now and then. We are simply asking you to be mindful of the impact your conduct has on the work environment and culture. UF needs to be not just a safe place to work but also the type of place people **want** to work. Misconduct undermines our role as the preeminent employer in Gainesville and throughout the state. You should not expect UF to tolerate behavior that adversely affects your colleagues, your work environment, and/or UF's ability to thrive.

## Attendance Expectations

This part's easy! Come to work on days when you are scheduled to be here. Be on time (when you come and when you leave). Request and report leave according to your department's guidelines.

Do these three simple things and attendance will be a non-issue for you. Just to be safe, talk to your immediate supervisor to ensure you are crystal clear on your work schedule, attendance expectations, and the procedures for requesting and reporting leave.

UF recognizes that life happens. If something unexpected comes up that prevents you from being at work, you should notify your supervisor as soon as possible through your department's designated method. The sooner you can give notice, the sooner your supervisor can make

*Important Note  
about Personnel  
Files: Your personnel  
file is kept and  
maintained by  
UFHR.*

*To request a copy,  
contact UFHR  
Recruitment and  
Staffing at:*

*(352) 392-2HRS (2477)  
[employment@ufl.edu](mailto:employment@ufl.edu)*



arrangements to manage your work in your absence. If anything changes while you are away (e.g., you'll be able to come back sooner than expected or you need to be gone longer than you initially thought), keep your supervisor informed.

⇒ **ProTip:** *If a perceived issue or hardship affects your ability to be at work when you are expected, you do not need to get creative in trying to come up with your own solution. Instead, simply talk to your supervisor.*

## Meal and Rest Periods

### Meal Periods

UF employees work a variety of schedules and are permitted varying amounts of time for meal periods depending upon their regular working schedules. For example, if you work from 8 a.m. to 5 p.m., Monday through Friday, you typically will have a one-

hour (unpaid, if you are paid hourly) lunch break. If, on the other hand, you work from 8 a.m. to 4:30 p.m., Monday through Friday, you typically will have a half-hour (unpaid, if you are paid hourly) lunch period. Your meal periods are set by your supervisor. Talk to your supervisor to be sure you understand when and for how long your meal periods are. If there is any question regarding variations in your work time or alterations to your break duration, your supervisor can advise you.

### Rest Periods

Everyone works better and enjoys work more when they are rested and refreshed. For every four hours you work, you are permitted a 15-minute rest period when possible. During this period, you are encouraged to leave your workstation—relax, walk around, and take your mind off work. Your supervisor will help



you understand how breaks are taken in your department, but keep in mind that rest periods are not guaranteed and may not be accumulated for later use. That is, you cannot skip a morning break and tack on an additional 15 minutes to your meal period. Similarly, you cannot skip a 15-minute rest period to come to work 15 minutes late or leave 15 minutes earlier than scheduled.

## Standards of Personal Appearance/Dress

While UF does not have a one-size-fits-all dress code, all employees are expected to dress professionally and in a manner consistent with the demands and expectations of their work area. Some UF departments have adopted their own dress codes specific to their work environment. A department serving the public or students may have different standards from a unit that does more physical work outside or has safety requirements in a lab. The best route to success is for you to talk to your immediate supervisor to find out what the appearance expectations are in your work area. Be sure you comply with the clothing requirements. Additionally, for the sake of those working around you, please exercise good personal hygiene. (No one wants to have the body odor conversation.)

Also, keep in mind that some people have allergies or chemical sensitivities, so go easy on the perfume, cologne, and scented lotions.



*UF is a 24/7/365 operation. Not everyone works Monday through Friday and not everyone works during “regular” business hours. If you work a different shift or a different type of schedule, be sure you understand your unit’s expectations adopted for your unit (or your work schedule). For purposes of overtime calculations UF’s official workweek, however, is Friday through Thursday, regardless of your work schedule or shift.*

## Telecommuting/Alternate Work Location

Depending on your position, it may be reasonable to discuss an alternate work location or alternate work schedule with your immediate supervisor. Clearly, whether or not this option is manageable depends on your specific situation, and it always depends on your department’s need and your supervisor’s discretion. That being noted, to the extent we can be flexible and work with you, we will do our best to review all reasonable requests and consider them on a case-by-case basis. If you are interested in learning more, we suggest you read the [Alternate Work Location Agreement](#) and schedule a time to talk with your supervisor.

## Parking at UF

If you are new to UF, finding the best places to park near your work area and understanding UF’s parking rules will be items you’ll want to figure out sooner rather than later. Complying with parking rules is an important part of being a responsible UF employee.

Overall, the owner of any vehicle parked on the UF campus during decal-restricted hours must display a valid UF parking decal/permit, park in a metered space or paid parking facility, and have paid the appropriate fee.

Do not take chances when it comes to parking. Have a plan! Take a drive around campus or, better yet, view the [online parking map](#) to assess available parking areas near your workplace. This will help you determine which type of decal is best to purchase for



your parking location. Also, commute and arrival times do affect parking areas on campus. Some parking lots fill up early in the day. It would be wise to scope out the parking options near your primary work area and seek advice from your supervisor.

You can also explore more of the ins and outs of parking on the UF campus by reviewing the [Transportation and Parking Services](#) website.

### **Medical and Disabled Parking Information**

UF provides special parking to individuals with both temporary and permanent disabilities. If you are an employee and park on campus using a state-issued Disabled Persons Parking Placard, you are required to purchase a UF Disabled Persons parking decal. If you have a mobility-related disability, you may be eligible for special parking accommodations upon purchase. Read more on the [How to Purchase a Disabled Persons Decal](#) page on Transportation and Parking Services' website.

### **Other Transportation Options in Gainesville**

- **Bus:** UF students, faculty, and staff may take a [Regional Transit System \(RTS\)](#) bus. This public transportation option is fare-free when you present your *Gator 1 card* (refer to chapter 5, page 25 of this handbook). RTS offers multiple bus routes on campus with service to every area of the university as well as routes throughout Gainesville.
- **Campus Cab:** [Campus Cab](#) provides point-to-point transportation for University of Florida faculty and staff traveling for UF business purposes on the main campus, East Campus, and some UF facilities in Alachua County.
- **Car sharing:** [Zipcars](#) are available for use in Gainesville to anyone 18 years of age or older.
- **Carpool, Bike, Walk:** Explore additional [transit and commuting options](#) online.





## Chapter 4:

# Focusing on the Gator Good

## Equal Employment Opportunity

The University of Florida values broad diversity within our community and is committed to diversity and eliminating discrimination. Think of it this way: We want all kinds of Gators on our team.

Here at UF, we have committed to creating and furthering a learning and working environment that honors all facets of diversity. We broadly define the concept of diversity and welcome into the Gator Nation people representative of any race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital/familial status, national origin, political opinion or affiliation, genetic information, and veteran status, including veterans protected under the Vietnam Era Veterans' Readjustment Assistance Act. (You will sometimes hear this list of groups referred to by the legal term of "protected classes.")

UF ensures all individuals have opportunities for employment at UF without discrimination on the basis of protected class status. Indeed, UF has adopted goals of increasing diversity among its faculty and staff (as well as the student body). You can read more about this commitment in UF's [strategic plan](#), the UF regulation addressing [Affirmative Action and Equal](#)

*"Remember, that of all the elements that comprise a human being, the most important, the most essential, the one that will sustain, transcend, overcome and vanquish obstacles is - Spirit!"*

*—Buddy Ebsen, film producer, actor, dancer, and former student of UF*



[Employment Opportunity](#), and the UF regulation prohibiting [Discrimination and Harassment](#).

Job applicants and employees who believe they have encountered discrimination at UF have the right to file complaints. UF takes such complaints very seriously. In fact, we want concerns brought forward, and we actually consider it an employee's duty to file a complaint. We cannot root out discrimination if we do not know about it. If you encounter or witness what you believe to be conduct motivated by bias or discrimination based on protected class status, tell UFHR. We need to know, and

we want to know. For more information on filing complaints, please see Chapter 7.

## Disability Accommodations

Although disability is a facet of diversity, special legal protections are extended to qualified individuals with disabilities. Laws like the Americans with Disabilities Act (ADA) and Section 504 of the 1973 Rehabilitation Act require UF to engage in an interactive process to determine what may be considered workable, reasonable accommodations for people with physical and mental disabilities.



Without going into too many legal details, to gain protections under the ADA, a person with a disability must be qualified to perform the essential functions of the job with or without reasonable accommodation. This means that the applicant or employee must: (a) satisfy the job requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job-related; and (b) be able to perform those tasks that are essential to the job, with or without reasonable accommodation.

⇒ **ProTip:** *If you have or develop a disability and need assistance to do your job, find out whether a reasonable accommodation may help you. Accommodations are often possible. The best route to success is to formally request an accommodation to document and initiate the interactive process as soon as a need is apparent. Find out more: [ADA and Accessibility Services for UF Employees and Job Applicants](#)*

## Veteran's Preference

Veteran's preference in appointment and retention is given to eligible veterans and relatives of veterans, as protected under the Vietnam Era Veteran's Readjustment Act and Chapter 295.07 and 295.11, Florida Statutes, for eligible UF positions. You can view the [Veteran's Preference Worksheet](#) to see the UF positions eligible for veteran's preference.

To UF applicants, veteran's preference means granting qualifying applicants further consideration than what they would have attained through their own merit. UF does not apply a scoring system when reviewing applicants during the recruitment process. UF grants veteran's preference to qualified positions, with a minimum of an initial interview



with all veterans who claim and are eligible for preference. Applicants and employees can find additional information on UF's [Veteran's Preference webpage](#) or by contacting UFHR Recruitment and Staffing at (352) 392-2HRS (2477) or [employment@ufl.edu](mailto:employment@ufl.edu).

## Mandatory Compliance Training

As an institution of higher education, a federal contractor, and a good citizen, the University of Florida is required (and wants) to comply with a wide variety of federal, state, and local rules, regulations, policies, and procedures.

What does this mean? You guessed it: You will periodically be required to take and complete training—either online or in-person. To be clear, if you are directed to complete certain training, it is not a friendly request or a suggestion, it is required as part of your job. But, please, do not think of these trainings as tasks you “must” do; think of them as opportunities for learning and growth.

Having knowledgeable and aware employees will only help UF be a safer, more hospitable place for employees to work and for students to learn.




A positive and strong culture of compliance also helps UF lower the risks of bad things happening here—including actual harm to real people, financial penalties, lawsuits, government audits, and reputational harm.

Although different positions may have different required trainings, the UF [Compliance Training webpage](#) provides insightful information to all employees. [Environmental Health and Safety \(EH&S\)](#) also hosts a page designed to help [orient employees on safety in the workplace](#). Both of these pages are definitely worth your time to visit if you have not already done so.

In addition to these resources, [Training and Organizational Development \(T&OD\)](#) partners with other training providers and departments to centralize information and record-keeping related to compliance training and other trainings that may be tailored to your specific departments or divisions. You can learn more about T&OD's offerings below in the section called "Professional Development at UF."

Ultimately, your immediate supervisor will help you understand what training you must complete and how often. For example, the training called "Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention" (GET803) is required of all new employees within the first 30 days of employment and must be retaken by all employees every two years. New employees can find more information on the [Welcome to UF](#) page.

 **ProTip:** *Occasionally, training reminders may also be sent to you via email. Don't ignore those prompts. The best thing to do is to complete training as soon as you are made aware of it. Failure to complete required training could result in corrective action—which would be a senseless way for you to be disciplined. Once assigned training courses, just take them.*

## Key Regulations and Policies

UF is big, like, really big. There are layers of regulations, policies, and guidelines for every division and department. Some of these expectations are universal (like UF's [Workplace Violence](#) policy, UF's policy on Sexual Harassment, and UF's [Drug-Free Workplace](#) policy). Some of these workplace rules are specific to a certain work area. For example, our law enforcement officers have to comply with different policies than, say, our veterinary technicians—and both rely on different policies than those used by our UF Information Technology (UFIT) professionals.

Instead of bogging you down with a long list, here are some references that can help develop your awareness of key UF regulations and policies:

- First, take some time to check out the formal [UF Regulations](#). To be fair, these are a little dry, but they are important. You should be familiar with the topics and where to find them, taking time to review the items most relevant to you. For example, every UF employee should be familiar with the prohibition against [discrimination and harassment](#). Every UF employee should also be aware of what kind of behavior may be deemed [disruptive](#) and, as such, unacceptable. Most regulations applicable to TEAMS and USPS employees can be found in sections 1 and 3 of the UF Regulations.
- Second, review UFHR's listing of [key workplace policies](#). At least one of these policies is going to be important to you. These policies are primarily designed to keep our workplace safe and harmonious.
- Lastly, talk to your immediate supervisor to see if your division, department, or specific work area has adopted its own policies, procedures, or guidelines. As mentioned



earlier, you may be required to adhere to a dress code policy designed to fit the needs of your work unit. There may be special requirements surrounding breaks, overtime, or how to request time off from work. There could also be certain standard operating procedures designed for quality and consistency in the work performed in your area. Your immediate supervisor is the best person to share any such expectations.

⇒ **ProTip:** *If you come across any written guidance (a UF regulation, policy, departmental guideline, etc.) that you find confusing, please ask your supervisor or UFHR for clarification.*

*Employees in positions covered by a collective bargaining agreement (USPS; UFPD officers, sergeants, and lieutenants) should refer to the applicable collective bargaining agreement, which also governs the terms and conditions of employment. UF's [collective bargaining agreements](#) are all available online.*

## Public Records and Media Requests

As a state agency, UF is required by Florida's Sunshine Law (Chapter 119 of the Florida Statutes) to disclose copies of certain UF public records when they are requested. The reasoning behind the law is that public entities like UF are subject to public scrutiny. UF is accountable to the public, which has the power to review and analyze the university's records and decisions. The law embraces transparency in how UF operates and may require some information be available to the public. That seems fair enough, doesn't it?

What this means is a lot of the documents you read or create (including your work emails and your personnel file) are subject to public disclosure. That's good to know. Ask yourself whether it would be embarrassing to you or

UF if the content of a document you created or worked on appeared on the front page of a newspaper. If the answer is yes, think about editing it before finalizing and sharing.

Some items fall outside of the Sunshine Law and may be confidential. Some exceptions to the Sunshine Law include student records protected by a federal law called the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#). Patient medical records are also protected by a federal law called the [Health Insurance Portability and Accountability Act \(HIPAA\)](#). Other examples of information you would never want to include in an email or an attachment are Social Security numbers and birthdates. No one else has a need to know this personal information.

Because there are certain exceptions to the Florida Sunshine Law (like FERPA, HIPAA, and others), it is **crucial** that all requests for UF records be properly reviewed and processed. If a member of the public contacts you and asks you for documents, unless you work in the General Counsel's Office and disclosing public records is part of your job, you should not be handing out UF documents to anyone outside of UF. To make things easier on everyone, we have a centralized Public Records Center that reviews, processes, and handles these requests.

⇒ **ProTip:** *If you are contacted by the media and asked to speak on behalf of the University of Florida, please refer such requests to Strategic Communications and Marketing, 352-846-3903. (They are pros at handling this.) Find more information on the UF [media contacts website](#).*

## Access to Your Personnel Records

Your personnel file is maintained by UFHR Processing and Records. This file may contain items such as your application, performance appraisals, deficiency reports, changes in work



or personnel status, and any other information pertinent to your job at the University of Florida. You may review your file by requesting an appointment at the UFHR building (903 West University Ave.). Contact UFHR Recruitment and Staffing at (352) 392-2HRS (2477) or [employment@ufl.edu](mailto:employment@ufl.edu). This office also can provide instructions regarding changes to your name, address, telephone number, etc.

As a public record, your personnel file may be subject to public record requests. This includes home addresses and phone numbers as well as education and employment information. Copies of such documents will be provided upon request once appropriate payment is received. Exemptions may apply to certain

individuals and their spouses, according to current and former employment classifications. For more information, please reach out to UFHR Recruitment and Staffing at (352) 392-2HRS (2477) or [employment@ufl.edu](mailto:employment@ufl.edu).

## Outside Activities and Conflicts of Interest

UF employees have a responsibility to fully and competently perform their UF job duties. Activities or additional employment that may interfere with the primary employment obligations and responsibilities, or may create a conflict of interest with those responsibilities and obligations, are generally prohibited, unless you obtain approval.



"Gator Ubiquity" statue in front of the Warrington College of Business





College of Dentistry

Just to be clear—UF is not trying to micro-manage your lives or your personal time. However, we do have an obligation to ensure any outside work you are doing will not put you or the university in a compromising or questionable position.

There is a detailed policy explaining every facet of UF's position on conflicts of interest. You can access it [online](#). And a more succinct overview of UF expectations is available on the [Hiring Policies](#) section of the UFHR website.

Here is the CliffsNotes version of what you really need to know:

- If you are not engaged in any outside employment or financial activities conflicting with your job duties and commitment to UF, you don't need to sweat this.
- If you are thinking about picking up another job or other activities that may conflict with your duties to UF, you are required to

first complete the [Disclosure of Outside Activities and Financial Interest form OAA-GA-L-267](#) to request approval through your supervisor. The form is to be completed and submitted each fiscal year.

UF employees engaging in additional employment within UF beyond their primary job also need to request prior approval using the [Request for Approval of Additional University Employment form HR-600](#). For details, please contact UFHR Classification and Compensation at (352) 392-2HRS (2477) or [compensation@ufl.edu](mailto:compensation@ufl.edu).

**⇒ ProTip:** *Don't make the mistake of deciding for yourself whether an outside job or activity requires you to fill out an Outside Activity Form; go by the adage, "If in doubt, fill it out!" If you have questions about any of this—outside activities or potential conflicts of interest—talk to your supervisor. The sooner, the better.*



## Social Media Use, Guidelines, and Policy Implications

Social networks provide fun and exciting ways to connect with others who share common interests. In fact, many UF colleges and departments utilize social media as a way to share information with employees and students. Who doesn't like a good tweet now and then, right? Unfortunately, social media can create some headaches at work in two key ways.

First, when you are at work and on social media or other websites (like Amazon or CNN) for your own entertainment, this is a serious performance issue. You cannot be staring at your device or be sucked into a Facebook time vortex when you are supposed to be working. When you are supposed to be working, you should—you know—be working.

Second, when you are on social media, you do not want anyone to mistakenly think you are speaking on behalf of UF. You can take some simple precautions to avoid anyone thinking you are acting as a spokesperson for the university. If you have a blog or a Twitter account, you can include a simple disclaimer, something along the lines of: "The views expressed on this [blog, website, Twitter account] are my own and do not reflect the views of my employer." If Facebook is your thing, consider simply not identifying UF as your employer and do not display any UF logos on your profile or in your profile picture. Be thoughtful of your privacy settings—especially on social media sites like Facebook, Twitter, and Instagram. If you do not select the privacy settings, the default typically renders your accounts open and accessible to absolutely anyone!


If you want additional guidance on this topic, visit UF's policy online addressing [Social Media Use, Guidelines and Policy Implications](#).

## Gifts

Florida law prohibits UF employees from "soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service that is based on an understanding that their vote, official action, or judgment would be influenced by such gift" (Sec. 112.313(2) of the Florida Statutes).

Accepting a gift adds a hint of favoritism to contractors, vendors, and community members. We need to operate UF on the up-and-up in both appearances and actualities.

This prohibition, of course, excludes gifts made to [UF Advancement](#)—which are different and considered acceptable because they are charitable contributions.

 **ProTip:** *If a UF vendor, contractor, or customer offers you a gift, politely decline and redirect them to UF Advancement.*

## Employment of Relatives

Sometimes we shy away from using the word "nepotism," but that's what UF's [Employment of Relatives](#) regulation and policy are really about.

UF is committed to employment and advancement based on individual qualifications and merit, and does not consider familial relationship. Still, having relatives or significant others work in the same area can get pretty awkward. So, we have a process set up to make sure we don't have family squabbles at work or have supervisors play favorites with their children.

If you've been reading along, right about now you are probably thinking: I'll bet they have a form for that. Yes, we do—it's called the [Employment of Relatives Approval Form](#). The [Employment of Relatives](#) regulation specifically details the general prohibition of the appointment of "relatives or persons living in the



same household to any position where a direct or indirect supervisory relationship would exist between relatives or would create a perceived or actual conflict of interest. This includes, but is not limited to appointment, compensation, assignment of work, evaluation, grants administration and sponsored research projects, and financial authority or transactions.” If you are looking for a more succinct explanation, visit the UFHR webpage discussing [Hiring Policies](#) and scroll to the section called Employment of Relatives.

If you ever find yourself in a situation in which you feel the work environment is being adversely affected by relatives working together or reporting to one another, we would definitely want you to report this to your supervisor or UFHR. That’s not the type of work environment we want you to find yourself in. Read more below under Reporting Misconduct.

Quick Note on Employees Dating: UF prohibits romantic/sexual relationships between employees and people with less power and authority (such as subordinates or students). Like nepotism, such a relationship would create a clear and unacceptable conflict of interest and would certainly foster an uncomfortable working environment. Should this issue come up, you can read more about UF’s expectations online under [Consensual Relationships](#).

## Copyright Infringement and Plagiarism

Many people confuse plagiarism and copyright infringement, but they are actually not the same thing. You can plagiarize someone’s work without committing copyright infringement; you can infringe upon someone’s copyright without plagiarizing the work. Plagiarism is about the failure to properly attribute the authorship of copied material (whether copies of ideas, text, or images). Copyright violation is about failure to get permission (if required) to use a work.

Please don’t do either of these things.

If you are working on something that may be published or publicly disseminated, you can review the important information posted here about [attribution and plagiarism](#).

**Why is this important?** We are an institution of higher learning, so we need to set positive examples when it comes to academic and scholarly endeavors. This has to do with legal compliance, obviously, but the importance is far greater than that. If we misappropriate other people’s work and claim it as our own, such conduct would undermine who we are and it would severely harm our reputation and credibility in research fields and among other colleges and universities. Frankly, this is an easy one—when in doubt, ask and give credit. It is completely fine to use the words and ideas of others, as long as you do it properly and give credit where (and how) it is due.

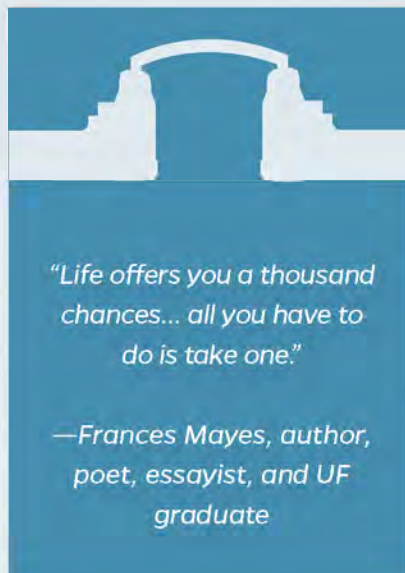
## Solicitation and Distribution of Literature

In the interest of maintaining a professional environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time or in working areas.

So, please, **do not** try to rope your co-workers into buying the stuff you sell on the side or items your children or grandchildren are selling. No Pampered Chef, no Scentsy, no Tupperware... and, as much as we love them, no cookies or candy bars either. Along similar lines, no fliers about your religious, social, or political activities. Do not bring petitions to work and pester your co-workers to sign and show support for your cause. Do not email your co-workers links and sad stories about a GoFundMe effort on your mind. Just don’t do it.



Think about it this way: You cannot use UF time, resources (including your UF email account), or property to try to turn a profit, push your personal interests, or raise money for a person or organization. Such use distracts from the good work we all do on behalf of the university. Such activities may also make people around you uncomfortable. Save those efforts and interests for your personal time. When you come to work, be ready to focus on your UF duties.



Now, you should be aware that UF sometimes conducts internal fundraising (through UF Advancement) or solicits charitable donations to the UF food pantry, [Field and Fork](#). UF may sanction certain fundraising and charitable activities to benefit members of the UF community—this does not mean that you get to also.

## Audio Recordings

For reasons that remain unclear to us, every once in a blue moon an employee thinks it is a good idea to secretly record meetings or conversations at work. If you ever catch yourself entertaining this thought, drop it like a hot potato. Here's why: This is actually **a crime** in the state of Florida. Yes, you could get criminally charged if you secretly record conversations. Whatever trouble you are in, you will definitely make it worse if you throw in an unauthorized recording.

While UF Regulation 1.006 addresses [Invasion of Privacy](#), the State of Florida also has adopted a law. Florida is what is called a two-party consent state, meaning all parties to the communication need to be aware of the recording and consent

to it (even if there are more than two people). The state law is spelled out in Sec. 934.03 of the Florida Statutes.

There are some exceptions to the rule requiring consent, such as public meetings, in which recordings are generally permissible.

⇒ **ProTip:** If you ever think there is a business or other legitimate need to record a conversation, **proactively** talk to your supervisor or contact UFHR Employee Relations at (352) 392-

1072 or [EmployeeRelations@hr.ufl.edu](mailto:EmployeeRelations@hr.ufl.edu). You do not want to accidentally commit a crime (and we don't want you to either).

## Animals on Campus... No, Not Gators

If you require a trained service animal (typically a service dog, though the Americans with Disabilities Act also recognizes trained miniature horses as service animals) to assist you with a disability, such animals are permitted and welcomed on most parts of campus. There could be health and safety concerns that legitimately limit the movement of service animals (e.g., clean labs, food preparation, and animal care). If you have a service animal, you can read more on the [Service Animal Use](#) page hosted by Environmental Health and Safety (EH&S).

Aside from trained service animals, UF has a regulation addressing the university's general [prohibition of animals in its buildings](#). In short, unless it is a trained service animal that you need to assist you with a disability, do not bring it to work—no therapy animals, no comfort animals, and no pets.



## Chapter 5:

# Gator Goods for Gator Purposes

## UFID/Gator 1 Card

As a UF employee, you will be issued an eight-digit UFID number that is also associated with your Gator 1 card. Your UFID is the primary way of identifying you in virtually all university records and transactions. Your Gator 1 card also can provide entry into various buildings and/or offices and allow you to ride the regional transit bus for free—so, it's kind of a big deal.

Like a Social Security number, the UFID number is unique to each person and each person is assigned only one UFID number. You can read more online about your [UFID](#).

If you are a new employee, you can read more about how to get your Gator 1 card by visiting [ID Card Services](#). (Note: If you work on the Jacksonville campus, you will be issued an ID badge locally, but it will be a little different from the Gator 1 card. IFAS employees who work away from the central Gainesville campus are not typically issued a Gator 1 card.)

⇒ **ProTip:** *As a gentle (but hopefully obvious) reminder, you should never let another person use your Gator 1 card. And, if it gets lost or stolen, immediately report this to the ID Card Services Office at (352) 392-UFID (8343) or [deactivate the lost card](#) online.*

## Keys and Badge Access

In some instances, your Gator 1 card may serve as your key to gain access to certain buildings or offices. In other instances, we may still be old school and issue you a physical key. Your supervisor will determine what type of badge access you need and what types of physical keys you should be issued. Keep in mind, the badge

and the keys remain UF property. We ask you to responsibly manage their use. This means:

- No unauthorized use, lending, borrowing, or duplicating of university keys; and
- No unauthorized entry to university property, including unauthorized entry outside of work hours (unless you have prior or standing approval from your supervisor)

We know this may seem a little bit patronizing, but think about it as a safety concern. We need to be sure that UF buildings are secure and the people inside are safe. To effectively accomplish these goals, we really do need to know who has access to our buildings.

## Travel/Mileage Reimbursement

If UF asks you to travel for work purposes, you will more than likely be reimbursed for the travel costs, including mileage. Of course, we have a policy to be sure this practice is done consistently, fairly, and transparently. If you are told you will need to travel, the best thing is to talk to your supervisor about how to address the costs associated with the travel, as some practices (especially expenditures requiring preapproval) may vary slightly from department to department. As a general rule, you will need to obtain approval prior to committing to or engaging in any work-related travel. Every department is on a budget, and even costs like these add up quickly. The UF [Travel Policy](#) provides additional details.





*School of Theatre and Dance*

## Tools, Equipment, and Supplies

We want to be sure you have the right tools to do your job. At the same time, we have to be frugal with university funds. Where does this leave us? As you settle into your job at UF, or as your job at UF may change over time, you will want to be sure your supervisor knows what you need and ensures you receive the proper training to effectively and safely use the tools, equipment, and supplies needed to do your job.

It is also very important to note that you are only to use UF property for legitimate UF purposes. This includes your use of UF-owned equipment and services like telephones, email, computers, the internet, printers, copiers, cell phones, tools, vehicles, furniture, office supplies, and any other work-related equipment. Additional limits on a couple of these examples (i.e., telephones and computers) are explained below.

## Telephone/Cell Phone Use

### **Landline Telephones**

If you have a desk job with a landline telephone, you may find your phone to be

a bit complicated. For guidance, please see UFIT's [telecommunications information](#). If you have a CISCO phone, you can likely find a PDF guide or [online tutorial](#) through UFIT Telecommunications that will be helpful.

Learning how to use the phone is only one step in proper phone use. It is important that you not use your work phone for personal calls. An appropriately timed and short local call now and then is no big deal. But, consistent local calls or long-distance calls that are personal in nature? Well, that is a big deal, and here's why: Such conduct is a misuse of university equipment and time. Long-distance calls are considered theft because someone has to pay for those calls — whether from your desk phone or your cell phone (and this includes sending personal texts, personal emails, playing games, watching videos, accessing social media, etc.) — that is what we call time theft, which, yes, is as bad as it sounds.

### **Cell Phones Used for UF Purposes**

The university's [Cell Phone and Wireless Communication Device Directive](#) offers the following options for all employees utilizing these devices as required by their job duties:



Option 1 – Employee Reimbursement/Employee Paid. A reimbursement provided to faculty and staff members for the acquisition of the device and the monthly service charges.

Option 2 –University Provided/Corporate Paid. Departments must maintain documentation of the justification for the staff or faculty member's need for the device. Calls should be made or received primarily for official business.

You can read more on the Procurement Services page addressing [Cell Phones and Wireless Communication Devices](#).

## Acceptable Use (of Computers and Internet) Policy

Many UF positions require the use of computers and the internet. To ensure cybersecurity and general workplace productivity, you are expected to appropriately use the computers, software, networks, and electronic devices made available to you through your UF position. The [Acceptable Use Policy](#) contains a lot of details, but there is also a nice [summary](#) of this policy detailing acceptable use expectations and some general rules.

Some employees have violated this policy in ways that are, frankly, a bit shocking. Will you get in trouble if you spend the whole work day shopping for yourself on Amazon? You bet. Will you get in trouble if you run your home business from your UF computer? Yep. Will you get in trouble if you download (or watch) what we will delicately call “adult videos” on your work computer? Do you really need to ask? But, yes, you will get in trouble for that—big, big trouble.

Granted, naturally, the overwhelming majority of our UF staff would never dream of doing these types of things at work. Really—amazing people work at UF. But when just one person engages in this type of behavior, often the people around that person know this is going on. And, well, that

one person's actions can really tank the work environment and morale for a whole area, even a whole department. If you think about it, that's really selfish and pretty unfair.

## Password Security

In your role, you will have access to many functions within UF's cyber world that can put you and the systems serving our institution at risk. You should **never** give out your Gatorlink user ID or your password for accessing the various systems in use across campus. Yes, even outside scammers will try to get you to give them your password in emails or other communications disguised as coming from legitimate UFIT departments (or other UF departments) or UF individuals. Best practice is to hold your login and password information as highly classified and not give it to **ANYONE**. This includes your most trusted coworkers and even your supervisors. You can be held accountable for all actions taken while logged in with your user ID and password, so make sure you keep that information to yourself.

⇒ **ProTip:** Nowadays, we all have to remember so many usernames and passwords. It is more than a little tempting to write them down. And that's alright, but do not write down the actual password. Use a code only you will understand or a hint that will help you remember it. A post-it note under your keyboard with your username and password is not what we would call a best practice.

## Monitoring in the Workplace: Email, Computer, Voicemail, and Internet

UF leaders and administrators really, really do not want to be thought of as Big Brother. They have no time or interest in spying on employees, and any monitoring systems/equipment used are mostly to ensure the work environment is a productive and safe one. However, it is



important, and only fair, that you understand that the work you perform and the things you create at UF do not really belong to you. In some ways, these things do not solely belong to UF either.

We already talked about public records, so you know that the public is entitled to most UF emails, voicemails, phone logs, documents, and pretty much anything else that is produced at UF. Additionally, we sometimes receive subpoenas (or, on rare occasions, warrants) in which a judge may require the university to share information as part of an investigation or a lawsuit. We have to comply with a variety of regulations, and we are subject to random, scheduled and complaint-driven audits and reviews as well. Sometimes the university also has to conduct internal investigations—which may focus on financial fraud, employee misconduct, research misconduct, or a variety of other concerning behaviors.

The point is, the number and type of people who can obtain UF documents and data comprise a pretty long list. So, be mindful of what you put in emails, how you use your computer, the content of your voicemails, how you are accessing the internet, etc. You are not acting as a private citizen—you are acting as a UF employee and that makes this information more or less fair game.

## Record Retention

How long we have to retain a university record depends on the record's content and what the state's record retention schedules require. Other factors can come into play, like whether there is an ongoing audit related to the record, whether a lawsuit is underway, whether we are

*"The best fish in the world are of course those one catches oneself."*

—Marjorie Kinnan Rawlings, Pulitzer Prize-winning author, University of Florida donor, Rawlings Hall namesake



actively using the document, or whether there are any pending public record requests for the document. It can get complicated pretty quickly.

The University of Florida primarily relies upon two of the published retention schedules:

### [General Schedule 1-SL State and Local Government Agencies](#)

contains business functions common to most Florida state agencies. This schedule addresses, among other things, financial transactions, pay and attendance items, correspondence, and personnel

documents ([spreadsheet format](#)).

### [General Schedule 5 - Universities and Community Colleges](#)

contains items specific to higher education. This schedule addresses, among other things, admissions documents, financial aid and scholarship documents, and academic course information ([spreadsheet format](#)).

**⇒ ProTip:** *Talk to your immediate supervisor about best practices for properly retaining UF records. If you are new to UF, ask for insight into the types of records you routinely generate, handle, and keep for the purposes of your job. Honestly, you do not need to know how long every type of document needs to be retained—only those that you have the power to throw away, shred, delete, or otherwise discard. Once you understand the expectations of the records in your work-universe, be sure to comply.*



## Chapter 6:

# So, When Do I Get Paid?

## Compensation/Pay Periods

In addition to being part of a great team and having a noble mission, you will, of course, be paid for your work at UF. Understanding how compensation and benefits work is often a top concern for new employees. This chapter will cover the most important and recurring questions on these topics. More information is available on the [UFHR Compensation webpage](#).

For the purposes of your pay, UF's "workweek" begins at midnight on Friday and ends at 11:59 p.m. the following Thursday. Payday is every other Friday. All employees are required to participate in the Direct Deposit Program as a condition of employment. (Fun fact: this works out to 26.1 pay periods in a calendar year.) The [Payroll Schedules](#) website has the pay periods outlined per fiscal year (July 1 – June 30). Using the "My Self Service" tab in the [myUFL system](#), you can view and print your current and previous paystubs at any time. The [View Paycheck & Leave Balances Instruction Guide](#) provides additional information on navigating to and reading your paystub.

## Overtime Eligibility

Some employees are entitled to overtime and some are not. Determining your overtime eligibility depends on the application of a federal law called the Fair Labor Standards Act (FLSA). Although we could go on and on about this fascinating law, we do have some other important topics to cover. If you are curious, you can read more about the FLSA on the UFHR webpage discussing [wage and hour](#) matters.

The most important FLSA aspect for you to understand is knowing whether you are

non-exempt from the overtime rules (i.e., you earn an hourly rate of pay and you do get overtime for time worked over 40 hours within a workweek), or you are exempt from the overtime rules (i.e., you earn an annual or biweekly rate of pay, and you do not earn extra money even if you work more than 40 hours within one workweek).

Your position description and job classification should clarify your overtime eligibility. However, if you are not clear about your overtime eligibility status, immediately talk to your supervisor. If you are eligible for overtime, you need to understand the specific expectations of your work area relating to overtime. For example, most supervisors require approval prior to any UF employee working overtime. You can find more information on overtime in the following section.



Residence halls



## Compensatory Leave

Non-exempt TEAMS and USPS employees are eligible to earn [compensatory leave](#) in certain situations. Upon reasonable notice, supervisors or other appropriate UF administrators may require employees to use any part of accrued overtime, special, or regular compensatory leave at any time deemed advisable. Employees who have accrued compensatory leave may be required to use such leave before using vacation leave.

There are three types of compensatory leave: overtime compensatory leave, regular compensatory leave, and special compensatory leave. The maximum accrual rate for both regular and overtime compensatory leave is 120 hours.

- **Overtime Compensation.** Non-exempt (i.e., hourly and overtime eligible) USPS and TEAMS employees are either paid for overtime work or are compensated with overtime compensatory leave—if agreed upon by the employee and the department

before overtime is worked. Overtime is defined as work performed beyond 40 hours within one workweek. Use of paid leave, such as vacation or sick time, is not included in the calculation. Cash payment for purposes of overtime compensation is on the basis of one and one-half times (1.5x) an employee's regular hourly rate of pay for each hour of overtime worked within one workweek. If the employee agrees to accrue overtime compensatory leave as an alternative to payment, the leave is also accrued at 1.5 hours of leave for each hour worked.

- **Regular Compensatory Leave.** Full-time exempt USPS employees who are required to work more than 40 hours in a workweek are eligible to earn regular compensatory leave. For every hour they work beyond 40 hours within a workweek, they receive one hour of compensatory leave. Part-time exempt USPS employees who are required to work more than their FTE are also eligible to earn regular compensatory leave on an hour-for-hour basis.
- **Special Compensatory Leave.** Special compensatory leave has an hour-for-hour value and can only be earned in conjunction with holidays or certain types of administrative leave. USPS and non-exempt TEAMS employees, with the exception of employees receiving workers' compensation salary payments, are eligible to earn special compensatory leave credits.

## On-Call & Call Back

On-call pay is additional compensation paid at the discretion of vice presidents to staff. An on-call employee is an employee who is required to be available to be called in to work during off-duty hours to respond to emergency alerts or calls. These employees may be compensated





for the hours they are required to be available. Check with your supervisor to determine the logistics of the on-call program in your department, if one exists.

For an employee who is on-call on Saturday, Sunday, and/or a university holiday or official closing, the employee may be paid for each hour he or she is required to be available at the rate of [one-third of the university's hourly minimum wage](#). Payment for on-call is initiated in myUFL's Time & Labor process using the appropriate time recording code. More information about [on-call pay and callbacks](#) may be found on the UFHR website.

Please note: Employees covered under a collective bargaining agreement will be compensated for on-call time in a manner consistent with the applicable collective bargaining agreement.

## Reporting Time

UF is legally required to keep accurate records of all hours worked and approved leave taken by each employee. This is achieved through proper and timely recording and approving of time worked in [my.ufl.edu](#). For non-exempt (i.e., hourly) employees, accurate actual start and stop times need to be recorded. The policy for accurate and complete time records is not just a UF expectation; federal law also requires this practice. So, accurate record keeping is vital.

⇒ **ProTip:** *If you are an hourly employee and you do not have an automated process for clocking in and out (i.e., you have to manually record your time), do not round up or down your time. Record your actual time in and time out. If you ever have*

*questions about recording your time, talk to your supervisor.*

### **Quick Note to Hourly (Non-Exempt) Employees About Off-Hours Work:**

When you are away from work, you should not be checking work emails, sending or reading work-related text messages, or performing other work, unless directed to by your supervisor. If you are, you need to be tracking that time, as such tasks constitute work and you get paid for the work you do for UF. If you are ever concerned about what you are being asked to do outside of your scheduled shifts or you have concerns you are not being paid for time worked, talk to your supervisor. If you are uncomfortable talking to your supervisor, reach out to your local HR liaison, your Employee Relations Satellite office, or UFHR Employee Relations at (352) 392-1072 or [EmployeeRelations@hr.ufl.edu](mailto:EmployeeRelations@hr.ufl.edu). We take wage and hour issues very seriously, and we are also serious about ensuring you are treated fairly.

## Time Away

Here at UF, we work hard, but we also like to play hard. You need time for yourself, your family, and your friends. Having time to recharge is important.

UF provides time off in many different forms. The information below represents just the highlights. You can find the most current and detailed information on UF's [Time Away](#) webpage.

### **UF Holidays**

TEAMS and USPS employees are eligible for 10 (you read that right, 10!) paid [holidays](#) each year.

*TEAMS employees earn approximately 22 days of vacation time per year!! You won't find that kind of potential for work-life balance many places.*







College of Nursing

### **TEAMS December Personal Leave**

Additionally, TEAMS employees receive four personal leave days each year (32 hours assuming full-time status) to compensate them for the university's holiday closing period. These leave days are applied to the days between Christmas Day and New Year's Day. For a variety of reasons, certain units on campus may need to remain open or require employees designated "Essential Personnel" to work during this closing period. If you are required to work during this time, your personal leave days can be used at another time before the end of the fiscal year. Talk to your supervisor about when and how to use them.

### **USPS Personal Holidays**

In addition to paid holidays, permanent USPS employees receive one paid "personal holiday" each year. If you are a part-time USPS employee, your personal holiday is accrued in proportion to your current full- or part-time status. A personal holiday will be credited to you

at the beginning of each fiscal year, and it must be taken by the end of each fiscal year. This personal holiday day must be taken all at once (i.e., as a full day, if you are a full-time employee) and not spread out in hourly increments.

Still have questions? You can read more on the UFHR webpage discussing [Holidays and Personal Leave Days](#).

### **Accruing Vacation Time**

TEAMS and USPS employees accrue vacation leave throughout the year. Current and detailed information about the accrual and use of vacation leave can be found on the Benefits webpage dedicated to [Vacation Leave](#).

### **Requesting Vacation Leave**

All requests for vacation leave should be submitted to your supervisor as far in advance as possible (check with your department to see how much time in advance requests should be submitted), with vacation leave being taken only after approval has been received. Use of vacation leave is approved or denied at the



discretion of the supervisor.

### **Cash-Out of Vacation Time**

Upon separation from the university, if you are eligible, you may cash out vacation hours accrued based on the maximum allowable for your salary plan. You can learn more about payment of unused vacation time on the [Termination Procedures](#) website.

### **Sick Leave**

No one likes to be sick, but it helps if you can still get paid even when you or an immediate family member who requires your care is under the weather. Think about sick leave as kind of an insurance policy to cover pay when you are ill. Additional [sick leave](#) details are available online.

### **Sick Leave Pool**

UF has a Sick Leave Pool (SLP), run by the SLP Committee. If you join, you donate to the pool 8 hours of your own sick leave, which will be added to the pool. If you end up with a serious health issue further down the road and run out of your own sick, vacation, and compensatory hours, you may apply to the committee to draw upon the sick leave hours in the sick leave pool. The [Sick Leave Pool](#) policy and forms are available online.

### **Family Medical Leave Act**

UF is committed to compliance with the Family and Medical Leave Act of 1993 ([FMLA](#)). UF provides eligible employees with up to 12 workweeks of unpaid, job-protected leave a year. (Reminder: If you have accrued sick leave or vacation time, this will be used while you





are on FMLA. Absent accrued leave, however, FMLA-protected leave is unpaid.) This is only for certain types of leave—such as the birth or adoption of a child, caring for a sick spouse, or dealing with your own serious health condition. There is even more of a leave entitlement under the FMLA for military families under certain circumstances. There are too many details to cover here, but you can learn more about the FMLA online.

## **Parental Leave and Lactation Rooms**

UF is an amazing place, but even more amazing is its policy on parental leave. UF guarantees six months of parental leave for eligible employees upon the birth or adoption of a child. Yup, whether you're a mother or a father, you are eligible to use the six months with paid leave (using your accrued sick time or vacation time), unpaid leave, or a combination of both. You can also work a reduced work schedule during that time, but remember, the parental leave cannot exceed six months from the first day of absence and must be used prior to the child's first birthday.

Nursing mothers can find lactation rooms throughout campus. Learn more about UF's support of nursing mothers and its policy on [UF's Lactation Policy](#) webpage.

## **Administrative Leave**

Sometimes the university prevents employees from coming to work. This may happen for a variety of reasons—a list may be found on the [UF Administrative Leave](#) webpage. The most common reason includes when UF shuts down due to severe weather issues (you know, like those pesky hurricanes that come our way). Another example would be when an employee is accused of misconduct and the university determines it is in the best interest of the workplace for the employee to be away from the office until a full review and/or investigation can be completed. If sufficiently serious, the

allegations may lead to the employee being placed on administrative leave. Although placing employees on administrative leave is rare, to best manage employees and prioritize potential safety and logistical concerns, UF reserves the right to place any employee on administrative leave at any time. Administrative leave can be paid or unpaid. However, in most situations, the employee will be on paid administrative leave, which means the employee will still be paid, but he or she does not come to work and must be available during his or her usual work day should the university need to speak with him or her.

## **Other Types of Administrative Leave**

UF provides many other types of administrative leave, including [bereavement](#) leave, leave for [jury duty/court appearances](#), [military](#) leave and [domestic violence](#) leave, to name a few. Visit the UFHR Benefits webpage dedicated to [Other Types of Leave](#) for the most current and detailed information.

## **A Brief Introduction to Health Care/Insurance Benefits**

Having good health insurance is important to most people, and we're sure it is to you as well. UF offers a wide variety of plans from which to choose. There are options for dental and vision plans in addition to other types of supplemental insurance benefits.

The various plans offered by the state could change from year-to-year, so we won't go into tremendous detail here. The [My UF Benefits](#) website is the best place to start for reviewing current options and new benefits as well as plans made available every fall during Open Enrollment. Open Enrollment dates vary from year to year, but are typically mid-October through the first week of November.

UF is a complex institution with many types, or classifications, of employees. Benefits eligibility



is determined by your employee classification and prior UF or state employment. You can find out more about benefits available to you by visiting the [Benefits Eligibility](#) page. You can also find nice overview information on the [Explore Your Options](#) page.

Another option is to use our handy-dandy online benefits counselor, affectionately called [ALEX](#), to help you navigate through the different benefits options. [ALEX](#) is helpful—and, frankly, quite friendly, too!

No matter how entertaining ALEX may be, if you would rather meet face-to-face with a real person, you can always go online to [schedule an appointment](#) to meet with a UF benefits counselor.

⇒ **ProTip:** *New UF employees need to dive into benefits selections as soon as possible. There are strict deadlines you must meet as a new employee for benefit enrollment, and we don't want you to be left out in the cold!*

## Retirement

Are you preparing for and planning well for your retirement?

Depending on your job classification, you may be eligible to participate in one of the state retirement plans as well as voluntary retirement plans. Find out more about your options by visiting the [Retirement section](#) of the Benefits website, or chat with ALEX for current information about your options.

Just as with your insurance benefits, there may be specific time limitations in which to make your selection for the type of retirement benefit you want. So stay on top of this to make sure you get the plan you want.



Hi, I'm ALEX!  
I'd be happy to chat with you.  
I'll ask you a lot of questions and then point you in the right direction to help you find which benefit plans may work best for your needs.

Listen, we know that not everyone is an expert in financial planning (actually, most of us are not). UF is happy to offer [Financial Literacy and Retirement Education \(FLARE\)](#), a program that provides free resources to help you better plan your finances and retirement.

## UF: Where Membership Has Its Privileges!

The UF [GatorPerks Discount Program](#) provides exclusive discounts for UF faculty and staff. By using this program, you have the opportunity to save at various businesses and retailers. Most vendors want to see your UF Gator 1 card, but others may want you to print out a coupon or enter a discount code on their website. Most discounts are applied at the time of purchase.

⇒ **ProTip:** *Whenever you are in the Gainesville area and at a restaurant or shop, ask if they offer UF employee discounts. There may be stores that do but that do not necessarily advertise this. It doesn't hurt to ask and it may get you a discount!*

## Professional Development at UF



UF is an institution of higher learning. You would expect us to have a stellar group of professionals providing [Training and Organizational Development \(T&OD\)](#) to UF employees. And you would be right! The T&OD team is amazing.

Just as UF aims to continuously improve its status as a preeminent university, we recognize each individual's career achievements benefit the university's collective efforts. T&OD has developed an abundance of tools and talent to empower employees in all areas and at every level. At UF we believe that when our employees succeed, UF succeeds.

T&OD offers training programs and resources designed to bring out your best. Courses range from business communications and management to personal development to financial literacy and retirement—and more.

T&OD also hosts [Leadership Development programs](#) to help maximize the leadership

qualities you already possess while allowing you to cultivate new strengths through education and training. Some other popular training programs worth exploring include [Gator Business Administrator Services \(GBAS\)](#) and [Research Administration & Financials Training \(RAFT\)](#), which are offered in partnership with other campus offices.

Additionally, T&OD's organizational development services form strategic partnerships with UF leaders to promote organizational effectiveness. Through retreats, one-on-one coaching, and customized training interventions, T&OD works with teams to ensure they are functioning at their best and executing on their top priorities to achieve their mission and vision.

## Employee Education Program (EEP)

UF encourages all employees to pursue





professional development in a variety of ways, and the [Employee Education Program \(EEP\)](#) is just one of the opportunities provided to help you accomplish your educational goals.

The [EEP](#) empowers full-time TEAMS and USPS employees who have been employed in good standing for at least six months to receive tuition assistance for up to six credit hours of instruction per semester at the state university closest to their work location. TEAMS employees may also attend classes at a public community or state college closest to their work location. For example, if you work in Gainesville or Alachua County, the EEP will only apply to classes taken at the University of Florida or Santa Fe College. To learn more, start with the [EEP Tutorial](#).

## Higher Education Opportunity (HEO)

UF's [Higher Education Opportunity \(HEO\)](#) provides children of full-time TEAMS employees with the opportunity of tuition assistance for an undergraduate education at the University of Florida. Each year, UFHR will choose at random from a pool of eligible applicants 150 children of TEAMS employees to participate in this program.

## Finding Balance and Staying Healthy

At UF, we know that the quality of our life and the quality of our work are interdependent — and as such, we place a high value on your health and wellbeing. The [WorkLife at UF](#) website provides information about and access



*"Go after what you really love and find a way to make that work for you, and then you'll be a happy person."*

—Tom Petty, singer, songwriter, multi-instrumentalist, and native Gainesvillian

to the many wellness, family, and community resources available to you.

## Awww, Look at Those Baby Gators!

If you have children between the ages of six weeks and five years, you may consider seeking care for them at one of UF's three [Baby Gator Child Development Centers](#). Baby Gators grow and learn in a safe and healthy environment with a caring and attentive staff of well-trained early childhood educators. The curriculum is designed to encourage children

to experience the world around them.

Baby Gator addresses the needs of all children and fosters growth in social, behavioral, cognitive, and physical skills as well as early literacy skills. If you have questions, you can read more on the [Baby Gator website](#) or send an email to [babygator@admin.ufl.edu](mailto:babygator@admin.ufl.edu).

## We Get By With a Little Help from Our Friends... The Employee Assistance Program (EAP)

We know that employees often have to deal with challenges both at and outside of work. "Life happens" to all of us from time to time. To help with some of the obstacles life throws at us, UF offers the [Employee Assistance Program \(EAP\)](#). The EAP provides a wide range of services including confidential emotional support, worklife solutions, legal guidance, financial resources, and much more.





Levin College of Law - Trial team practice

The EAP is available to employees and their household members wherever they may be located — whether in Gainesville or anywhere else in the world. The EAP is accessible 24 hours a day, seven days a week. UF employees and their household members are offered up to six visits per person, per event, per calendar year for individual consultation.

The EAP is a great employee benefit and there is no cost to those taking advantage of this resource. To access EAP services, individuals may call a toll-free number, (833) 306-0103 (TTY (800) 697-0353), to speak to a professional and to be referred to a counselor (when appropriate) in their geographic area.

For more information, please visit the EAP website at [eap.ufl.edu](http://eap.ufl.edu) or email [eap-help@ufl.edu](mailto:eap-help@ufl.edu)

**⇒ ProTip:** *If you are having a tough time—whether you are stressed about work, having problems at home, or feeling down without even knowing why—contact the EAP. This confidential resource is sometimes under-utilized because sometimes people do not feel like they need to talk to a mental health professional. If you feel you are struggling with a specific issue or with life in general, contact our EAP counselors. They really are here to help you. This resource exists so that you can get a little help through life’s rough patches.*



## Chapter 7:

# When Things Don't Go As Planned

### Aim for Success

If you are reading this, you are likely already part of the UF team (or maybe you are seriously thinking about joining). If you have a job at UF, it is because we believe in you and your ability to be successful here. Hopefully, if you have a job here that also means you believe you have a future with UF. Success for you and for UF will require communication, honesty, and hard work all around.

### Probationary Periods & Status

Newly hired TEAMS employees serve one six-month probationary period upon their initial hire. USPS employees serve a six-month probationary period upon promotion, reassignment, or demotion to a classification in which they have never held permanent status. However, both TEAMS and USPS probationary periods can be extended to last up to one year. Employees classified in law enforcement positions must complete a one-year probationary period.

Employees dismissed during their probationary periods do not have rights to appeal the dismissal. Most employees and supervisors can tell if the working relationship is going to work out before the expiration of the probationary period. Probation is definitively the time to show your skills, work ethic, and potential. It is

*No, seriously. We really do want to know if you are having problems. What we do not want is to lose good employees because they were in a bad situation and felt it was easier to leave than to work with UF on improvements. Talk to a leader you trust in your department. Schedule a time to speak with Employee Relations at (352) 392-1072 or [EmployeeRelations@hr.ufl.edu](mailto:EmployeeRelations@hr.ufl.edu). Help us help you.*



also a time for you to consider whether UF is the best fit for you.

If you are a supervisor with employees who are working through a probationary period, be sure to provide appropriate resources along with regular, helpful, and complete feedback. We want all new hires to be successful. Feedback on performance and conduct, expectations and standards is necessary to achieve success. If you are a new employee and you are uncertain of how your supervisor thinks you are performing, the best way to find out is simply to ask your supervisor. If you are not sure what you want to do or should do, you can always contact UFHR Employee Relations at (352) 392-1072 or [EmployeeRelations@hr.ufl.edu](mailto:EmployeeRelations@hr.ufl.edu).

### It's Not You, It's Us

This Handbook describes a positive work environment, which UF truly believes in and makes an earnest attempt to create and maintain. UF is a big university and has been around long enough for us to know that sometimes things just don't go as well as they should.

If we are being completely honest, it is possible you could find yourself in a department, working in a group, or assigned to a project that you feel is failing to meet the standards and expectations outlined in this handbook. If





Innovation Hub



you find yourself in that type of situation, be an agent of change. Try to pull the department together, make the group get along better, or turn around the project. If that does not help, talk to your supervisor.

Maybe going to your supervisor does not seem like a viable option for some reason. Here are just a few other ways you can report concerns you may have. (For a longer list of options, visit the [Complaint Filing Options](#) page on the [Employee Relations](#) website.)

### **Confidential/Anonymous Hotline Service**

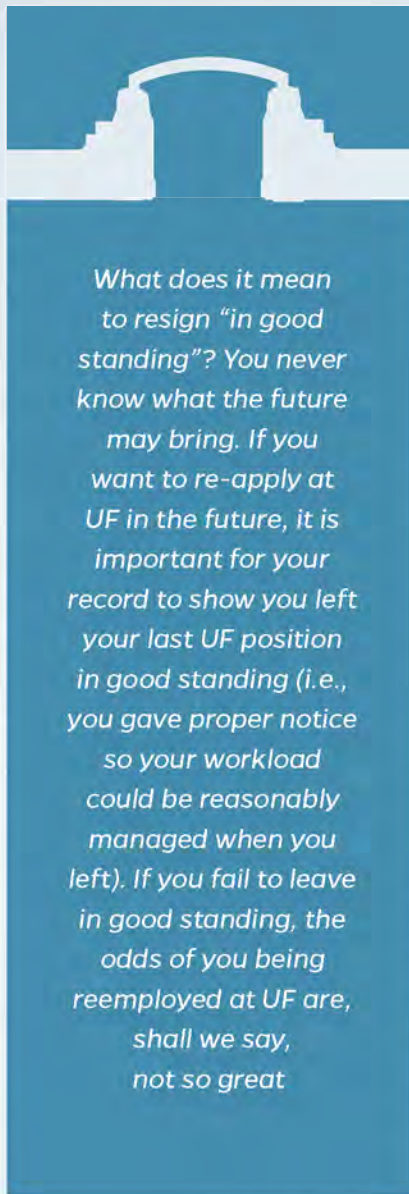
The UF Compliance Hotline is managed by a third-party vendor, providing a confidential hotline reporting service to many other universities and corporations as well. The UF Compliance Hotline is operated 24 hours a day, 365 days a year. You can call toll-free at 1 (877) 556-5356 or use the [Online Reporting Service](#). Any type of employee concern can be reported using the hotline.

### **Employee Relations Complaint**

If you believe a UF regulation, policy, or procedure is being violated, you can report this through UFHR Employee Relations. To best assess complaints, Employee Relations has a [complaint form](#) it prefers employees use. The [Employee Relations](#) website offers additional information on a wide range of options to share concerns or file complaints.

### **Office of Title IX Compliance**

If you have witnessed or been the victim of



sexual harassment, you can contact the [Office of Title IX Compliance](#) to discuss complaint options. Read more about Title IX compliance in Chapter 2.

### **Grievances**

Because UF encourages informal resolution of grievances and complaints, your immediate supervisor is available to help you resolve any work-related concerns or misunderstandings. Should this type of informal resolution be unsuccessful, you may choose to initiate a formal grievance or complaint. TEAMS employees needing assistance navigating the grievance process can contact their UFHR satellite office for guidance. (Contact information is listed at the end of this Handbook and on the [Employee Relations website](#).) Grievance procedures (USPS; UFPD officers, sergeants and lieutenants) are outlined in their respective collective bargaining agreements.

### **Staff Ombuds**

Not sure what to do, where to turn, or whom to call? TEAMS employees can always contact UF Staff Ombuds Ron Anderson at [randerson@aa.ufl.edu](mailto:randerson@aa.ufl.edu) or (352) 392-1308.

### **Progressive Discipline**

We truly want all employees to be successful—both in how they perform their work and how they conduct themselves on the job. Honestly, the vast majority of UF employees are pretty amazing. Most never require discipline. But, there are exceptions to this general rule.



The philosophy underlying progressive discipline is to assist employees in understanding what their performance or conduct deficits are and what changes are expected of them moving forward. Employees should get sufficient guidance (and training, when needed) to make the necessary and lasting improvements to their performance or conduct.

When employees fail to make the necessary improvements, they may receive increasingly severe penalties. The idea here is to provide the employee with time to change, but also the understanding that repeated acts of misconduct or poor performance will be

addressed. Obviously, some performance and misconduct issues are more serious than others—so it is not necessarily a one-size-fits-all process. For example, being a little late to work once in a while is a problem, but not the same type of problem as stealing from UF or putting a coworker's life in danger. Hopefully, that is clear enough to everyone.

Complete descriptions of the [progressive disciplinary processes](#) for TEAMS and USPS employees are available online.

⇒ **ProTip:** *If you recognize that you are not performing at the level you know is expected of you, don't wait for corrective action. If you have a sincere desire to be*





successful, we encourage you to take the initiative and seek help. Ask your supervisor to provide you with coaching or see if someone can serve as a mentor to help you. If you know you are struggling, do not wait until you are in trouble. Be proactive and ask for help! Visit the UFHR [Employee Relations](#) website for options for seeking guidance in sharing a concern or filing a complaint.

## TEAMS Notice of Non-Reappointment

TEAMS employees may be issued a Notice of Non-Reappointment (i.e., may be non-renewed) at any time. The decision not to issue another appointment of employment, or to end an appointment with notice, is not a “termination” for misconduct and therefore does not require “just cause” to support the decision. The non-reappointment process is governed by university regulations. Employees shall receive three months’ notice that their appointments will not be renewed. Supervisors may opt to give such an employee a reassignment or restructuring of job duties during this time. Alternatively, the department may opt to end employment right away and pay a lump sum amount equivalent to the employee’s salary (less tax withholdings) for the three-month notice period.

In most cases, an employee who has been issued a Notice of Non-Reappointment may apply for other UF positions during and after the non-reappointment period. Any employee who is non-reappointed will receive a written notice explaining the specific details relevant to them, should they be interested in applying for future reemployment at UF.

## Investigations and Administrative Leave

UF expects every employee to report complaints and concerns implicating unethical,

unsafe, and potentially unlawful behavior. When such complaints and concerns are shared, UF needs to take action. Investigations will be initiated as soon as possible after the report of such concerns. In the unlikely event you are named as an individual engaging in inappropriate conduct, UF may, at its discretion, place you on paid (or unpaid) administrative leave. Sometimes leave may be very brief—perhaps not even a full day. At other times, administrative leave may be longer, especially if a full investigation is needed. Anytime employees are placed on administrative leave, they will be notified as to when they need to participate in an investigation, return to work, or take some other action. Employees on leave may contact Employee Relations at any time for an update. More information on the employee inquiry and complaint process is available on the [UFHR Employee Relations](#) website.



Norman Hall



## Prohibition of Retaliation

It is often hard enough for employees to step forward and share concerns or pursue complaints. We do not want employees to also be fearful of retaliation. And we certainly do not want employees to actually be subjected to retaliatory actions. UF has no tolerance for incidents of retaliation in the workplace and strongly encourages every employee to immediately report any suspected retaliation—whether they are making a complaint or even being directed to participate in an investigation.

Do not take action against anyone you know or even suspect was involved in making the report or cooperating with the investigation. To be clear, retaliation can often be more egregious than the underlying (and alleged) misconduct. Certain types of retaliation may be more than mere violations of UF expectations and policy but can even constitute unlawful conduct (such as retaliating against a person making a Title IX

report or reporting suspicions of harassment or discrimination based on race, gender, or any other protected class).

UF has a duty, obligation, and desire to protect people (employees, students, visitors, etc.) voicing concerns and making complaints. UF also has a duty to ensure its investigative process has integrity—which requires witnesses to be forthcoming and truthful.

## For-Cause Termination

Any employee may be terminated from employment at any time if he or she has been found to have engaged in misconduct or if he or she is unable to perform the essential functions of their position. For TEAMS employees, such “just cause” terminations are governed by university regulations. Dismissal procedures for USPS employees are outlined in the collective bargaining agreement.

## Layoff

Layoffs are rare, but they are a possibility. An employee may be laid off at any time as a result of many different potential types of changes, such as adverse financial circumstances; reallocation of resources; reorganization of academic or administrative structures, programs or functions; curtailment of one or more programs or functions; shortage of work; or a material change of duties. A minimum 45-calendar-day notification of layoff must be provided.

Layoff procedures and remedies are slightly different for USPS employees, and those differences are outlined in the collective bargaining agreement.

## Time-Limited Ending

Some employees are hired for only a certain amount of time—say one year or for the length of a grant or particular project. This type of arrangement may be warranted due to the





nature of the specific work to be done. Perhaps it is for a certain project, and once the project is completed, there is no longer a need for the position. Or, it is possible the funding for the position is tied to a limited source like a grant: once the grant is gone, the position is gone.

An employee appointed to fill a full- or part-time contract, grant, or auxiliary position that has been designated as a time-limited appointment will receive a 45-calendar-day notice of the position ending and will not have layoff rights. You will know if your position is time-limited because it will be very clear in the position posting and the initial offer letter you receive.

## Job Abandonment

USPS or TEAMS employees who are absent without authorization for three or more consecutive workdays without contacting their supervisors may be considered to have abandoned their positions. If you cannot work for any reason, you (or someone on your behalf) must contact your supervisor to explain the situation and determine what type of leave makes sense, given your situation. Please do not accidentally or inadvertently abandon your job.

## Voluntary Resignation or Retirements

We hope your employment with UF is positive and lasting. Should you plan to voluntarily resign from your position, to leave UF in good standing, you must provide your department with **one month's notice** if you are in an exempt position and at least **two weeks' notice** if you are in a non-exempt position.

## Re-Applying to UF

In most cases, if you resign in good standing, are laid off, or are separated due to the

expiration of a time-limited appointment, you do not have a waiting period to reapply for UF employment. You can reapply whenever you would like to and are eligible for rehire. In other words: Go for it! However, anyone who leaves under not-so-good circumstances may not be immediately eligible for rehire.

Employees who are unclear about their rehire eligibility may contact UFHR Recruitment and Staffing at (352) 392-2HRS (2477) or via email at [employment@ufl.edu](mailto:employment@ufl.edu). Every situation is a little different, and we are willing to talk to you about your circumstances.

## Off-the-Job Conduct & Criminal Convictions

Misconduct you engage in off-the-clock could impact your employment. For example, public drunkenness, driving under the influence, drug offenses, or conviction of any crime other than minor traffic violations may result in disciplinary action up to and including dismissal. If you are involved in any type of criminal action, even if it is away from work, inform your supervisor if the matter will interfere with your ability to do your job or may implicate UF in any way.

**Why is this important?** If your conduct, even off-the-clock, adversely affects your ability to perform your job, we want to know. For example, if a criminal procedure or conviction will result in you missing a lot of work, your absences could impact the work being done in your department. If your actions cause you to lose the trust and respect of your colleagues, it can significantly impact your ability to remain effective in your role. For most people, this will never be an issue, but it is important to be aware of how conduct outside of work could have a real impact on the workplace.



# Welcome Aboard!

Wow. You read the whole Employee Handbook. Nice job. We hope this was both informative and helpful. Employees new to UF, please be sure to visit the [Welcome to UF](#) website for additional information designed to help you settle in.

## **Acknowledgment of Receipt of Employee Handbook**

We wanted you to know that your supervisor may ask you to acknowledge receipt of the Employee Handbook. And that's perfectly reasonable.

If you read something in the Employee Handbook that doesn't seem right to you, you should feel empowered to ask questions. You can discuss your questions or concerns with your supervisor, or you can email us at: [humanresources@ad.ufl.edu](mailto:humanresources@ad.ufl.edu) with "Employee Handbook" in the subject line.

We promise we'll get back to you.

You should know that the Employee Handbook is an informational guide and not an employment contract. It also does not supersede any UF regulations, policies or procedures.

If you are looking for a digital version (which contains handy hyperlinks to the offices and resources referenced throughout the handbook), you can find it here:

[www.hr.ufl.edu/forms-policies](http://www.hr.ufl.edu/forms-policies)

Thanks again for taking the time to read this resource, and welcome to UF. We're glad you're here.





# UF Human Resources Contact Information

## **Service Center**

7:30 a.m.—5:00 p.m., weekdays  
Phone: (352) 392-2477 (2HRS)  
Fax: (352) 392-7094

For persons with a speech or hearing-related disability, please contact UF Human Resources through the Florida Relay Service at 1 (800) 955-8771

## **Physical Address** (unless noted otherwise)

903 West University Avenue  
Gainesville, FL 32601-5117

## **Office of the Vice President**

PO Box 115000  
Phone: (352) 392-1075  
Fax: (352) 392-5495  
Email: [humanresources@ad.ufl.edu](mailto:humanresources@ad.ufl.edu)

## **Classification and Compensation**

PO Box 115009  
Phone: (352) 392-2477 (2HRS)  
Fax: (352) 846-3058  
Email: [compensation@ufl.edu](mailto:compensation@ufl.edu)

## **Communications and WorkLife**

PO Box 115000  
Phone: (352) 392-2477 (2HRS)  
Fax: (352) 392-3058  
Email: [hrcommunications@hr.ufl.edu](mailto:hrcommunications@hr.ufl.edu)  
[hws-wellness@ufl.edu](mailto:hws-wellness@ufl.edu)

## **Employee Relations**

PO Box 115003  
Phone: (352) 392-1072  
Fax: (352) 392-1726  
Email: [EmployeeRelations@hr.ufl.edu](mailto:EmployeeRelations@hr.ufl.edu)

## **Recruitment & Staffing**

*Including Records and Employment Verification*  
PO Box 115002  
Phone: (352) 392-2477 (2HRS)  
Fax: (352) 846-0668  
Email: [employment@ufl.edu](mailto:employment@ufl.edu)

## **Training & Organizational Development**

PO Box 115006  
Phone: (352) 392-4626  
Fax: (352) 392-1055  
Email: [training@ufl.edu](mailto:training@ufl.edu)

## **University Benefits**

*Including Retirement and Leave Administration*  
PO Box 115007  
Phone: (352) 392-2477 (2HRS)  
Fax: (352) 392-5166  
Email: [benefits@ufl.edu](mailto:benefits@ufl.edu)

## **Graduate Assistant Benefits**

PO Box 115007  
Phone: (352) 392-0003  
Email: [gabenefits@admin.ufl.edu](mailto:gabenefits@admin.ufl.edu)

## **Workers' Compensation**

PO Box 115008  
Phone: (352) 392-4940  
Fax: (352) 392-8329  
Email: [workcomp@ufl.edu](mailto:workcomp@ufl.edu)

## **UFHR Employee Relations Satellite Offices**

## **Education & General and Auxiliaries**

903 W. University Ave.  
Phone: (352) 392-6615  
Fax: (352) 392-1726

## **Health Science Center**

HSC Room H-8  
Phone: (352) 392-3786  
Fax: (352) 273-9046

## **IFAS**

Room 2044 McCarty Hall D  
Phone: (352) 392-4777  
Fax: (352) 392-3226

## **Facilities Services/Business Affairs**

Building 701, Radio Road  
Phone: (352) 392-2333  
Fax: (352) 846-2043





Lake Alice



# UF



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